



COMITÉ DE LIAISON DES EXPERTS NATIONAUX DÉTACHÉS
VERBUNDUNGSKOMITEE FÜR NATIONALE EXPERTEN
LIAISON COMMITTEE OF SECONDED NATIONAL EXPERTS

Constitution of CLENAD

Laying down provisions of the
LIAISON COMMITTEE OF SECONDED NATIONAL EXPERTS (CLENAD)
Within the European Commission
and other EU Institutions

PART I

Objectives, mission and composition of CLENAD

Article 1

Objective and mission

The Committee is established with the name "LIAISON COMMITTEE OF SECONDED NATIONAL EXPERTS" and with the acronym CLENAD. It is of unlimited duration.

CLENAD shall be entirely independent. It shall not act as a trade union and shall be non-political.

CLENAD's aim is to promote and support the role of Seconded National Experts (SNEs) in the EU Institutions.

To this aim, CLENAD may represent the SNEs in contacts with the EU institutions and, through its national sections if set up, with the Permanent Representations of the Member States and third countries as well as with administrations and employers of the SNE.

The work of CLENAD is taken forward or developed at country level by national sections referred to in Part III of this Constitution, where these exist.

CLENAD shall consider and contribute to the solution of matters of general concern, as well as matters related to the workplace or to administrative or legal difficulties in the places to which individual SNEs are seconded.

Article 2

Membership

All SNEs are automatically affiliated members of CLENAD, unless they have notified the Bureau to the contrary.

Membership of CLENAD is free of charge.

PART II

Administration and operation

Article 3

General Assembly

The General Assembly adopts the Constitution and its amendments. The CLENAD Bureau shall ensure that the **General Assembly** of all SNEs is held at least once per **two** years on a date decided by the President of CLENAD. SNEs shall be invited to attend the General Assembly at least 4 weeks in advance, unless urgent circumstances require otherwise.

The CLENAD Bureau shall set the agenda for the meetings of the General Assembly and prepare the items on the agenda.

The CLENAD Bureau shall in particular inform the General Assembly of any relevant issue or progress in carrying out the tasks linked to the objectives of CLENAD.

All SNEs shall be informed and kept up-to-date about the Bureau's activities via the CLENAD website, the information platform CIRCABC and regular electronic newsletters.

Article 4

Bureau

CLENAD shall be administered by a **Bureau** aiming to represent SNEs from Member States and third countries working for EU institutions.

The Bureau, including the President, the Vice President and the General Secretary, is composed of one member per country that sends a SNE. Only countries with a national section can appoint a member to the Bureau. This member can be the President of the national section or another delegate. Each member may have a substitute.

In cases where no national section exists, individual SNEs may present themselves to the President of CLENAD with a request for observer status. Participation of more than one observer per country is at the discretion of the President

The decisions are taken by majority. Each Bureau member counts one vote.

The names of the new Bureau members shall be published on the CLENAD website and CIRCABC. Any objections can be sent to the President.

A term of office as a member of the Bureau shall not exceed the duration of his/her secondment.

By a 75% majority of voting Bureau members, the Bureau may ask a member to review his/her membership when it is considered that:

- he/she is not carrying out his/her role effectively;
- his/her conduct is disruptive or liable to bring CLENAD into disrepute.

The related national section is informed of the Bureau's opinion.

In case a Bureau member resigns, the relevant national section decides on a replacement.

The Bureau shall meet at least every three months or whenever a meeting is called by either the President or by at least three of its members. The Bureau may set up working groups to deal with particular issues.

Members of the Bureau shall be active and notify the General Secretary if he/she is not able to attend the Bureau meetings and/or will be represented by its substitute.

Article 5

Board members

The Bureau shall elect a Board, consisting of a **President**, up to three **Vice-Presidents** and a **General Secretary**, from among its members.

The term in office of the President, Vice-Presidents and General Secretary shall be 24 months; they may be re-elected for a second term.

In order to guarantee continuity, the new Board is elected four weeks before the expiry of the mandate of the previous Board. This is the equivalent of four weeks before it will take up its duties. Each member of the Bureau may cast one vote for each of these positions. The election shall be conducted via an anonymous vote.

The President has a coordination role. The Vice-Presidents and General Secretary help in the coordination tasks.

In case a member of the Board resigns, the Bureau may elect a replacement for the remainder of the Board's mandate.

Article 6

External representation

The President or Vice-President(s), assisted if necessary by the General Secretary and/or members of the Bureau, shall represent CLENAD and promote its visibility and interests at external meetings.

The same applies to any meetings of CLENAD with representatives of the EU institutions, Permanent Representations of Member States with the presence of the Presidents of national sections and the SNEs employers. The Bureau shall be informed in advance and in due time about such meetings.

Relevant information about such meetings and their outcomes should be transmitted to all SNEs via the CLENAD website, newsletters and/or CIRCABC.

PART III

National Sections

Article 7

National Sections

CLENAD shall encourage the establishment and development of national sections, with the aim of further promoting the interests of SNEs at national level and wider representation in the CLENAD Bureau.

When a national section is set up, the President of CLENAD and the Permanent Representation of the Member State or third country concerned shall be informed without delay and a member of the Bureau shall be appointed.

PART IV

Resources

Article 8

Financial rewards of Bureau members

Members of the Bureau may not receive any financial reward for the duties they carry out. Reimbursement of expenses shall be allowed only by consent of the Bureau.

Article 9

Grants and other subsidies

CLENAD may receive grants and other subsidies enabling it to achieve its objectives. In this event, and if a legal capacity is required, CLENAD will set up a non-profit association. The President or the delegated member of the Bureau will produce an annual statement of accounts and balance sheet.

The financial management, including reimbursements, shall be publicised on the CLENAD website.

PART V

Amendment of the constitution and dissolution of the Bureau

Article 10

Amendment of the Constitution

The constitution of CLENAD is amended on a proposal from the Bureau or on a proposal from at least 50 SNEs.

The General Assembly is informed of the proposal to amend the constitution at the moment of the convocation of the meeting.

The constitution is amended when a simple majority of SNEs at the General Assembly expresses positive opinion.

Article 11

Dissolution of the Bureau

Any meeting of the General Assembly called to decide on the dissolution of the Bureau and held especially for this purpose must have at least two-thirds of SNEs in attendance.

PART VI

Registration of the constitution

Article 12

Registration of the constitution

The constitution of CLENAD shall be registered with the unit responsible for SNEs in the "Human Resources" Directorate General of the European Commission and its equivalent in other EU Institutions.

Brussels, 15th February 1997. 1° Revision 8 February 1999. 2° Revision 15 June 2001. 3° Revision 17 June 2002, 4° Revision 5th July, 2005. 5° Revision 6th December 2012