



# **THE EUROPE-UZBEKISTAN ASSOCIATION FOR ECONOMIC COOPERATION**

## **Committee Rules**

**Notes to text:**

- “Committees” refers to Committees, Subcommittees and Working Groups
- Board is the Supervisory Board of EUROUZ
- SG is the Secretary-General of EUROUZ
- Secretariat is the Secretariat
- GA is the General Assembly of EUROUZ
- “Member” or “EUROUZ member” is a company that has paid its membership the current period to EUROUZ

## **1. Definition of Committees, Subcommittee and Working Groups**

### **1a – Committees**

Committees are formed and meet on a regular basis to address issues important to EUROUZ members.

Open committees address issues of general interest to all EUROUZ members and may hold open meetings as well as closed meetings (attended by members and government agencies)

### **1b – Subcommittees**

Subcommittees are a smaller group formed within Committee to address member's specific tasks, topics, or areas of responsibility. Subcommittees are established to facilitate focused discussions, in-depth analysis, and efficient decision-making on specific issues that might be too detailed or complex for the entire Committee to handle as a whole. Subcommittee functions can vary depending on the goals and objectives set by the parent committee.

### **1c – Working Groups**

Issue-driven groupings existing to address limited or single issues: usually exist short-middle term until the issues are satisfactorily addressed or abandoned. Working Groups can be formed within the existing Committees or as autonomous units within the EUROUZ. The decision about the opening or closing of the Working Groups and their positioning/functions within the EUROUZ structure is subject to the Board approval.

## **2. Primary Committee Functions**

- Provide a platform for discussion of vital business issues and for members as well as government agencies to share information and experience and solve business problems
- Extend information and problem solving beyond the committee platform to all members via open meetings, conferences, seminars, events, newsletters, etc.
- Surface/identify key business priorities and communicate/raise to Uzbekistan/EU authorities.
- Inform committee and other EUROUZ members of latest developments in the political, economic, legislative, tax, regulatory environments, and other areas affecting the operation of their businesses.

### **3. Output of Committees**

#### **• Open & Industrial Committees**

- Yearly committee report (produced no later than 2 weeks before the GA) and action plan outlining activities and main discussion issues for the year, updated quarterly
- Contributions to the Market Intelligence Report for Uzbekistan and other publications
- Contribution to task forces on issues related to committee's sectoral or industrial field
- Contribution to the activity of EUROUZ by attendance of at least one Board and management briefing and one Board meeting per year
- A minimum of 1 (one) event open to all EUROUZ members, or public events such as conferences per year for Open Committees (plans including topics, speakers, or other support requirements need to be communicated to EUROUZ Secretariat no less than 30 calendar days in advance)

### **4. Communication and Meetings with Government or EU officials**

- Coordinating at governmental level (e.g., authorities, government ministers, EU bodies, embassies, trade and business organizations, etc.), should be conducted jointly by SG, and Committee Chairperson.
- Coordinating activities below deputy minister level can be conducted without involvement of the SG, with a written notification to the SG.
- Written agreement of the Secretariat should be obtained before arranging open or closed meetings with Uzbekistan, EU, EFTA authorities.

### **5. Membership of a Committee**

- Membership of a Committee carries the right to attend closed meetings of the Committee.
- Membership of the Member shall be approved by the existing Committee members (any rejections must be reported by e-mail to the SG and Board).
- Participation in the work of a Committee is granted to assigned and/or to additional members - representatives of each Member (one or more representatives of each Member). The Board can withdraw the possibility to participate in the work of a Committee by request of the SG.
- Open Committees will extend their mailing lists to relevant non-assigned employees of Members.

- Members of the Committee takes responsibility not to disclose information of closed meetings to the third party
- Open Committee membership is normally open to EUROUZ members & partner's members in base of other business associations.
- Only one vote is allowed per Member Company per Committee.

## **6. Responsibilities of Chairperson, Deputy Chairperson, and Coordinator**

### • Committee Chairperson

- Chairs all Committee meetings
- Produces an action plan for the Committee, per section 3 above, to be updated quarterly to review the upcoming 3 months in detail
- Directs activities and leads planning of meetings and events with a 12-months-planning window, working in cooperation with Committee coordinator
- Represents the Committee to European, Uzbekistan authorities, and to the EUROUZ
- Uses respective responsibilities to duly promote interests of EUROUZ and EUROUZ's Committee, respectively (not individual business interests of a single Committee member)
- Co-ordinates and submits Committee's timely contribution to EUROUZ Monthly Report on Uzbekistan, and other key EUROUZ publications, as agreed with EUROUZ management
- Endorses equal opportunities for visibility to all Committee members at Committee events
- Participates in key EUROUZ events (GA, etc.)

### • Committee Deputy Chairperson (arbitrarily)

- Assumes the duties of the Chairperson in the Chairperson absence and assists the Chairperson as agreed with the Chairperson

### • Committee members

- Participate in identification, discussion, and resolution of issues of importance to the Committee;
- Do not use their Committee to unduly promote their own narrow interests
- Support the EUROUZ in attracting new members (particularly in their sectoral, industrial or national grouping)

### • Coordinator (EUROUZ Staff)

- Organizes meetings in accordance with the schedule agreed with the Chairperson
- Facilitates discussion at Committee meetings
- Prepares and circulates meeting notices, agendas, and minutes in timely fashion to Committee members and SG (except where agreed otherwise between SG and Chairperson). Minutes should be prepared within one week after the meeting.

- Maintains lists of committee members and circulates it to committee members and SG each quarter
- Brings to the attention of the Chairperson and the SG any attendance at Committee meetings
- Keeps the SG advised of the Committee's needs, wishes, and complaints regarding the operation of the Committee and the EUROUZ
- Ensures that the Chairperson supplies contributions to yearly publication and informs the SG/Secretariat of any possible delays
- Ensures that all open and closed meetings are included in the EUROUZ events calendar; open meetings should appear on the calendar in advance, but only after approval by the SG according to events approval form
- Upon requests of either Committee Chairperson, SG or Secretariat prepares and submits Committee reports detailing the previous month's activities and those planned for the upcoming month
- With agreement of Committee Chairperson and SG, establishes appropriate relationships with governmental agencies and other European/Uzbekistan authorities, as far as they concern the activities of the Committee
- With written agreement of Committee Chairperson and SG engages in specified external stakeholder communication activities on behalf of the entire committee.

## **7. Elections (Appointments)**

### **• Eligibility to run for Chairperson and Deputy Chairperson:**

- Assigned employees of a Member Company
- Any Committee member or any individual member can be a Committee Chairperson
- Any Committee member can be a Committee deputy chairperson
- Only one formal candidate is allowed per Member Company per Committee
- Only one EUROUZ chairmanship/deputy chairmanship per person

### **• Timing:**

- May coincide with the Board, Auditing Commission elections held prior to the General Assembly (GA) so that newly elected Chairpersons may be introduced to EUROUZ members at the GA
- Elections (Appointments) for new committees can be held at any time agreed with the SG, but are valid only until the next regular election in the current or following year
- Extraordinary elections (Appointments) can be held at any time for any of the following reasons:
  - 1) A Chairperson vacates his position
  - 2) 33% of Committee members call for a new vote
  - 3) The Board calls for an election

● **Nominations:**

- **Eligibility**

- a. Any Committee member may submit one nomination (see Appendix B)
- b. A member can nominate his/her-self or another member

● **Voting**

- **Eligibility**

- a. Any Committee member from a paid-up Member Company at the time of the vote, who has attended 50% of the Committee meetings that have taken place during the last 12 months (or since he or she joined the Committee, if less than 12 months previously)
- b. Only one vote is allowed per Member Company per Committee

● **Results**

- Those receiving the highest number of votes will become Committee Chairperson.
- In case candidates achieved equal results, the winner shall be considered the one working for a Member with a higher Membership category. In case both candidates represent companies of the same Membership category, the winner shall be the one being EUROUZ Member for a longer continuous term.

● **Approval and Presentation**

- All appointments of Chairpersons will be approved by Board at the next Board meeting
- The Board reserves the right to reject appointments, stating its reasons, in which case the nominee receiving the 2nd highest number of votes will become Chairperson
- The rejection of a Chairperson by the Board will be communicated immediately by the SG to the coordinator and Committee members

● **Appointment of Deputy Chairperson**

- The Committee Chairperson appoints the Deputy Chairpersons (no more than three) and Committee members ratify this joint appointment through voting (one vote per Member Company per Committee). The Chairperson, the Deputy Chairpersons shall not represent the same legal entity – EUROUZ Member. The term of functions of committee Deputy Chairperson shall not exceed 2 (two) consecutive years.
- All appointments of Deputy Chairpersons will be approved by the Board at the next Board meeting.

- The appointment of the first Chairperson of a Committee can be done by the Board of Directors of EUROUZ on the basis of endorsement of the Member who has initiated and played an active role in establishment of the new Committee and recruitment of Committee members.

● **Miscellaneous**

- Extraordinary elections or those for new Committees will follow the same timeline as for yearly elections and the same rules, except as agreed with the SG and advised to the Board (e.g., in case of urgency to replace departing Chairperson). Results are valid until the next regular elections in the current or following year, except in the case of a further extraordinary election.
- Upon establishment of a new Committee an acting Chairperson can be appointed until a quorum is formed

● **Committee Participation Information**

Non-EUROUZ members have limited access to Committee activity or must hold membership in at least one of the business associations who currently hold EUROUZ membership to have access to the basic committee documents and agenda, without the right of participation in closed meetings or other interactions other than open meetings. For more information, please contact: [info@eurouz.com](mailto:info@eurouz.com)

*EUROUZ committee participation levels:*

<u>Description</u>	EUROUZ Member	Partner Association Member	Non-Member
Define committee meetings agenda	Full access		
Take part in the open meetings	Full access	Full access	Viewer access
Take part in the closed committee meetings	Full access	Viewer access	
Take part in special committee B2G meetings	Full access		
Access to video recordings of the committee meetings	Full access		
Access to open committee documents	Full access	Full access	Viewer access
Access to internal committee documents	Full access	Viewer access	



**APPENDIX A**

**ESTABLISHING A COMMITTEE**

1. Which do you wish to establish — a committee, subcommittee and working group?
2. What is the name of the proposed committee, working group, ortask force?
3. What are the goals, task, or purpose for founding it?
4. What will be the composition of the committee (WG, TF)? Please list the companies interested in founding it.
5. Please give an outline of the activities or tasks that are intended to be accomplished in the first six months.
6. Will it require any additional resources?
7. Please list any additional information relevant for the founding of this committee.

**APPENDIX B**

**THE EUROPE-UZBEKISTAN ASSOCIATION  
FOR ECONOMIC COOPERATION  
Nominations for the Chairperson of the  
\_\_\_\_\_Committee**

Please nominate your company's candidate for the:

**Chairperson of the \_\_\_\_\_ Committee** (point 8 of the EUROUZ CommitteeRules).

Nominations must be submitted by \_\_\_\_\_ • \_\_\_\_\_ 18:00 Tashkent Time.

Election results will be confirmed by the EUROUZ Board and will be announced at the EUROUZ General Assembly on \_\_\_ in Tashkent.

Questions may be addressed to \_\_\_\_\_ (+ tel number \_\_\_\_\_) or the respective Committee Coordinator \_\_\_\_\_.

Please fill in the following information and send the completed form by \_\_\_\_\_ to \_\_\_\_\_.

**YOU NOMINATE:**

**Name/Country:**

**Company/Country:**

**APPENDIX C**

**Application to join EUROUZ Committee**

1. Company name: \_\_\_\_\_
2. Industry / Type of Activity \_\_\_\_\_
3. Country the company is applying from: \_\_\_\_\_
4. Committee interest within EUROUZ: \_\_\_\_\_
5. Person representing company in the Committee (full name, position, email, mob.number)  
: \_\_\_\_\_
6. Responsible contact person for further communication (full name, position, email, mob.  
number): \_\_\_\_\_
7. Is your company a EUROUZ member\*? Yes/No

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