

The Straits Committee: Terms of Reference (EN)

1. Membership of the Executive Committee

The Executive Committee consists of elected representatives from the member authorities of the Straits Committee.

The Executive Committee may also invite other authorities to participate as observers in the work of the Committee.

2. Aims of the Executive Committee

2.1 The aims of the Executive Committee are as set out in the Memorandum of Understanding for the Creation of the Straits Committee, namely :

- a. to develop a shared vision and strategy, seek support from higher authorities to implement this vision, and realise concrete actions/projects in the field, with particular attention for the future relationship and fluidity of trade between the UK and the European Union ;
- b. in which every Party¹. can put concrete innovative project proposals on the agenda, in particular within the framework of an action plan on the priorities **economic development and fluidity and trade, climate change and clean growth, and young people**. These priorities should not prevent the Executive Committee from working on other themes;
- c. proposing to the Parties any arrangements for implementing joint activities through the Straits Committee, including the setting up of other groupings or project groups, notably a general assembly;
- d. whose work will be supported by the policy officers and assistants of the Parties.

3. Functioning of the Executive Committee

3.1 Terms of Reference: The Executive Committee sets its own terms of reference.

3.2 Frequency of meetings: The Executive Committee will meet at least twice a year and no more than four times a year. If necessary, additional meetings can be organised.

3.3 Hosting of meetings and costs incurred: The hosting of Executive Committee meetings rotates between member authorities. The hosting authority will be responsible for the organisation and costs incurred in hosting the Executive Committee.

¹ Under point 2, "Parties" means member authorities of the Straits Committee. "Party" means a member authority.

- 3.4 Chairmanship:** Meetings of Executive Committee will be chaired by the hosting authority.
- 3.5 Agenda and papers:** No later than one month before a meeting, the hosting authority will send an invitation to Executive Committee members with a request for agenda items.
- The hosting authority will send out the final agenda and papers 5 working days before the meeting.
- 3.6 Attendance:** Members of the Executive Committee will be accompanied by their officers. In exceptional circumstances, a member of the Executive Committee may be replaced by a substitute elected member, or an officer.
- After consultation with the other members and with the approval of the hosting authority, members of the Executive Committee can be accompanied by outside parties.
- 3.7 Conclusions and recommendations:** The Executive Committee makes recommendations on the basis of a consensus of all members present. Where consensus is not possible, the minutes may set out majority and minority opinions.
- The Committee does not have delegated authority to make decisions.
- 3.8 Minutes:** The draft minutes of the meeting of the Executive Committee will be sent out by the host authority for comments within 20 working days of the meeting. The draft minutes will be approved at the start of the next meeting.
- 3.9 Initial summary of meeting recommendations and conclusions:** The host authority can also provide the Executive Committee with a short summary of conclusions and recommendations within 5 working days of the meeting.
- 3.10 Language:** Meetings of the Executive Committee will take place in English, French and Dutch unless agreed otherwise by the members of the Committee.
- 4 Officer support:**
- 4.1 Support to the Executive Committee:** The Executive Committee is supported by designated officials from each participating authority. They will set up a working group to follow up the Executive Committee's conclusions, recommendations and action points.
- 4.2 Written Procedure:** The working group may exceptionally take the initiative to consult the members of the Executive Committee in writing. The members of the Executive Committee then give their advice within 10 working days. If no objection is raised after that period, the proposal will be approved.
- 4.3 Support to the host authority:** The working group will assist the host authority to prepare the Executive Committee meeting. This may include

drafting meeting papers and advising on the agenda and minutes.

5 **Variation to Terms of Reference:**

The Executive Committee will review its Terms of Reference annually. The Executive Committee may decide by consensus on amendments to its Terms of Reference.

