



Decision adopting the Rules of Procedure of the Technical Committee

THE GOVERNING BOARD OF THE CLEAN AVIATION JOINT UNDERTAKING

Having regard to Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe (hereinafter "Single Basic Act") and in particular Article 69 (Part II, Title II) of the "Single Basic Act";

WHEREAS:

(1) the establishment of the Technical Committee of the Clean Aviation Joint Undertaking and its composition was acknowledged by the Governing Board at its 1st meeting of 16 December 2021;

(2) in order for the Technical Committee to carry out its mission and perform its statutory tasks in an effective manner the following rules of procedure shall apply;

(3) In accordance with Article 69(4) of the Single Basic Act, a proposal of the rules of procedure should be sent to the Governing Board for approval.

HAS ADOPTED THIS DECISION:

Article 1

The rules of procedure of the Technical Committee annexed to this decision are adopted.

Article 2

This Decision shall enter into force on the day following that of its adoption.

Done at Brussels, 16 December 2021

A handwritten signature in blue ink, appearing to be "R. van der Vlies", with a long horizontal stroke extending to the right.

Rosalinde van der Vlies

Chairperson of the Governing Board

ANNEX

Article 1

Members of the Technical Committee

1. In accordance with article 69(1) of the SBA, the Technical Committee of the Clean Aviation Joint Undertaking (hereinafter referred to as “CAJU”) shall be composed as follows:
 - a) up to four European Commission representatives and Union bodies, as decided by the representatives of the Union in the Governing Board;
 - b) one representative from each member other than the Union;
 - c) one representative of the European Union Aviation Safety Agency (EASA).

Article 2

Observers

1. In accordance with Article 69(3) of the SBA, the Executive Director shall be a permanent observer in the Technical Committee. The Executive Director may delegate his or her function to a senior staff member of the CAJU programme office.
2. Representatives of the States’ Representatives Group and the European Clean Aviation Scientific Advisory Body may attend as observers upon invitation of the Chair-team, or on their own request, in which case, their attendance shall be subject to the agreement of the Technical Committee Chair-team as defined in Article 5.
3. A Governing Board Member may be delegated by the Governing Board to follow the activities of the Technical Committee and may attend the meetings as an observer of the Technical Committee.

Article 3

The representatives of the Members other than the Union

1. Each Member other than the Union of the CAJU in the meaning of the “SBA,” shall be represented in the Technical Committee by a senior technology expert/manager able to actively and materially contribute and provide input to the technology strategy and roadmap of the programme.
2. Upon their nomination, and following the signature of the ‘Declaration of confidentiality and non-conflict of interest’ (as provided in Annex I hereto) the names and functions of

the representatives and any update thereto shall be published for transparency on the CAJU website.

3. The Members other than the Union shall endeavour to ensure stability and continuity of participation and representation of their appointed representative in the meetings and proceedings of the Technical Committee.
4. Notwithstanding the provisions set out in Article 3.3, any Member other than the Union may delegate his or her function to a technical expert where necessary and appropriate to technical discussions.
5. Any Member other than the Union may appoint, remove or substitute its representative by written notice to the Chair-team of the Technical Committee and to the JU programme office. The appointment or removal shall take effect when the notice is delivered, unless the notice specifically indicates otherwise, but in any case no less than five (5) days before a meeting. If the representation of a member other than the Union falls vacant, the respective Member shall appoint a new representative.
6. The participation of a Member and consequently of its representative in the Technical Committee shall end at the same time as its possible termination from the membership to the CAJU as set out in Article 8 of the SBA.

Article 4

The representatives of the European Commission and of EASA

1. The representatives of the European Commission in the Governing Board shall communicate to the JU the representatives of the European Commission and of other Union bodies to the Technical Committee.
2. The provisions under the above Article 3 paragraphs (2), (3) and (5) shall be applicable also to the representatives of the European Commission, other Union bodies and of EASA.

Article 5

Technical Committee Chair Team

1. In accordance with Article 69(2), the Technical Committee shall be co-chaired by a representative of the Founding Members (hereinafter the “private co-chair”) and a representative of the European Commission (hereinafter the “Commission co-chair”) which shall be referred together as the “Chair-team” of the Technical Committee.
2. The Commission shall inform the JU of the name of the person to be appointed as the Commission co-chair. The private co-chair shall be elected on a two (2) year rotational basis by the representatives of the Founding Members in the Technical Committee after internal consultation.
3. The Founding Member holding the private co-chair of the Technical Committee shall not hold at the same time the co-chair of the Governing Board.



Article 6
Technical Committee internal organisation

1. In order to ensure an effective and efficient internal organisation, and flexibility of its operations enabling the Technical Committee to perform its statutory tasks as defined in the SBA, technical and support sub-groups or temporary ad-hoc sub-groups (together the “Sub-groups”) may be established as appropriate by the Technical Committee.
2. The Sub-groups may be established with a clearly described objective, duration and composition. Participation in such Sub-groups should be on a voluntary basis from all Founding and Associated Members in the spirit of openness. The composition of the Sub-groups may be subject to updates in-line with the programme implementation.
3. In order to ensure that the Sub-groups composition is consistent with the CAJU objectives and programme’s high-level goals, the appointment and participation to the Sub-groups shall be based on the Members’ involvement and technical responsibilities in the respective thrust activities.
4. To initiate the establishment of the relevant Sub-groups and prepare the work documents and materials for analysis by the representatives of the Members other than the Union, the Technical Committee shall agree at the first or subsequent Technical Committee meeting upon the creation of any necessary sub-groups. The Sub-groups shall be open for participation of all voluntary Members other than the Union and be composed of a suitable number of Members to efficiently deliver on the tasks.

Article 7
Function of the Technical Committee

1. The Technical Committee shall carry out in an effective and efficient manner the tasks as described in article 69(5) and (6) of the SBA. In addition, the Governing Board may request the Technical Committee for input on specific topics.
2. The Chair-team of the Technical Committee shall ensure, taking in account the contribution of the Executive Director when appropriate, that the analysis, assessment and consultations are carried out in a coherent and consistent manner in view of attaining the overriding objectives of the programme.
3. The Technical Committee shall identify and build up activities related to certification and standardisation, according to article 71, in view of EASA’s role in the body.
4. In order to accomplish its tasks, the Technical Committee shall use all available, relevant and non-confidential information, data and other inputs from the members and their relevant technical activities, the State’s Representative Group, the Scientific Advisory Body, and from the CAJU.

Article 8
Tasks

1. As a summary to all its activities, the Technical Committee shall deliver, in the form of an annual report, the outcome of its tasks as described in article 69(5) and (6) of the SBA to the Governing Board, in a timely manner. With respect to the meeting schedule of the Governing Board, the Technical Committee will deliver its annual report no later than 31 July of each year, with possible extension during the first year.
2. The Technical Committee annual report will include the following chapters:
 - a) Presentation of technical developments in a technological roadmap and strategy of the programme, including proposals for amending the Strategic Research and Innovation Agenda;
 - b) Presentation of the proposals for the technical priorities and research actions to be included in the work programme and the research topics for open calls for proposals;
 - c) In coordination with the State Representative Group, presentation of the research actions planned or in progress at national, regional or other non-Union levels, including recommendations on the actions necessary to maximise possible synergies of the Clean Aviation Joint Undertaking's programme;
 - d) Proposed revisions or optimisation of the technical scope of the programme to align it to the overall Horizon Europe and other European partnerships' related work programmes;
 - e) Recommendations on maximising the impact in line with the European Green Deal and the potential market uptake of the programme's results;
 - f) Propose priorities for certification and standardisation activities linked with upcoming Clean Aviation Work Programmes;
3. Other tasks of the Technical Committee shall be performed and be provided in the form as deemed most appropriate, following the request from the Governing Board.
4. Notwithstanding the foregoing, ad-hoc reports may be prepared and provided to the Governing Board as required in response to specific questions raised by the Governing Board.

Article 9
Convening of Meetings

1. The Technical Committee shall meet at least twice a year, additional meetings may be convened by the Chair-team if required to address specific technical issues and elaborate the material and input to exploit the tasks set out in Article 69(6) of the SBA.
2. The procedure for calling meetings is:
 - a) The Technical Committee Chair-team shall give at least ten (10) working days' notice to each member of the Technical Committee of any meeting of the respective Technical Committee (except for an adjourned meeting), unless the members of the Technical Committee approve a shorter notice period.
 - b) Any such notice shall specify the time and place of the meeting and shall include a draft agenda identifying the matters to be discussed at the meeting, and shall, wherever practicable, be accompanied by drafts of any documents to be discussed.
 - c) In order to convene a meeting, a quorum of two-thirds (2/3) of the members including the Chair-team and the Members other than the Union shall be present.
 - d) The Technical Committee meetings will take place at the premises of the CAJU or in a virtual/hybrid mode as appropriate. Exceptional locations may be agreed beforehand.
 - e) If a representative or permanent observer of the Technical Committee is unable to attend a meeting in person, he/she may participate by means of audio or video conference.
 - f) The meetings of the sub-groups set up in accordance to Article 6, where applicable shall be organised regularly and as required to ensure an efficient and effective performance of the sub-groups tasks and reporting to the Technical Committee meetings.
 - g) At each meeting of the Technical Committee, the attendance list of all the representatives and other participants to the meeting shall be drawn up.

Article 10
Agenda

1. The draft agenda and relevant documents shall be drawn up by the Chair-team taking into account the contribution from the Executive Director and sent to the members of the Technical Committee and the Governing Board at least ten (10) working days prior to the meeting. The agenda shall be drawn up taking into consideration the role and tasks to be performed by the Technical Committee as defined in Article 8.

2. The provisional agenda shall contain the following items with potential additional items proposed when relevant by the Technical Committee:
 1. adoption of the agenda;
 2. adoption of the minutes of the preceding meeting (and a brief report of the meetings of the Sub-groups where applicable, including audio conference, video conference or any other means of communication) unless the minutes have been already approved/adopted by written procedure;
 3. items for approval/endorsement of documents;
 4. items for approval/endorsement of opinions;
 5. technical progress report by the JU;
 6. items for information and discussion;
 7. any other business.

Article 11 Minutes

1. Any Technical Committee document to the Governing Board shall only be valid for release, if it is confirmed in writing by the Chair-team of the Technical Committee.
2. Each member of the Technical Committee shall receive the material of the meeting including the minutes within ten (10) working days after the meeting. In the absence of any objections from the members of the Technical Committee within ten (10) working days of the material being sent, it shall be presumed to be accurate. The final version shall be signed by the Chair-team and sent to all members of the Technical Committee.

Article 12 Deliberations

1. The Technical Committee shall deliberate and agree on all on matters and documents under its statutory competence and tasks by aiming at a consensus on technical matters as a general principle.
2. Any position and approach agreed at the level of the Sub-groups where applicable shall be transmitted, discussed and agreed as appropriate at the level of the Technical Committee to ensure its due course and consideration.



Article 13 Reaching Consensus

1. Any disagreement or possible dispute within the Technical Committee by one of the representatives should be solved in a technical consensus approach taking into consideration the overriding programme interest and objectives.
2. In case of disagreement on a specific issue, the Technical Committee may seek an opinion from the Executive Director and the Scientific Advisory Board. In case the disagreement persists, all potential technical options should be delivered, where appropriate, to the Governing Board.

Article 14 Secretariat

1. The JU programme office shall provide the secretariat of the Technical Committee and shall ensure the transmission of the documents and other outputs prepared by the Technical Committee to the Governing Board and to the members of the Technical Committee.
2. The JU programme office will maintain a collaborative space containing all documents relevant to the Technical Committee.

Article 15 Confidentiality

1. The meetings and proceedings of the Technical Committee shall be confidential.
2. The meetings shall be attended by the members and the permanent/ad- observers (who shall sign the enclosed declaration of confidentiality and non-conflict of interests).

Article 16 Legitimate interest

The representatives of the Members other than the Union undertake to put in place an open and transparent process for consulting their constituent entities and other relevant stakeholders on the identification of the priorities of the CAJU and the design and implementation of its activities. This should result in an appropriate involvement of all Members other than the Union and relevant stakeholders.

Article 17 Conflict of interest

The representatives shall act in the general interest of the CAJU and of its technical programme in view of contributing and achieving jointly the objectives set in the SBA.

The appointed representatives shall not occupy any of the following functions:

- a) Member of the Governing Board of the CAJU;
- b) Member of the Scientific Advisory Board of the CAJU;
- c) Member of the States Representative Group of the CAJU;
- d) Independent expert evaluator in the calls for proposals launched by the CAJU for the selection of indirect actions to be funded by the CAJU;

The representatives shall act in the general interest of the programme and shall act in a way as to prevent and avoid conflict of interest in particular when providing proposals on technical priorities and research topics to be considered for the Work Programme of the CAJU.

Inputs shall be provided by members in the form of consolidated views and at a level of granularity not risking to hamper the open competition in the open calls. Opinions shall not unduly prejudice the priority or allocation of technical efforts under the technical thrusts.

The representatives shall comply with the rules on the prevention of conflict of interest adopted by decision of the Governing Board under Article 42(2) of the SBA.¹

Article 18 Amendment of the Rules of Procedure

The Governing Board may adopt amendments of the present rules of procedure based on a proposal from the Technical Committee. Amendments to the Rules of Procedure shall enter into force as soon the day after adoption by the Governing Board and shall be published on the CAJU website.

Article 19 Entry into force and publication

These Rules of Procedure shall enter into force the day following its adoption by the Governing Board and shall be applied by the Technical Committee. The Rules of Procedure shall be published on the CAJU website.

¹ CS-GB-2016-10-21 Rules on Col_JU Bodies



Annex I

Declaration on confidentiality and non-conflict of interest

I, undersigned..... [Name],

..... [Function or Title].

hereby, undertake, as a Member/Observer/participant of the Technical Committee of the Clean Aviation Joint Undertaking during and after the course of my mandate/participation:

1. To ensure the confidentiality of sensitive oral or written information the disclosure of which could damage the interests or the reputation of the Clean Aviation Joint Undertaking, or of the participants in the activities of the Joint Undertaking.
2. To declare promptly any conflict of interest that may arise from my participation on specific items of the meetings of the Technical Committee. I further undertake to refrain from participating in any deliberation/vote on the item.
3. I undertake to respect the provisions under Article 16 of the rules of procedure and the rules for the prevention, avoidance and management of conflicts of interest to be adopted by the Governing Board to give effect to Article 42(2) of the Single Basic Act².

I understand that the obligations of non-disclosure set forth above shall not extend to information which are or became publicly known or available through no fault of my own.

Signed on the, in one original copy, on

Signature

² The CS2JU Decision of the Governing Board of 2016, ref CS-GB-2016-10-21 Rules on Col_JU Bodies, on the prevention and management of conflict of interests applicable to the JU bodies will continue to apply *mutatis mutandi* to the CAJU (under "omnibus decision") until the adoption of a revised Decision by the Governing Board of the CAJU to reflect the major changes in the governance.