

**Rules of Procedures of
the Clean Aviation States' Representatives Group**

Article 1. Scope

These rules of procedure shall regulate the working methods and procedures of the States' Representatives Group (hereinafter "SRG") and shall apply to the extent that provisions regulating specific processes are not already set out in Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe (hereinafter "Single Basic Act"). These rules of procedure cannot deviate from and must be interpreted in accordance with the provisions set out in the Single Basic Act.

Article 2. Membership

1. The SRG shall consist up to two representatives and up to two alternates (referred to as "SRG Representative(s)") officially nominated from each Member State and country associated to Horizon Europe (referred to as SRG Member(s)). It is the responsibility of each Member State and Associated country to nominate their SRG Representatives by means of written notification addressed to the Clean Aviation Joint Undertaking's Executive Director.
2. In nominating their representatives, States shall ensure that there is no potential conflict of interest between that representative and any other activity they may have in relation to the JU. The appointed representative shall inform the Chairman of the SRG and the JU in any event of conflict or potential conflict of interest in relation to the points of the agenda of a meeting or other activity or document related to the activities of the Programme.
3. The nominated SRG representatives shall, to the extent possible, be senior science policy officials or researchers; they shall have access to and be capable of influencing policymaking in their own State and shall have specific expertise and competence in the field covered by the Clean Aviation Joint Undertaking.
4. The mandate of the SRG representative(s) remains in force until the respective competent national authority notifies the Clean Aviation Joint Undertaking of a replacement. The effective starting date of the mandate begins after the nomination has reached the Clean Aviation Joint Undertaking's Programme Office.
5. States which have not nominated a SRG representative shall receive the invitation and agenda of the meeting, but not any other documents. They can however send a person of their choice to SRG meetings as an observer with no voting rights. The Chairperson and the JU Executive Director will be informed before each meeting of the names and positions of observers attending if any.

Article 3. Chair and Vice Chair

1. The Chair and Vice Chair shall be elected by the SRG representatives for a term of 2 years. This term may exceptionally be extended once for a maximum period of 2 additional years. If the chair and vice chair should, for whatever reason other than expiry of the term of their appointment, cease to be SRG Representatives, the SRG Members shall elect a successor for the remaining term of office.
2. The Chair shall be supported by a Vice Chair in all functions. The JU will also support the Chair in her/his main tasks. Where required, the Vice Chair shall replace the Chair at the meetings of the Clean Aviation Joint Undertaking Governing Board if the Chair is unable to attend. Should the Chair be permanently unable to execute his or her duties, the Vice Chair shall take over the responsibilities of the Chair until a new election procedure takes place. In the absence of both Chairperson and Vice-Chair, the SRG representatives who are present will select one among them to chair the meeting.
3. The main task of the Chair and Vice Chair shall be to organise and structure the work of the SRG and ensure the implementation of the SRG role and tasks as provided in the Council Regulation, and in particular:
 - to organise and schedule the SRG's activities;

- to conduct meetings and moderate discussions;
 - to introduce draft agendas for meetings, and circulate the corresponding minutes;
 - to represent the SRG at the Clean Aviation Joint Undertaking's Governing Board and Scientific Advisory Body meetings and to liaise with the Clean Aviation Joint Undertaking's Governing Board;
 - to report to the SRG on the activities of the Clean Aviation Joint Undertaking's Governing Board and the Scientific Advisory Board;
 - to perform such other tasks as may reasonably be expected.
4. In case of non-performance of his or her duties or serious misconduct and upon prior written request of at least one SRG Member giving details of the complaint(s), the Chair or Vice Chair can be removed by the SRG Members acting by a two-thirds majority.

Article 4. Specific Procedure for the Election of the Chair / Vice Chair

1. **First Term:** The Clean Aviation Joint Undertaking's Executive Director shall contact all SRG Representatives asking for proposed candidates for the two positions of Chair and Vice Chair. Each SRG Member may nominate only one SRG Representative from another SRG Member for each position. Candidates to the positions of Chairperson or Vice-Chair can also put forward their candidacy themselves. After the completion of the nomination by the SRG Members, the Executive Director shall coordinate the vote. The Executive Director shall present the list of proposed candidates to the SRG Representatives, along with their statements of motivation and of impartiality. All supporting documents, including a short curriculum vitae, must be sent to the SRG Representatives before the vote. This procedure should be completed within one month. The Chair and Vice Chair shall be elected by consensus, or failing that, on the basis of a simple majority of the SRG Members represented at the meeting or cast through electronic voting should the need arise. If no candidate pools over 50% of the votes, a second round is initiated with the candidates garnering the highest number of votes in the first round running again. A vote must be held even if one candidate stands for election. Candidates cannot vote for themselves.
2. **Following Terms:** Up to six months before the end of the term of office of the Chair or Vice Chair, the incumbent may request the extension of his or her term. A decision to extend the term will be taken by consensus or failing that on the basis of a qualified majority of the SRG Members.

Article 5. Decision-Making

1. The SRG should, whenever possible, strive to reach decisions by consensus. When consensus cannot be reached and subject to any exception set out in these Rules of Procedure, decisions are taken by simple majority of the SRG Members represented at the meeting or through electronic voting should the need arise.
2. Each SRG Member shall have one vote cast by the lead SRG Representative designated for this purpose by each respective SRG Member.
3. Each of the SRG Members' votes shall have equal weight. Votes can be cast by electronic communication to the Chair and the Clean Aviation JU's Programme Office.
4. Absence of a vote is considered as abstention.
5. For each decision, opinion and/or recommendation adopted by the SRG, figures for the votes cast shall be recorded. A statement of the views of a participant may be entered in the minutes along with the final decision, opinion and/or recommendation, if the member so requests.

Article 6. Agreed position related to the application of Article 22(5) HE

1. Decisions related to the agreed position to be reached with the Commission in terms of Article [16(2)(m)] of the Council Regulation shall be solely adopted by the SRG Members that are Member States. The SRG Representatives from Associated Countries shall not participate in relevant deliberations.
2. The Commission representatives in the Governing Board and the participating SRG Members' representatives shall be invited to attend a meeting convened by the Chair for the purpose of agreeing on a common position. The meeting shall be chaired by the Chair of the SRG where the incumbent is a Representative of a Member State, otherwise, the meeting will be chaired by the Vice-Chair of the SRG where the incumbent is a Representative of a Member State. In the case where both the Chair and the Vice Chair of the SRG are not representatives of a Member State, the meeting shall be chaired by a representative of a Member State elected by simple majority by representatives of Member States.
3. The representatives of the participating SRG Members shall actively participate in the dialogue and shall endeavour to reach an agreed position with the Commission representatives. An agreed position will require a qualified majority of the votes of the participating SRG Members¹.
4. In reaching an agreed position the participating SRG Members shall seek to ensure coherence with the approach taken for actions funded under the Horizon Europe work programme regarding the application of Article 22(5) of the Horizon Europe Regulation, as well as Union legislation and guidance relevant for its application in similar topics.

Article 7. Meetings

1. The SRG shall meet at least twice a year. Meetings shall be convened by its Chair through the Clean Aviation Joint Undertaking's programme office, either on his/her own initiative or upon request from at least one-third of the SRG Members. Extraordinary meetings can be convened by the Chair on his/her own initiative or upon request by any of the SRG Members. Meetings of the SRG will be attended by a maximum of two (2) SRG Representatives for each SRG Member.
2. The SRG meetings shall in addition be attended by:
 - a) The Executive Director of the JU and/or his/her representative(s);
 - b) Representative/s of the European Commission.
3. The Chair, acting on its own initiative or on a proposal of a SRG Member, may invite the other SRG Representatives to attend on an ad hoc basis. Notification of invitation to attend the meeting shall be sent by the Clean Aviation Joint Undertaking's Programme Office.
4. When circumstances require and provided a two-thirds majority of the nominated representatives agree, the Chairperson may change the date of a meeting of the SRG in coordination with the JU Executive Director.
5. Written procedure
 - a) Between two meetings of the SRG, decisions relevant to the internal workings of the SRG may be taken by a written procedure, using the same procedures and timelines as in place for the Governing Board written procedures. The tacit acceptance principle is applied after that period
 - b) A proposal for a decision to be taken by written procedure shall not be subject to amendment; it shall be approved or rejected in its entirety

¹ By analogy with Article 238(3)(a) of the Treaty on the Functioning of the European Union, qualified majority is defined as at least 55 % of the members of the States Representatives Group representing Member States, comprising at least 65 % of the population of these States.

- c) The result of decisions to be taken by written procedure will be notified to the SRG nominated representatives and to the JU Executive Director and/or the JU representative not later than 10 working days after it has been consolidated
6. The SRG may create working groups to analyse and consult on specific issues. The working groups shall be co-chaired by a representative of the SRG and a representative of the JU.
7. The working groups shall report back to the SRG under the responsibility of their chairs.

Article 8. Documentation

1. The Chair in cooperation with the JU representative shall draw up the draft agenda of the meeting. He/she shall send the invitation to the meeting, the draft agenda and any supporting documents to the SRG Representatives no later than 20 calendar days before the date of the meeting. An invitation to the meeting shall be sent to each of the SRG Representatives and to any observers.
2. In urgent cases the Chair may shorten the time limit for transmission referred to in paragraph 1 to 10 calendar days before the date of the meeting.
3. Any agenda item requiring a decision by the SRG Members must be identified as such on the agenda. Any SRG Representative may add an item to the original agenda by written notification to all of the other SRG Representatives within a minimum of 10 calendar days preceding the meeting 2 days for extraordinary meetings). The item must be discussed if at least 5 SRG Representatives, each representing a different SRG Member, support its addition to the agenda.
4. The agenda shall be adopted by the SRG Representatives at the start of the meeting. Urgent questions will be added as any other business to the agenda, proposed at the beginning of the meeting and with the acceptance of the majority of the SRG.
5. Draft minutes of SRG meetings, including an attendance list, shall be drawn up by the JU within 5 working days after the meeting and shall be sent to the SRG Chairperson. Upon request of the SRG chairperson, the JU shall send the draft minutes to the SRG representatives for commenting within 10 working days of the meeting they refer to.
6. The States' representatives shall send any written comments they may have on the draft minutes to the Chairperson within 10 working days of receiving them. The tacit acceptance principle is implied after that period.
7. The SRG Chairperson shall consolidate the draft minutes, taking into account SRG comments, and send them to the JU. Formal approval of the minutes shall take place at the following SRG meeting.

Article 9. Information and Reporting

1. Information shall be circulated through the Clean Aviation Joint Undertaking's Programme Office. The main channel of information to national authorities should flow through the SRG Representatives themselves.
2. To facilitate communication and efficient working, all documents should be made available on a confidential internal web-platform, where the SRG Representatives have access and may upload and download the relevant documents. The necessary operational procedures are organised by the Programme Office. An alert-service should be implemented to make the representatives aware of any news.

Article 10. Transparency

1. The SRG shall authorize the Clean Aviation Joint Undertaking to make public the names of the SRG Representatives on the Joint Undertaking's web site.
2. The SRG's opinions, recommendations and proposals shall be subject to the provisions of Article [34] of the SBA and measures taken for its implementation. They shall be published on the Joint Undertaking's web site.

Article 11. Confidentiality and Conflict of interest

1. In application of Article [33] of the SBA, the SRG Representatives and any other participants at meetings of the SRG are required to refrain from divulging information given in the context of its activities unless it has been confirmed that the information has been made public.
2. The SRG Representatives shall sign confidentiality agreements and declarations of conflict of interest after being nominated. Any other participants in meetings of the SRG shall sign confidentiality agreements and declarations of conflict of interest.
3. All SRG members and their SRG Representatives shall be bound by the rules on conflict of interest adopted by the Governing Board to give effect to Article [42(2)] of the Single Basic Act
4. Declarations of confidentiality and conflict of interest for the State Representatives and other participants at meetings of the SRG shall be based on template annexed to these rules of procedure.].
5. Any SRG representative acting in breach of any of the relevant rules on confidentiality and/or conflict of interest shall, due to such misconduct, be considered as no longer being in a position to maintain the status of SRG Representative.

Article 12. Coordination with other States' Representatives Groups

The Clean Aviation States' Representatives Group shall hold coordination meetings with the States' Representatives Group of other relevant joint undertakings, and other aviation platforms, such as ACARE MSG, at least once a year, with the aim of creating an interface between the national and regional authorities and to ease the flow of information between different groups. Coordination meetings could also take place between the Chairs' teams of the different groups and JU representatives, to facilitate the joint activities and exchanges.

Article 13. Adoption and Review of the Rules of Procedures

These Rules of Procedure shall be adopted by a majority of at least two thirds of the SRG Members. Any amendment shall also require a two third majority. Provisions having a budgetary implication must be approved by the Clean Aviation Joint Undertaking's Governing Board.

Adopted on 2 February 2022