

## **European Military Secondary Schools Forum**

### **Project-oriented ESDC IG Working Group (WG)**

### **Draft Rules of Procedure**

#### References:

1. Council Decision (CFSP) 2016/2382 of 21 December 2016 establishing a European Security and Defence College (ESDC) and repealing Decision 2013/189/CFSP
2. Council Recommendation of 22 May 2018 on promoting common values, inclusive education, and the European dimension of teaching (2018/C 195/01)
3. European Parliament resolution of 12 April 2016 on Learning EU at school (2015/2138(INI))
4. The General Annual Report on ESDC Activities (GAREA) 2018-2019

#### **Article 1**

##### **Establishment**

1. The ESDC Steering Committee was informed about the creation of the EU Military Secondary Schools Forum (EUMSSF), hereinafter 'the Forum', on 27 September 2019 and subsequently, via the GAREA 2018-2019, encouraged Member States with military secondary schools to participate in it.
2. Unless otherwise stipulated below, the normal rules of procedure of the Executive Academic Board (EAB) and Implementation Group (IG) shall be applicable.

#### **Article 2**

##### **Mission**

1. The mission of the Forum is to bring military secondary schools closer to each other, create common modules (e.g. on EU history, EU core values, the Lisbon Treaty, CSDP, the EU Global Strategy, etc.) for inclusion in their curricula, promote a common security and defence culture, share best practices, create partnerships and common projects and facilitate exchanges of trainers and trainees.
2. Whenever appropriate, the Forum shall submit European-level measures to the Steering Committee via the EAB/IG for approval, and shall propose actions that could be taken forward by Member States at national level to facilitate the further development and implementation of EU topic-oriented training at this level of education.

### **Article 3**

#### **Tasks**

1. The Forum, assisted by the ESDC Secretariat, shall prepare a detailed work plan with actions to facilitate the fulfilment of the Forum's mission.
2. Whenever appropriate, the Forum shall coordinate with the EAB/IG and the European Commission in order to make the best possible use of existing programmes, outcomes of past or ongoing projects, and any lessons learned.

### **Article 4**

#### **Membership of the Forum**

1. As the Forum shall be considered a project-oriented group under the auspices of the EAB/IG, members should be representatives from EU Member States' military secondary education institutions, ministries of defence, the ESDC Secretariat and relevant services.
2. The abovementioned actors shall communicate to the Secretariat the name(s) of the representative(s) they wish to appoint as their Forum member(s).
3. The European Commission and other essential partners and experts may be invited as required.
4. EU Member States' 'prototype' secondary schools with experience in the specific field may also join.
5. Associate membership shall be possible for schools from third states if they meet the criteria set out in paragraphs 1 and 4, provide added value and are approved by the EAB/IG and the ESDC Steering Committee.

### **Article 5**

#### **Chair**

1. The Forum Chair should have EU and preferably EAB/IG experience and expertise.
2. He or she shall be elected by the Forum members for a renewable term of two years.
3. The Chair shall be assisted by the ESDC Secretariat.

### **Article 6**

#### **Reporting**

1. On a regular basis, and at least once a year, the Forum shall report back to the EAB/IG on the progress made in the implementation of its work plan, preferably in the context of the spring/summer IG meeting.

## **Article 7**

### **Meetings**

1. The Forum shall establish an annual work plan for each academic year.
2. The Forum shall convene at least twice a year.
3. The Chair shall convene the meetings according to the agreed work plan. Meetings may also be convened at the request of at least one third of the Forum's members, if considered necessary by the Chair.
4. The Forum shall preferably convene at members' institutions on a rotational and voluntary basis. Alternatively, the ESDC shall host the meeting in Brussels. A formal invitation should be sent 45 days in advance, on request.
5. The Chair, assisted by the Secretariat, shall draw up the draft agenda for each meeting. It shall also include any item in respect of which the Chair has received a request for inclusion on the agenda at least 10 working days before the beginning of the meeting.
6. As a rule, the Secretariat shall circulate the draft agenda, together with the preparatory documents, no later than five working days before the beginning of the meeting.
7. The Forum shall adopt the agenda at the beginning of each meeting.
8. The Forum shall aim to reach a common understanding on the execution of its tasks.

## **Article 8**

### **Minutes**

1. The Secretariat shall draw up draft minutes of each meeting, which shall, as a general rule, indicate in respect of each item on the agenda:
  - the documents submitted to the Forum;
  - statements whose entry has been requested by a member of the Forum;
  - the decisions taken, the statements agreed upon and the conclusions adopted.
2. The draft minutes shall be forwarded to the Forum for approval.

## **Article 9**

### **Silence procedure**

1. Documents drafted during the meetings and the draft minutes shall be distributed by the ESDC Secretariat to be adopted by silence procedure.
2. Unless otherwise decided during the meeting, the silence procedure should not be shorter than 10 working days.
3. Documents shall be deemed adopted if, 10 working days after the date of forwarding, no member has raised any objection. Otherwise, they shall be adopted at the next meeting of the Forum.
4. Objection to the minutes may be raised only by members present at the meeting.
5. A copy of the adopted documents shall be sent electronically to each of the members.

## **Article 10**

### **Correspondence**

1. Correspondence addressed to the Forum shall be sent to the Chair at the address of the European Security and Defence College Secretariat within the European External Action Service.
2. The Secretariat shall ensure that correspondence is forwarded to the Forum members.
3. Communications from the Chair shall be sent to the addressees by the Secretariat.

## **Article 11**

### **Expenses**

Members of the Forum and other participants shall defray the expenses they incur by reason of their participation in the meetings of the Forum, with regard to staff, travel and subsistence expenditure, unless other funding sources are identified.

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