

RULES OF PROCEDURE

Approved by the General Assembly of Evora, February 27, 2006

The members of the A.V.E.C. Network - Alliance of European Cultural Cities – adopted the following rules of procedure, according to their statutes.

ARTICLE 1: APPLICATION FILE

The candidate must address **three copies of the application file** to the president.

The file must include:

- a general presentation of the city or territory;
- a description of the local heritage in its diversity and the actions of protection which are set up.
- a presentation and an assessment of the policy and the actions led in the field of heritage valorisation at the local level,
- a presentation of the policy and planned actions for the coming months and years in order to change the usual valorising of heritage into a sustainable development strategy (economical, social and cultural).
- a list of actors - prevailing on heritage and its enhancement - with whom the local AVEC network will be made up.

The candidates will specify the type of action and discussion on which they particularly wish to engage or for which they await a co-operation on behalf of the other members.

The files will be illustrated and supplemented by documents as much as need.

The scientific committee could be consulted on the candidates' files.

ARTICLE 2: GENERAL ASSEMBLY

The ordinary general assembly meets at least once per year. Participants are informed at least a month in advance. Reports and documents discussed in assembly are to be enclosed to the convocation.

Any modification of the agenda will be indicated to the members at least ten days before the assembly. The General Assembly decides the number of members of the administration council before the vote, respecting the principle of diversity.

ARTICLE 3: MEMBERSHIP FEES

The membership fees, whose amounts are fixed by the general assembly, are exigible between November 1st of year N-1 and April 30th of year N. The treasurer sends the call to fees to the members in October.

For the calculation of the fees, the members are divided into various groups established according to the GDP of the countries, on the one hand, and to the number of inhabitants, on the other hand.

ARTICLE 4: ADMINISTRATION COUNCIL

The administration council implements the decisions taken by the general assembly. Members are convened by the president or the third at least of the association's members, at least once between each general assembly meeting. It describes the carried out actions and the financial position.

The administration council members take care of the participation of the other members in the actions and analyse the problems that could emerge in the course of action. They guarantee the respect, by each one, of the object of the association.

ARTICLE 5: BUREAU

The Bureau members treat current businesses. They meet as much as needed, under convocation of its president, and at least once between the meetings of general assembly and administration council.

The president represents the association. He regularly reports to the administration council on the operation of the association.

Each member of the Bureau is elected on the faith of the concrete actions, which he is solemnly committed to carry out at the time of a presentation before the general assembly. For the President, this engagement is entitled "contract of presidency".

ARTICLE 6: LOCAL NETWORK

Each active member gathers and animates a permanent local network in order to make of the valorisation of heritage a power for the local economic, cultural and social development. Functioning as an open forum and an authority of coordination, the local network is composed of the local, public and private stakeholders (territorial communities, universities, associations, companies...) concerned.

Each local network meets regularly, wholly or in groups.

ARTICLE 7: SCIENTIFIC COMMITTEE

The scientific committee aims at contributing to guarantee the scientific quality of work of the Network. The Administration Council can consult the members of the scientific committee on the quality of the candidates' files, annual report of the members as well as actions suggested and implementations on the initiative of the association. The opinions and reports of the scientific committee are required by the Administration Council and addressed to its President.

The members of the scientific committee are named for a three years renewable duration.

ARTICLE 8: EXPERTS

The Administration Council can call upon experts in order to bring a technical assistance to the association or to its members. In this purpose, the Bureau proposes a list of approved experts to the Administration Council, after consultation, for opinion, of the scientific committee and the members of association. The list is regularly updated.

ARTICLE 9: ADMINISTRATION OF THE ASSOCIATION, GENERAL DELEGATE

The Administration council manages the association and is responsible for the implementation of the policy of the association. The Bureau is in charge of the management of the current businesses.

The general assembly can recruit a general delegate to ensure the coordination and the representation of the association, under the authority of the Bureau. The contract of the general delegate defines the tasks which are entrusted to him.

The administrative tasks are carried out under the direction of the general delegate who can use the work time of the administrative staff placed at the disposal by the members, as by the personnel which could be engaged for this purpose by the association.

ARTICLE 10: ANNUAL REPORT

Each active member must submit an annual management report relating to:

- Its actions within the AVEC Network

Each member agrees to take part, with whole or part of the members, in actions to which it contributes materially and financially.

It must indicate the progress state of the actions it is responsible for and justify any delay. It must also specify the impact of these actions at the local level and, if necessary, any observation likely to enrich the experiment by the members of the Network.

- Its actions at the local level

Each member commits to give life to its heritage, thanks in particular to the local network, and to make it an essential local economic, social and cultural development tool.

The member must describe the carried out actions, their unfolding and their results. It will particularly stick to reveal the elements likely to enrich the experiment by the members of the Network. It will also join the minutes of the meetings of the local network. The report is accompanied by a summary.

The reports, addressed to the President, can be illustrated and supplemented by documents as much as needed.

The Bureau will be able to distribute to all the members the report in extenso or the digest, according to the nature and the importance of communicated information. It will be able in this respect, to consult the scientific committee.

ARTICLE 11: WORK LANGUAGES

The official languages of the network are those of the Council of Europe.

The working language of the Network is French.

For the meetings, the working languages are the official language of the country where the meeting is held and French.

ARTICLE 12: MEETING PLACES

Meetings are organized within the Network's member cities premises. As far as possible, they follow a principle of alternation. A "Rule for the organization of the statutory meetings" is joined to the present rules of procedure.

ARTICLE 13: REMUNERATION

The activity of the members of the Bureau, administrators and members of the association as of the members of the scientific committee is voluntary.

The activity of the experts can be remunerated.

The activity of the general delegate and the personnel of the association is remunerated

ARTICLE 14: REFUND OF EXPENSES

For the general assembly and administration council meetings, the participants deal with their own accommodation and travelling expenses.

The association handles the accommodation and travel expenses of the general delegate and the personnel of the association.

Within the framework of specific mandates given by the Bureau and for the Bureau meetings, when finances can enable it, the administration council can envisage a contractual assumption of responsibility of the expenses, subject to the proof of their effective engagement.

Under the same conditions, the general assembly can envisage for the members of the scientific committee the contractual assumption of responsibility of the expenses subject to the proof of their effective engagement.

The bases of refunds will never exceed the contractual level accepted by the European Commission at the date of realization of the spending.

Appendix to the rules of procedure of the A.V.E.C. association

Organization of the general assembly or the administration council meetings

Article 1

Any member, city or territory, which wishes to organise a meeting of the A.V.E.C. association must be informed of the following condition.

Article 2: general principle

After common examination, the technical preparation of the meeting is entrusted to the host city, while the association is responsible for the coordination and preparation of the agenda of the meetings. In the case of a conference organized by the host city, it is the latter which is in charge of the development of the agenda in relation to the association.

Article 3: Preparation

The association answers, with the host city, to the various questions of organization (pre-reservations, estimate of the needs (meeting rooms, catering, accommodation, materials...). When necessary, the association can envisage a preparatory meeting on the spot.

Article 4: Interpretation

Interpreters (cabin and helmets) must be placed at the disposal of participants by the host city. The working language of the network is French. The translations are ensured for the General assembly meeting and administration council as for the conferences (local language + French + English).

Article 5: Services paid by the AVEC association

- Development of the programme of the session;
- Convocations and invitations accompanied by the agenda, practical indications and forms of inscription specifying a limiting date of inscription;
- regular up date of the list of participants according to the elements which are communicated and transmission in real time with the person in charged of the organization of the reception
- travel costs of the President and the personnel of the association

Article 6: Services paid by the host city or territory

- Expenses of the material organization, including simultaneous interpretation;
- Pre-reservation and supply to the Secretariat of information necessary on the names and the prices of hotels booked for the participants
- Pre-reservation and organization of the meals

- booking system for the hotels on the basis of inscription forms. This service will inform directly to the interested people the name and the address of their hotel and all further information necessary.
 - supplying of one or several conference room(s) adapted to the agenda (full sessions and/or working groups meetings)
 - Organization of coffee breaks
 - Invitation and organization of a meeting with the local medias
 - Organization of at least one half-day of technical and patrimonial visits to coordinate with the program of the session.
- A financial contribution could be requested from the participants (NB optional participation)

Article 7: Each participating member will pay

- the travel expenses of its representatives
- the booking and accommodation expenses, which will be paid directly at the hotels or to the booking service (according to the case).
- catering as well as transport from the hotel to the meetings places, for the duration of the session and the possible excursions.
- if necessary, a financial contribution for the visits

Possible costs of a cancellation. Neither the association, nor the organizing city can be responsible for cancellation.