

Legal Affairs Committee of the European Centre for Press and Media  
Freedom  
SCE, Limited liability

## Rules of procedures

### 1. Responsibilities

1.1. The Legal Affairs Committee (hereafter LAC) is entrusted by the supervisory and executive boards of the European Centre for Press and Media Freedom, SCE, Limited liability (hereafter the ECPMF office) in accordance with article 13 of the ECPMF statute.

1.2. The principle role of the LAC is to offer non-binding advice and guidance on any requests for legal support referring to the criteria catalogue of the LAC.

1.3. The final decision on whether to support any particular case lies with the ECPMF office, not LAC.

1.4. LAC shall follow any rules and procedures after being adopted by the executive board.

1.5. Rules of procedures shall be handed out to each member of LAC. They shall be required to confirm they have received them.

1.6. When asked to consider a request for legal support as outlined in 1.2 LAC's non-binding advice will cover: (i) whether ECPMF office should support a case; and (ii) how any such support may best be delivered.

### 2. Membership of LAC

2.1. Membership of LAC shall be solely at the discretion of, and by invitation from, the ECPMF office.

2.2. LAC members shall serve for two years and for a maximum of two terms.

2.3. LAC can consist of three to five members. There must be a minimum of three appointed members at any time.

### 3. Chairing

3.1. LAC shall be chaired by the LAC chair or, in their absence, the vice chair.

3.2. The chair and vice chair shall be proposed and elected by the members of the LAC. They will serve for two years.

3.4. LAC resolutions shall be carried out by the LAC chair or, in their absence, the vice chair in cooperation with the ECPMF office.

### 4. Secretary

4.1 A secretary, who is not necessarily a member of the LAC, will be made available by ECPMF office to help support and facilitate the activities of the committee and its chair and vice chair.

4.2. The secretary shall ensure that meetings are effectively organised and administered; and shall maintain accurate records.

4.3. ECPMF office shall propose a member of its own staff as secretary. That shall be approved by a majority of LAC members.

4.4. The secretary is accountable to LAC for the work conducted for the committee.

4.5. The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.

4.6. The secretary ensures that the records of the meetings are maintained in electronic and hard copy and made available when required by LAC members or other authorised persons.

### 5. Meetings

#### 5.1. Annual meeting

5.1.1 A formal meeting of all the members of LAC shall take place at least once a year to review the membership, organisation and running of the committee and the effectiveness of its role under [1.6 above]. Meetings can take place at the registered office of the ECPMF, can be convened online, or in any convenient place.

5.1.2. The agenda shall be prepared by the secretary at the direction of the chair.

5.1.3. The chair shall communicate the agenda to the members of the LAC at least eight days before the meeting.

5.1.4. Prior to the meeting, the chair shall ensure the distribution of the minutes of the previous meeting to LAC members.

5.1.5 The secretary shall also take minutes of the meeting, and provide a separate list of all decisions taken.

5.2 Discussion of requests for legal support referred to LAC by the ECPMF office.

5.2.1 Requests for legal support will only be referred to LAC after ECPMF office has ascertained the validity of the request.

5.2.2 Discussions about requests for legal support referred by the ECPMF office shall take place as and when necessary. Such discussions can take place online, via email, phone or in person.

5.2.3 As far as possible, such discussions shall involve all members of LAC, but where that is not possible, a majority of members of LAC shall be sufficient. In an exceptional case, where time is of the essence, the chair in isolation shall be able to provide advice and guidance. If the chair is doing so, he will have to present a motivation and full report on the next meeting of the LAC; so the LAC can approve this decision.

5.2.4 Following any discussions under this clause, one member of LAC will give a summary of the advice and guidance to the ECPMF office, with a copy to the secretary and other members of the committee.

5.2.5 As far as possible, LAC will endeavour to reach a collectively agreed view on their advice and guidance. When a member of LAC disagrees, this will be noted.

## 6. Remuneration

6.1. Members of LAC may not receive any remuneration for the work conducted as a member of LAC.

6.2. Member of LAC may be engaged and compensated appropriately to conduct work that contributes in fulfilling the ECPMF office mission and objectives.

6.3. Reasonable expenses including travel and accommodation to attend meetings shall be reimbursed within 30 days of the expenses being incurred.

## 7. Confidentiality

7.1. In order to ensure open discussion at its meetings, the members of LAC shall keep confidential any and all information related to discussions at its meetings, including any and all materials.

7.2. Exception to this rule shall happen if legal processes require disclosure of such information or if agreed by LAC.

7.3. Members of LAC must maintain confidentiality also after resignation or expiration of their mandate.

## 8. Dealing with media

8.1. The chair and the vice chair of the executive board may speak to the press and media on behalf of the ECPMF and take care of the official statements.

## 9. Official Language

9.1. The official language of LAC shall be English and the ECPMF office will ensure that all members can understand the processes and paperwork by providing translations and/or interpretation where necessary.

## 10. Legal framework

10.1. These Rules of Procedure shall be confirmed by LAC and adopted by the Executive Board.

10.2. These Rules of Procedure will be effective as from 20.04.2016.

10.3. The LAC have an urgent procedure for approval by the chair that's needs to be motivated and confirmed at the next meeting of the executive board of the ECPMF.