

УТВЕРЖДЕНО
решением Генерального совета
Международного союза
неправительственных организаций
«Ассамблея народов Евразии»
23 июля 2017 г.
by the decision of the General
Council
of the Eurasian Peoples' Assembly
(as amended)
February 01, 2019

REGULATION
on the Councils for the main areas of activity
of the International Union of Non-Governmental Organizations
"Eurasian Peoples' Assembly"

1. General provisions

1.1. These Regulations define the goals and objectives, the procedure for the establishment, formation of the program, composition, reorganization and termination of the activities of the Councils in the main areas of activity (hereinafter referred to as the Councils) of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" (hereinafter referred to as the Eurasian Peoples' Assembly).

1.2. The Councils are self-regulatory bodies of the Eurasian Peoples' Assembly, established and carrying out their work in accordance with the Statute of the Eurasian Peoples' Assembly and upon these Regulations.

1.3. Councils are not legal entities, they carry out their activities on a voluntary basis, unite members of the Eurasian Peoples' Assembly from different countries in accordance with their core business.

1.4. These Regulations on Councils in the main areas of activity of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly" is standard for all Specialized Councils.

1.5. The Regulations on the Specialized Council is formed upon these standard Regulations, taking into account the areas of activity of the Specialized Council.

1.6. The text of the Regulations on the Council is printed in two languages approved by the Eurasian Peoples' Assembly as working languages: Russian and English.

1.7. The Regulations on Councils for the main areas of activity of the Eurasian Peoples' Assembly are approved by the General Council or the General Council Presidium of the Eurasian Peoples' Assembly.

1.8. In their activities, the Councils are guided by the legislation of the Russian Federation, as well as the legislation of the countries on which territory the Eurasian Peoples' Assembly operates, the Statute of the Eurasian Peoples' Assembly, these Regulations and decisions of the governing bodies of the Eurasian Peoples' Assembly.

1.9. Councils have full and short names represent their areas of activity. The name of the Council is proposed by the Chairman, Co-Chairmen, members of the Council and approved by the General Council or the General Council Presidium of the Eurasian Peoples' Assembly.

Full name of the Council in Russian -

Short name of the Council in Russian -

Full name of the Council in English -

Short name of the Council in English -

1.10. The members of the Council independently determine the areas of joint activities, which should be spelled out in the Regulations on the Council.

2. Goals and subject of Council's activity

2.1. Councils are established to implement the goals and objectives stipulated by the Statute of the Eurasian Peoples' Assembly, and to organize the activities of the Eurasian Peoples' Assembly in specialized areas.

2.2. The Councils provide the level of competence, activity and coordination of specialized work necessary to achieve their tasks.

3. Composition and organization of Specialized Councils' work

3.1. The Council's activities are organized by the leadership of the Council, which includes the Chairman of the Council, Co-Chairs of the Council (representing different countries of Eurasia), the Executive Secretary of the Council and Heads of Committees and Commissions established in certain areas of the Council's activities.

3.2. The Council is formed from among the members of the Eurasian Peoples' Assembly who have officially formalized their membership on a voluntary application basis and received a membership Certificate.

3.3. When carrying out certain events and implementing projects, the Council may involve other members of the Eurasian Peoples' Assembly and external experts.

3.4. The decision that allows admitting new members to the Council is made by the leadership of the Council upon an application received from the candidate, and is drawn up by an internal protocol.

3.5. The Council may include specialists and experts, representatives of non-governmental, scientific, educational and public associations of Eurasian countries specializing in this area.

3.6. The Co-Chairs and the Executive Secretary of the Council are elected from among the members of the Council.

3.7. The Executive Secretary is elected on the recommendation of the Chairman of the Council.

3.8. The Chairman, Co-Chairs, Executive Secretary, members of the Council participate in the work of the Council on a voluntary basis.

3.9. The Chairman and Co-Chairmen of the Council are not entitled to delegate their powers to other persons.

3.10. The Chairman of the Council is approved by the General Council or the General Council Presidium of the Eurasian Peoples' Assembly and ex-officio is a member of the General Council of the Eurasian Peoples' Assembly.

3.1. Chairman of the Council

3.1.1. Ensures timely receipt of information on the activities of the Council (announcements, news, photos) in the Media Center; heads the Council, organizes its activities, ensures the necessary level of the Council's activity and compliance of its work with the goals and objectives of the Statute of the Eurasian Peoples' Assembly.

3.1.2. Represents the interests of the Eurasian Peoples' Assembly at various events in agreement with the General Secretariat, it.

3.1.3. Forms the composition of the Council, informs the General Secretariat of the Eurasian Peoples' Assembly about the decisions made and changes in the documents of the Council.

3.1.4. Forms a long-term (for the year) work plan of the Council in a form corresponding to the Work Plan of the Eurasian Peoples' Assembly, and no later than August 15 sends it to the General Secretariat to form the Work Plan of the Assembly for the next year.

3.1.5. Forms an annual report on the Council's activities in the form corresponding to the Report of the Eurasian Peoples' Assembly, and no later than December 10 of the current year sends it to the General Secretariat of the Eurasian Peoples' Assembly.

3.1.6. Convenes meetings of the Council, determines their provisional agenda, date and venue.

3.1.7. Timely provides the Eurasian Peoples' Assembly with information on the Council's activity for posting on social networks and on the website of the Eurasian Peoples' Assembly.

3.1.8. Organizes control over the timely payment of annual membership fees by the Council members.

3.1.9. is responsible for compliance with the norms and requirements of these Regulations.

3.1.10. Carries out other functions necessary to fulfill the tasks of the Council and the norms of these Regulations.

3.2. Co-Chairs of the Council

3.2.1. Carry out their activities in accordance with the responsibilities assigned to them by the Chairman of the Council.

3.2.2. Preside over a meeting of the Council in the absence of the Chairman of the Council.

3.2.3. Represent the interests of the Council at various events in agreement with the General Secretariat and with the Chairman of the Council.

3.2.4. Formulate the draft work plan and reports on the activities of the Council and submit them for consideration to the Chairman of the Council.

3.2.5. Coordinate the implementation of activities according to the approved plan of the Council's activities.

3.2.6. Submit their proposals for programs and projects in order to increase the effective activity and further development of the Council.

3.2.7. Perform other functions necessary to fulfill the tasks of the Council in accordance with the instructions of the Chairman of the Council and the governing bodies of the Eurasian Peoples' Assembly.

3.3. Executive Secretary of the Council

3.3.1. Provides organizational and technical support for the Council's work and current interaction with the General Secretariat of the Eurasian Peoples' Assembly.

3.3.2. Sends notices to Council members about the time and venue of the next meeting, event.

3.3.3. Forms, upon the proposals received from the Council members, a draft agenda for the next meeting of the Council.

3.3.4. Sends materials on the results of the meeting of the Council to the members of the Council and to the General Secretariat of the Assembly no later than five calendar days from the date of the meeting.

3.3.5. Keeps records of the Council's work plans, Council reports, minutes of Council meetings and materials thereto, positions and resolutions of the Council in the electronic document management system of the General Secretariat of the Assembly.

3.3.6. In case of changes in the composition or data of the Council, sends an updated version of the Council Passport in two formats (PDF, signed by the Chairman of the Council, and Word Document) to the General Secretariat.

3.4. Documents of the Council

3.4.1. Council documents include:

3.4.1.1. Regulations on the Council approved by the General Council or the Presidium of the General Council of the Eurasian Peoples' Assembly.

3.4.1.2. The passport of the Council, which reflects:

- full and short name of the Council;
- date, month, year of approval of the Council;
- goals and objectives of the established Council;
- areas and content of the Council's activities;
- full names, positions, contacts (phone, e-mail) of the Chairman, Co-Chairs, Executive Secretary and members of the Council;

3.14.1.3. Work plan of the Council for each calendar year, agreed with the General Secretariat of the Eurasian Peoples' Assembly.

3.14.1.4. Minutes of meetings / events of the Council.

3.14.1.5. Report on the Council's activities for the calendar year in the form corresponding to the Report of the Eurasian Peoples' Assembly.

3.4.2. The Council leadership makes decisions on the composition of the Council and its changes, on attracting additional members and excluding existing ones by direct vote. The Chairmen and Co-Chairs' voices are crucial.

4. Councils' activity

4.1. The Chairmen, Co-Chairs and members of the Councils provide the Councils' activities, including the financing of these activities.

4.2. The Council uses the logo and other symbols of the Eurasian Peoples' Assembly in its activities after coordination with the General Secretariat of the Eurasian Peoples' Assembly.

4.3. The Council has the right to hold events of various formats on topical issues of the Council's profile, including using electronic means of communication and the Internet information and telecommunications network. The Chairman of the Council determines the order and format of an event.

4.4. The Councils help to attract new members to the Eurasian Peoples' Assembly.

4.5. The Councils may establish special units for operational work in specific areas of activity: permanent committees and commissions, temporary working groups for individual events, projects.

4.5.1. The decision to create an internal unit is to be preliminarily agreed with the General Secretariat of the Assembly and adopted at a meeting of the Council.

4.5.2. The Executive Secretary of the Council submits an extract from the minutes of the Council meeting to the General Secretariat. The extract should indicate: the name of the established internal structural unit; main activities; surname, first name, patronymic, position and contacts of the Head of the unit; list of unit members.

4.5.3. The activities of the internal divisions of the Council are regulated by the relevant Regulations, developed by the relevant Council and approved by the Head of the General Secretariat of the Assembly.

4.5.4. The Head and members of the structural unit of the Council are selected from among the members of the Council.

4.6. Meetings/events of the Council are held in accordance with the calendar work plan of the Council.

4.7. The Executive Secretary of the Council sends a notification to the members of the Council on the dates and venue of the next meeting, as well as the draft agenda and materials for the agenda items no later than 15 calendar days before the scheduled date of the meeting. The draft documents received by the members of the Council in preparation for the next meeting of the Council, as well as the information contained therein, are not subject to public dissemination before the official approval (signing) of these documents.

4.8. The Council members send comments and proposals to the agenda of the next meeting of the Council with the justification for their inclusion and the necessary materials no later than five calendar days before the appointed date of the meeting.

4.9. The Executive Secretary of the Council accepts and summarizes proposals for the agenda of the next meeting of the Council, and keeps records of the members of the Council who have confirmed their participation.

4.10. The Council members are obliged to confirm their participation (impossibility of their participation) at the next event of the Council. If it is impossible to attend the meeting, a member of the Council informs the Executive Secretary or the Chairman of the Council no later than one day before the meeting.

4.11. Decisions of the Council meetings are adopted by a simple majority of votes and are formalized by minutes signed by the Chairman of the Council or, in his absence, by the Co-Chairman of the Council. The protocol defines the responsible person and the deadlines for the implementation of the Council's decision.

4.12. The Executive Secretary of the Council, after the Council meeting, sends the materials of the Council meeting to all members of the Council and to the General Secretariat of the Assembly of Peoples of Eurasia.

4.13. The Executive Secretary of the Council is obliged to keep records of the Council's work plans, Council reports, minutes of Council meetings and materials to them, positions and resolutions of the Council.

4.14. Letters to state, international organizations and official structures on behalf of the Eurasian Peoples' Assembly on the Council's activities are sent only on the letterhead of the Assembly signed by the Secretary General or the Head of the General Secretariat of the Assembly.

4.15. If the Council does not conduct real work and cannot confirm its results, then after one year after the announcement of the beginning of its activities, the General Council or the General Council Presidium has the right to decide on the termination of this Council activity on the proposal of the General Secretariat.

5. Responsibility

5.1. The Chairman and members of the Council are obliged to comply with the norms and rules of the Statute of the Eurasian Peoples' Assembly, these

Regulations and the Code of Ethics of the members of the International Union of Non-Governmental Organizations "Eurasian Peoples' Assembly".

5.2. The Chairman and Co-Chairs of the Council are responsible for the activities of the Council.

5.3. The Executive Secretary of the Council is responsible for accounting, timely provision of reliable information on the activities of the Council.

5.4. In case of non-fulfillment and violation of the provisions of the Statute of the Eurasian Peoples' Assembly, the standard Regulations on Councils in the main areas of activity of the Eurasian Peoples' Assembly, the Regulations on the Council, orders of the governing bodies of the Eurasian Peoples' Assembly, the General Council or the General Council Presidium may terminate the activities of the Council.

6. Final provisions

7.1. These Regulations come into force since the moment it is approved by the General Council or the General Council Presidium of the Eurasian Peoples' Assembly.

7.2. If certain norms of these Regulations come in conflict with the legislation of the Russian Federation and / or the Statute of the Eurasian Peoples' Assembly, they become invalid and the corresponding norms of the legislation of the Russian Federation and / or the Statute of the Eurasian Peoples' Assembly apply. The invalidity of individual norms of these Regulations does not entail the invalidity of other norms and the Regulations as a whole.

7.3. All changes and additions to these Regulations are to be approved by the General Council or the General Council Presidium of the Eurasian Peoples' Assembly.

PASPORT
of the Specialized Council
of the International Union of Non-Governmental Organizations
“Eurasian Peoples’ Assembly”

1. Full name *

2. Short name *

3. Date, month, year of the Council’ approval, Protocol No. of the General Council or the General Council Presidium of the Assembly *

3. Council’s Chairman *

Surname, Name, Patronymic
Position
Citizenship
Telephone
E-mail:

4. Council’s Co-Chairs *

Surname, Name, Patronymic
Position
Citizenship
Telephone
Mobile phone
E-mail:
Surname, Name, Patronymic
Position
Citizenship
Telephone
Mobile phone
E-mail:

Surname, Name, Patronymic
Position
Citizenship
Telephone
Mobile phone
E-mail:

5. Ответственный секретарь Совета*

Surname, Name, Patronymic
Position
Citizenship
Telephone
Mobile phone
E-mail:

6. Goals and objectives of the Council's activity *

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7. Areas and subject of the Council's activity *

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8. Structural units of the Council (Committees, Commissions, if there are): name of the unit, full name of the Head of the unit, full names of the units' members

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9. Members of the Council * (information is provided for each member of the Council)

For individuals - members of the Council

Surname, Name, Patronymic

Position

Citizenship

Telephone

E-mail:

For legal entities - members of the Council

Name of the organization

Head of the organization

Main areas of activity

Address, website, telephone, e-mail

Responsible representative of the organization in the Council

Surname, Name, Patronymic

Position

Telephone

E-mail:

Note: Numbers of the items of the questionnaire marked with "*" (asterisk) are required to be filled in.

Date of filling out the passport « ____ » _____ 20__ г.

Chairman of the Council (signature) _____ / _____