RULES OF PROCEDURE
OF THE CPMR ISLANDS COMMISSION

Approved by the Islands Commission Political Bureau by written procedure (19 March 2021)
Ratified by the CPMR Political Bureau (26 March 2021)

PREAMBLE
According to the CPMR’s Statutes and Rules of Procedure, which apply to its Geographical Commissions, each CPMR Commission may adopt its own Rules of Procedure to govern its activities.
The Rules of Procedure of the Geographical Commissions are submitted to the CPMR Political Bureau for approval, as stipulated in the Association’s statutes.
These Rules of Procedure are the reference document for the CPMR Islands Commission (hereafter the Islands Commission).

ARTICLE 1 – AIMS AND OBJECTIVES OF THE ISLANDS COMMISSION
The aims of the Islands Commission are to promote cooperation and solidarity between the European Union islands, and to represent and defend their interests in all policy areas, in particular vis-à-vis the European institutions. In this respect, the Islands Commission is committed in particular to ensuring that all EU policies take account of the provisions on islands in the European Union Treaties, as well as their specificities for each sea basin.

ARTICLE 2 – MEMBERS
Island Regions that are members or associate members of the CPMR, and that have paid their dues for the current year. They have the right to vote.
The Islands Commission brings together the Presidents or the delegates mandated by the representative authorities of the island Regions that are members or associate members of the CPMR.

ARTICLE 3 – OBSERVERS
The following may take part in the activities of the Islands Commission and attend its General Assembly, as observers, without the right to vote:
- Islands belonging to mainland regions that are members of the CPMR;
- Organisations concerned by the work of the Islands Commission;
- Representatives of national ministries that are represented within the CPMR network and are in charge of implementing island strategies at national level for EU or non-EU countries.

ARTICLE 4 - BODIES
The Islands Commission is structured as follows:
- The General Assembly and the Plenary Meeting;
- The Political Bureau;
- The President;
- The Vice-President;
ARTICLE 5 – THE GENERAL ASSEMBLY AND PLENARY ASSEMBLY

The Islands Commission holds a General Assembly meeting, convened by the President, at least once a year. The General Assembly is attended by the Presidents or the delegates mandated by the representative authorities of the island Regions that are members or associate members of the CPMR.

The General Assembly ratifies the election of the President and the Political Bureau, approves the final declaration, and votes on strategic documents relating to the Islands Commission’s work.

The General Assembly is organised in coordination with the President and/or Vice-President, the Executive Secretary and the host Region. The host Region bears the organisational costs of the meeting.

In addition to its General Assembly, the Islands Commission holds a Plenary Assembly once a year in the framework of the CPMR General Assembly.

ARTICLE 6 – THE POLITICAL BUREAU

Composition:
- The members of the Political Bureau are regional representatives as stated in Art. 4.2 of the CPMR Rules of Procedure on the functioning of the CPMR Geographical Commissions.
- Every national delegation will appoint two member regions, if applicable, for a two-year term of office.
- If they so wish, each of these delegated member regions may appoint one full and one alternate member. All nominations must be communicated one week before the Islands Commission General Assembly which will ratify them.

Role:
- The Political Bureau votes on documents of strategic importance for the aims and objectives of the Islands Commission, including on the setting up of Working Groups and Task Forces if necessary; and collaborates with the President, the Vice-President and the Executive Secretary of the Islands Commission. Its opinion may also be sought by means of a written procedure, as provided for in Article 10 of these Rules.
- Meetings of the Political Bureau are convened by the President or the Vice-President of the Islands Commission.

ARTICLE 7 – THE PRESIDENT

The President is elected by the General Assembly of the Islands Commission, from among its members, for a two-year renewable term of office. The President may not be elected more than twice consecutively.

Election:
The procedure for electing the President is as follows:
- At least two months before the end of the current President’s term of office, the Executive Secretary sends a call for candidates to the member regions.
- Candidatures, accompanied by a statement of intent on the guidelines and strategies to be followed, must be sent to the Executive Secretary, at least one month before the end of the current President’s term of office.
- At least two weeks before the date of the General Assembly, the Islands Commission Secretariat sends the candidatures received to all member regions.

Voting takes place during the General Assembly. The candidate who receives an absolute majority of the votes cast by the delegations present is declared elected.

If there are more than two candidates, and none of them obtains an absolute majority of the votes in the first round, a second round of voting will take place. Only the two candidates having received the most votes in the first round go through to the second round.
Functions:
As part of their functions, the President:

• Directs the work of the Islands Commission and represents the Islands Commission at official events.

• Ensures functional synergies and coordination between the General Assembly, the Bureau of the Islands Commission and the CPMR Political Bureau. The President is an ex officio member of the CPMR Political Bureau in their capacity as political representative of the Islands Commission.

ARTICLE 8 – THE VICE-PRESIDENT
At the General Assembly, the newly-elected President appoints a Vice-President from among, and in concertation with, the members of the Bureau.

The Vice-President must be from an island Region located in a different sea basin from that of the President. The Vice-President is appointed for the same term of office as the President.

As part of their functions, the Vice-President of the Islands Commission:

• Works in conjunction with the President and the Executive Secretary to achieve the political aims and objectives of the Islands Commission.

• Sits on the CPMR Political Bureau as alternate member for the President of the Islands Commission.

• Takes over the presidency on an interim basis if the President is incapacitated.

• Represents the Islands Commission at official events, where appropriate.

ARTICLE 9 – THE SECRETARIAT
The Secretariat of the Islands Commission is made up of the Executive Secretary and their staff, the composition of which is decided in agreement with the CPMR Secretary General.

The Executive Secretary:

• Acts under the authority of the CPMR Secretary General and under the coordination of the CPMR Executive Director in charge of Geographical Commissions, who is kept informed of the activities of the Islands Commission.

• Manages the Secretariat team, which supports the Commission’s work and reports to the Executive Secretary. The Executive Secretary coordinates the selection procedure for his/her team and is responsible for the actions carried out by the Islands Commission Secretariat. Vacancies for the Secretariat team will be communicated to members two months prior to the selection procedure. Vacancies must still be communicated to members even in the case of an emergency recruitment.

• Assists the President and the Vice-President of the Islands Commission and their teams.

• Is responsible for following up the work of the Islands Commission in the framework of the General Secretariat of the CPMR.

• Is responsible for setting up specific Working Groups or Task Forces within the Islands Commission and/or in coordination with other Geographical Commissions, especially with the aim of protecting and enhancing its sectoral or basin specificities.

• Also assists the coordinators of the Working Groups and Task Forces.

• Develops functional synergies with the other Geographical Commissions of the CPMR to defend and promote the specific interests of the island territories within the different maritime basins.

• Works with the technical services of the EU institutions and key relevant European stakeholders to represent the interests of the Islands Commission. In particular the Executive Secretary collaborates actively with the members of the Advisory Committees of the EU to ensure that the insular approach and its basin specificities are duly considered.

• Submits the Final Declaration and Policy Positions to the General Assembly for approval.

• Promotes the active participation of the CPMR Islands Commission in EU projects and initiatives of interest to the members.
The Executive Secretary of the Islands Commission is recruited by the CPMR Secretary General, in concertation with the Executive Director in charge of Geographical Commissions and the Presidency of the Islands Commission. The Call for Applications for the position of Executive Secretary will be communicated to members two months prior to the selection procedure, except for those cases in which an emergency recruitment is required.

**Working Groups and Task Forces**

- The Executive Secretary may set up Working Groups and/or Task Forces as required, in response to identified needs, on the Executive Secretary’s own initiative or that of any of the members.
- If the proposal is not accepted by the IC’s members by consensus, it will be submitted to the Political Bureau for discussion. In the case of lack of consensus, it will be approved by a simple majority.
- Their purpose is to provide input for reflexions and the drafting of positions by the Islands Commission on priority areas of interest to its member Regions, thematically or at sea basin level.
- They meet on an ad-hoc basis.
- The Working Groups and Task Forces respond to the specific needs of member Regions, depending on their geographical characteristics or location (sea basin). They can be led by one or more coordinating regions (in the case of shared or co-participated leaderships).

**ARTICLE 10 – WRITTEN PROCEDURE FOR VOTING BY THE POLITICAL BUREAU**

If absolutely essential or deemed necessary, and after informing the President and/or Vice-President of the Islands Commission, the Executive Secretary may initiate a written procedure to obtain the approval of documents, the constitution of a Working Group or Task Force, or any other relevant decisions.

In such cases, the Islands Commission Secretariat sends the **proposed decision or draft document** by email to the members of the Political Bureau and sets a **deadline of two weeks for members to reply**. If no response is received by the deadline date, the proposed decision or draft document is considered as approved by the members of the Political Bureau.

If any amendments are proposed, the list of amendments is sent to the Bureau members for their approval, which must be received within **five working days**. If no response is received by the deadline date, the list of proposed amendments is considered as approved by the members of the Political Bureau.

The amended version is then sent to the Bureau members for their final approval, which must be received within **five working days**. If no response is received by the deadline date, the proposed decision or draft document is considered as approved by the members of the Islands Commission Political Bureau.

**ARTICLE 11 - FINANCING**

The member Regions make a financial contribution that is paid into the budget of the Islands Commission. The CPMR’s total draft budget (covering the CPMR, Geographical Commissions and EU projects) is submitted by the CPMR Political Bureau to the CPMR General Assembly, which votes on it.

The Executive Secretary informs the members of the Islands Commission of any proposed increase in the scale of dues envisaged by the CPMR Political Bureau. The level of contributions proposed by the CPMR Political Bureau is ratified by the Islands Commission’s Plenary Assembly, which is held in the framework of the CPMR General Assembly.

The Political Bureau of the Islands Commission sets the level of the contribution to expenses that observers are asked to pay, and decides on any exonerations in the event of an observer’s limited financial resources. To ensure its smooth operation, the Commission also benefits from financial resources arising from its active participation in EU initiatives such as projects, programmes, tenders, etc.