

STATUTE OF THE SECRETARIAT OF THE PARLIAMENTARY ASSEMBLY OF THE UNION FOR THE MEDITERRANEAN

Having regard to the Joint Declaration of the Paris Summit for the Mediterranean of 13 July 2008, which launched the Union for the Mediterranean and also attested that the Euro-Mediterranean Parliamentary Assembly, then renamed Parliamentary Assembly of the Union for the Mediterranean (PA-UfM), will be the legitimate parliamentary expression of the Union for the Mediterranean;

Having regard to the Rules of Procedure of the Parliamentary Assembly of the Union for the Mediterranean, as approved in Rome by the Plenary on 13 May 2017, that established the setting up of a Secretariat with a key role within the Assembly;

Having regard to the decision taken by the Bureau of the Parliamentary Assembly of the Union for the Mediterranean, on 13 July 2018 in Brussels, to locate the seat of the Permanent Secretariat of the Parliamentary Assembly of the Union for the Mediterranean in Rome;

Having regard to the new article 15 of the Rules of Procedure as approved in Strasbourg by the Plenary on 13 February 2019 and to the Agreement between the government of the Italian Republic and the Parliamentary Assembly of the Union for the Mediterranean concerning the premises of the permanent Secretariat located in Italy;

On the basis of the Mandate of the Secretariat as approved on 13 February 2019 in Strasbourg, the Statute of the Secretariat of the PA UfM has been drawn up and adopted by the Bureau of the PA UfM.

Article 1

NAME, PREMISES AND LEGAL PERSONALITY

1. The Permanent Secretariat of the Parliamentary Assembly of the Union for the Mediterranean is hereby established.
2. The Secretariat shall have its headquarters in Rome.
3. The Headquarters Agreement between Italy and the Secretariat shall grant the Secretariat the privileges and immunities required for carrying out its activities.

Article 2

MANDATE AND TASKS

1. The Assembly and its bodies shall be assisted in the preparation, proper management and follow-up of their work by a permanent Secretariat coordinated and managed by the Secretary-General. The parliament which is hosting a session of the Assembly or a meeting of the Bureau or one of its committees or working groups shall provide assistance with the organisation of these meetings.

a) Assistance for the Plenary and the Speakers' Summit

The Secretariat shall assist the Presidency in preparing and organising the Plenary and the Speakers' Summit. It shall also, in close cooperation with the Presidency, ensure that the

deliberations of the Plenary and the Speakers' Summit are implemented (verification of minutes prepared by the acting Presidency, forwarding of texts adopted, implementation of decisions taken).

b) Coordination of the Work of the Committees

The Secretariat shall assist the Chairs of the parliamentary committees in coordinating the work of the committees with the Assembly's political priorities and calendar of activities.

c) Support for the Bureau

The Secretariat shall assist the Presidency in preparing and organising the work of the Bureau and enlarged Bureau. It shall ensure that meetings run smoothly and are followed up (verification of minutes prepared by the acting Presidency, forwarding of texts adopted, implementation of decisions taken). It shall propose and implement the annual programme of activities of the Assembly, under the direction of the Presidency and the members of the Bureau.

d) Liaison with the Secretariat of the UfM and Public Relations

The Secretariat shall maintain contacts with the Secretariat of the UfM with which it shall ensure a smooth exchange of information concerning the activities of the Assembly and the UfM. Under the direction of the Bureau and the Presidency, it shall be responsible for the institutional communication and public relations of the Assembly, whose image and role it shall strive to promote. The Secretariat shall manage the Assembly's documents, archives and website.

e) Language Arrangements

The Secretariat shall assist the Presidency in managing the interpretation and translation needs in connection with the proceedings of the Plenary and the work of the Bureau, the enlarged Bureau, the Committees and the working groups. The translated versions of the reports shall be sent to delegations as soon as possible before the Plenary Sitting.

Article 3

COMPOSITION OF THE SECRETARIAT

1. The Secretariat, which shall have a lean structure, is coordinated and managed by the Secretary General.
2. Officials may be seconded by the European Parliament and the parliaments of the Member States. Members of the EEAS and diplomatic staff of Member States may also be assigned to the Secretariat.
3. The permanent Secretariat shall consist usually of 5 units of personnel, including the Secretary General and the Accountant.
4. The salaries and other expenses of the staff of the Secretariat shall be borne by their respective parliaments or public administrations.

Article 4

SECRETARY GENERAL

1. The Secretary-General shall oversee and coordinate the work of the Secretariat.
2. The Secretary-General shall be appointed by the Bureau among candidates from partner countries for a period of two years, renewable once.

3. In the event of an unexpected vacancy during the term of office of the Secretary General, the vacancy shall be filled by one of the officials seconded to the Secretariat.
4. The Secretary General shall be responsible to the Bureau.
5. The Secretary General shall be responsible for the overall running of the Secretariat and for the discharge of all functions assigned. The Secretary General shall:
 - a) review the draft annual budget of the PA-UfM, as prepared by the Accountant, and submit it to the Bureau for approval;
 - b) execute the budget, manage the finances of the PA-UfM and be accountable for the use of funds as approved by the Assembly;
 - c) maintain the links with the other bodies of the Union for the Mediterranean;
 - d) submit annual activity reports and financial accounts to the Bureau.

Article 5

FUNDING AND BUDGET

1. The funding and the budget of the Assembly shall follow the Financial Regulation of the Parliamentary Assembly of the Union for the Mediterranean.
2. The running costs of the Secretariat shall be funded from grants provided by financial contribution paid by each member parliament of the Assembly by the end of June, and any other revenue coming from crowdfunding, donations etc.
3. There shall be an Accountant. Each year the Secretariat shall draw up the draft budget for the following financial year which it shall submit to the Bureau for approval; it shall subsequently ensure the draft budget is implemented once it has been definitively adopted by the Assembly. The financial year of the Secretariat shall run from 1st May to 30th April.
4. An Annual financial report shall be provided to the Bureau on the Secretariat's administrative costs and expenditures.
5. The expenses for hosting the General Assembly, Bureau and Enlarged Bureau and Committee and Working Group meetings of the PA-UfM shall be borne by the host parliament except for the cost of interpretation and some other costs selected on a case-by-case basis.

Article 7

AMENDMENTS TO THE STATUTE

1. Any amendments to the Statute shall be approved by the Bureau of the PA UFM.