

**EUROPEAN UNION AGENCY FOR THE OPERATIONAL  
MANAGEMENT OF LARGE-SCALE IT SYSTEMS  
IN THE AREA OF FREEDOM, SECURITY AND JUSTICE**

**MANAGEMENT BOARD DECISION NO 2019-253 OF dd/mm/2019**

on the

**RULES OF PROCEDURE**

of the

**INTEROPERABILITY**

**PROGRAMME MANAGEMENT BOARD**

## THE MANAGEMENT BOARD,

- Having regard to Regulation (EU) 2019/817 of the European Parliament and of the Council of 20 May 2019 on establishing a framework for interoperability between EU information systems in the field of borders and visa and amending Regulations (EC) No 767/2008, (EU) 2016/399, (EU) 2017/2226, (EU) 2018/1240, (EU) 2018/1726 and (EU) 2018/1861 of the European Parliament and of the Council and Council Decisions 2004/512/EC and 2008/633/JHA,
- Having regard to Regulation (EU) 2019/818 of the European Parliament and of the Council of 20 May 2019 on establishing a framework for interoperability between EU information systems in the field of police and judicial cooperation, asylum and migration and amending Regulations (EU) 2018/1726, (EU) 2018/1862 and (EU) 2019/816,
- Having regard to the Management Board decision 2019-217 of 20 September 2019 appointing its representatives to the Interoperability Programme Management Board,
- Having regard to Commission's decision appointing its representative of the Interoperability Programme Management Board,
- Having regard to the decision of the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA) appointing its representative of the Interoperability Programme Management Board,

HAS ADOPTED THESE RULES OF PROCEDURE:

### **Article 1**

#### ***Composition of the Interoperability Programme Management Board***

1. Pursuant to Article 54(4) of Regulation (EU) 2019/817 and Article 54(4) of Regulation (EU) 2019/818, during the design and development phase, a Programme Management Board composed of a maximum of 10 members shall be established. It shall be composed of seven members appointed by eu-LISA's Management Board from among its members or its alternates, the Chair of the Interoperability Advisory Group referred to in Article 75 of Regulation (EU) 2019/817 and in Article 71 of Regulation (EU) 2019/818, a member representing eu-LISA appointed by its Executive Director, and one member appointed by the Commission. The members appointed by eu-LISA's Management Board shall be elected only from those Member States that are fully bound under Union law by the legal instruments governing the development, establishment, operation and use of all the EU information systems and which will participate in the interoperability components.

2. The representatives of the Management Board mentioned in Article 1(1) are appointed by the Management Board according to its standard procedures.

## **Article 2**

### ***Chairmanship of the Interoperability Programme Management Board***

1. According to Article 54(6) of Regulation (EU) 2019/817 and Article 54(6) of Regulation (EU) 2019/818, the Chairmanship shall be held by a Member State that is fully bound under Union law by the legal instruments governing the development, establishment, operation and use of all the EU information systems and which will participate in the interoperability components.
2. The Chairmanship of the Interoperability Programme Management Board will be rotated among the representatives of the Management Board as follows:
  - Q3-Q4 2019: Germany
  - Q1-Q2 2020: The Netherlands
  - Q3-Q4 2020: France
  - Q1-Q2 2021: Slovenia
  - Q3-Q4 2021: Finland
  - Q1-Q2 2022: Austria
  - Q3-Q4 2022: Estonia
  - Q1-Q2 2023: Germany
  - Q3-Q4 2023: The Netherlands
  - Q1-Q2 2024: France
  - Q3-Q4 2024: Slovenia
3. The Deputy Chairmanship will be rotated in the same order, starting from the Netherlands.
4. The Chairperson is responsible for:
  - a) Convening the meeting;
  - b) Chairing the meeting;
  - c) Distribution of the minutes of the meeting, as adopted by the Interoperability Programme Management Board;
  - d) Submitting the monthly written reports, as adopted by the Interoperability Programme Management Board, to the Management Board;
  - e) Presenting the progress made in the Interoperability Programme Management Board at the Management Board meeting;
5. In case of the absence of the Chairperson, the Deputy Chairperson will replace him/her.

### **Article 3**

#### ***Attendance at Meetings of the Interoperability Programme Management Board***

1. Members of the Interoperability Programme Management Board should attend all the meetings of the group. In case they cannot be present, their alternates (i.e. the member/alternate representing the same Member State in the eu-LISA Management Board) can substitute them.
2. The Chairperson or the Deputy Chairperson of the Management Board and the eu-LISA Executive Director (if they are not members of the Interoperability Programme Management Board) may attend all the meetings of the Interoperability Programme Management Board.
3. Members of the Interoperability Programme Management Board may be assisted by one expert.
4. The Interoperability Programme Management Board may invite to its meeting the Chairperson or the Deputy Chairperson of the Advisory Groups of the systems concerned by the Regulations (EU) 2019/817 and (EU) 2019/818 (ECRIS-TCN, EES-ETIAS, Eurodac, SIS II, VIS). The participation shall be limited to duly justified cases based on necessity.
5. The Interoperability Programme Management Board may invite experts whose opinion may be of interest, to attend its meetings as an observer/expert. The participation shall be limited to duly justified cases based on necessity.

### **Article 4**

#### ***Preparation of the Interoperability Programme Management Board***

1. Meetings of the Interoperability Programme Management Board shall be convened by the Chairperson or upon request by at least one third of the members of the board, or upon the request of the Executive Director of eu-LISA.
2. The Interoperability Programme Management Board shall hold at least three meetings per quarter.
3. The provisional agenda, accompanied by the relevant material for conclusion making, shall be forwarded to the members of the Interoperability Programme Management Board at least one week prior to the meeting. The agenda shall be drafted by the Chairperson.

### **Article 5**

#### ***Deliberations of the Interoperability Programme Management Board and voting***

1. The presence of at least two thirds of all members shall constitute the quorum necessary for the meeting to be valid. In the absence of a quorum, the Chairperson shall close the meeting and convene another as soon as possible.

2. The Chairperson shall conduct the meeting giving priority to members wishing to raise a question of procedure or a preliminary matter.
3. Conclusions of the Interoperability Programme Management Board shall be taken by the majority of its members with a right to vote.
4. Each member of the Interoperability Programme Management Board shall have one vote. In the absence of the member, his/her alternate shall have the right to vote.

## **Article 6**

### ***Communications***

1. The draft minutes, the attendance list and the conclusions shall be forwarded to members not later than a week after the end of the meeting.
2. Once approved, the minutes shall be signed by the Chairperson. The signed copy of the minutes shall be kept in the archives of the Agency.
3. The final text of the minutes shall be forwarded to members not later than a week after the approval.
4. The monthly report of the Interoperability Programme Management Board shall be submitted to the Chairperson of the eu-LISA Management Board by the fifth day of the next month. This report should be forwarded to the other members of the Management Board without delay.

## **Article 7**

### ***Confidentiality and Access to Information***

1. The deliberations of the Interoperability Programme Management Board shall be confidential. Members and others present at the meetings shall respect the confidential character of the deliberations and documents transmitted by the Agency.

## **Article 8**

### ***Venue of Meetings***

1. Meetings of the Interoperability Programme Management Board shall be held in the locations of the Agency.
1. The Interoperability Programme Management Board can decide in justified cases to hold a meeting in a different location, if it is convenient to all members.
2. The Interoperability Programme Management Board may decide to hold a meeting via video conference or via other electronic means.

## **Article 9**

### ***Conflicts of Interest***

1. According to the Rules for the prevention and management of conflict of interest (document 2018-183), adopted by the Management Board of eu-LISA with its decision 2018-168 of 22.11.2018, the members of the Interoperability Programme Management Board have the obligation to declare and update their interests annually by 31st of March, in line with the Declaration of Interest form - Annex 1 - and to complete a public statement of commitment annually by 31st of March, in line with the form in Annex 2.
2. At the beginning of each meeting of the Interoperability Programme Management Board the persons attending the meetings pursuant to Articles 3(3) and 3(5) respectively shall inform the Chairperson of any conflict of interest with regard to a particular item on the agenda.
3. In the event of such a conflict of interest, the person concerned shall, at the request of the Chairperson, withdraw from the meeting whilst the relevant items of the agenda are being dealt with.

## **Article 10**

### ***Protection of Personal Data***

1. The processing of personal data by the Interoperability Programme Management Board shall be in conformity with Regulation (EC) No 2018/1725 of the European Parliament and of the Council, under the responsibility of the Chairperson acting as the controller.

## **Article 11**

### ***Secretariat and Correspondence***

1. The Agency shall provide the Interoperability Programme Management Board with a secretariat and an appropriate administrative support to enable them to carry out their functions.
2. All correspondence with the Interoperability Programme Management Board shall be done via the Management Board Secretariat.

## **Article 12**

### ***Reimbursement of Expenses***

1. All travel and subsistence expenses incurred by the members of the Interoperability Programme Management Board, or their alternates in case of replacement, and the persons mentioned in Article 3(2) and Article 3(4), in connection with meetings relating

to Interoperability Programme Management Board meeting shall be paid by the Agency.

2. The costs related to the experts mentioned in Article 3(3) and Article 3(5) are not reimbursed by the Agency. When possible, the Agency will try to provide a connection via video conferencing tools.

### ***Article 13***

#### ***Revision of the Rules of Procedure***

1. The eu-LISA Management Board may amend these Rules of Procedure.
2. The Interoperability Programme Management Board may propose amendments of these Rules of Procedure to the eu-LISA Management Board.

### ***Article 14***

#### ***Entry into Force***

These Rules of Procedure shall enter into force on dd.mm.2019.

Done at Tallinn,

Zsolt Szolnoki  
Chairperson of the Management Board  
of eu-LISA