



EUPAE | European Public
Administration Employers

THE EUPAE HANDBOOK

On the functioning of the Sectoral Social Dialogue Committee for Central Government Administrations (SDC-CGA)

French Presidency of EUPAE 2022-2023
01/01/2023

List of abbreviations

EUPAE: European Public Administration Employers

EC: European Commission

RoP: Rules of Procedures

SDC-CGA: Social Dialogue Committee for Central Government Administration

TFEU: Treaty on the Functioning of the European Union

TUNED: Trade Unions' National and European Administration Delegation

TABLE OF CONTENTS

Preamble	1
Social dialogue in the European Union	2
Introduction	2
Cross-industry social dialogue committee	2
Sectoral social dialogue committees	3
Legal ground	4
Functioning of the SDC-CGA	5
History	5
General Framework.....	6
Main area of interest.....	7
Prerogatives	7
Composition of the Committee.....	7
Chairing of the Committee	7
Committee Steering Group.....	8
Secretariat of the Committee	8
Confidentiality	8
Reimbursement	8
Functioning of EUPAE	8
General Framework.....	8
Composition of EUPAE.....	9
Presidency of EUPAE	9
Secretariat EUPAE	10

EUPAE Board of Directors	10
Members	10
The general meeting.....	11
Accounting	12
Amendment of the statutes – winding-up.....	12
Practical information	12
Code of conduct.....	12
Meetings of SDC-CGA – summary	13
Organisation of the meetings.....	14
Working programme	14
Deliverables and achievements of the SDC-CGA	14
Visibility and useful links.....	15
Sitography	15
Annexes:	15
1. Rules of procedures	15
2. EUPAE statutes	17

Preamble

The EUPAE Handbook on the functioning of the European sectoral social dialogue Committee for central government administrations (SDC-CGA) was created in the context of the French presidency of EUPAE (2022-2023) and of the SDC-CGA (2023). The objective of this document is to enlighten newcomers (Member States, team members...), future Presidencies or any EUPAE member who has interrogations related to the Committee.

Co-constructed with EUPAE members, in line with the Strasbourg declaration adopted on 17 March 2022 by the European Ministers in charge of public transformation and the civil service, and the principles of European social dialogue, this document is intended to be a common tool to be updated, when required, at the request of any EUPAE member to the current Presidency.

This Handbook is not a substitute to the constitutive official and legal documents of the SDC-CGA and EUPAE, but rather a user manual which gathers in a single document all information, based on the SDC-CGA's rules of procedures, EUPAE statutes, websites of the European Commission¹ and customary uses.

¹ see sources and annex section at the end of the document

Social dialogue in the European Union

Introduction

Definition²

European social dialogue refers to discussions, consultations, negotiations and joint actions involving organisations representing the two sides of an industry (employers and workers). It takes two main forms:

- a tripartite dialogue involving the public authorities;
- a bipartite dialogue between the European employers and trade union organisations. This takes place at cross-industry level and within sectoral social dialogue committees.

Financial support is given to transnational projects carried out by social partners and others active in the field of industrial relations through the social dialogue budget lines. It is also provided through the [European Social Fund \(ESF\)](#) for capacity-building of social partner organisations at national level.

Consultations

The European Commission consults the social partners³ on the possible direction of an initiative, in a first stage, and on the content of an initiative, in a second stage.

² For the legal framework, see the legal ground section below

Representatives

For an organisation to be recognised as a partner in European social dialogue, it must be organised at the EU level and capable of taking part in consultations and negotiating agreements.

As far as possible, organisations should be representative of all EU Member States, while their national members must be recognised as social partners in the respective countries.

Since 2006, representativeness studies have been carried by the EU agency in charge of research on living and working conditions, [Eurofound](#).

Cross-industry social dialogue committee

The cross-industry social dialogue committee is the main body for bipartite (i.e. between trade unions and employers) social dialogue at European level. The social partners meet 3-4 times a year to discuss employer/worker views on employment and social topics, adopt texts negotiated by both parties and plan future initiatives. The Committee is composed of maximum 66 representatives of the social partners, equally divided between the employers' and the workers' representative organisations and including the EU Secretariats of the cross-industry social partners, as well as representatives from the national member organisations on each side. Technical working groups like labour market challenges, reconciliation of working and family life etc. can be set up to discuss various issues. The cross-industry social dialogue Committee adopts and follows up the results of negotiations between employers and workers' representative

³ [Consultations of the social partners](#) and [list of consulted organisations](#)

bodies and takes part in social dialogue summits (high-level meetings chaired by the president of the Commission).

At cross-industry level, the bipartite European social dialogue takes place between the following organisations, in which EUPAE is not represented:

- European Trade Union Confederation (ETUC), to which EPSU is affiliated;
- Confederation of European Business (BUSINESSEUROPE, formerly UNICE)⁴;
- SGI Europe (formerly CEEP)⁵;
- SMEunited;
- Eurocadres (the Council of European Professional and Managerial Staff) and European Confederation of Executives and Managerial Staff (CEC) participate in this dialogue as part of the ETUC delegation.

Sectoral social dialogue committees

Created in 1998, the sectoral social dialogue committees are established with due regard for the autonomy of the social partners. The social partner organisations must apply jointly to the European Commission in order to take part in a social dialogue at European level. The European organisations representing employers and workers must, when submitting this application, meet a number of criteria:

- relate to specific sectors or categories, and be organised at European level;
- consist of organisations which are themselves an integral and recognised part of Member State's social partner structures, and have the capacity to negotiate agreements, and which are representative of several Member States;
- have adequate structures to ensure their effective participation in the work of the committees.

Composition of the sectoral social dialogue committees

The sectoral social dialogue committees consist of a maximum of 66 representatives of the social partners, comprising an equal number of employers' and workers' representatives (to be adapted by each Committee). They are chaired either by a representative of the social partners or, at their joint request, by the representative of the Commission, who, in all cases, provides the secretariat for the committees.

Operation of the sectoral social dialogue committees

Each Committee adopts its own rules of procedure, and holds at least one plenary meeting per year. Specific questions can be dealt with during enlarged secretariats or restricted working parties. The task of preparing meetings, the agenda and following-up work is most frequently delegated to the respective secretariats of the social partners, together with the Commission.

⁴ Among these employer representatives, parastatals are represented, but they do not represent the employing public administrations which tend to have different interests. EUPAE is thus not part of this confederation.

⁵ see footnote 4

Legal ground

Treaty on the Functioning of the European Union (TFEU)

Summary of article 152 to 155:

[Article 152](#): recognises and promotes the role of the social partners at the European Union level, taking into account the diversity of national systems. It shall facilitate dialogue between the social partners, respecting their autonomy

[Article 154](#): embodies the social subsidiarity, because the European social partners are given the right to be consulted on any new social European initiative. It provides for the consultation of social partner organisations at European level on a range of issues concerning employment and social affairs⁶. There is compulsory two-stage consultation procedure: in the first stage the Commission consults the social partners on the possible direction of an initiative, whilst in the second stage, the focus is on the content of an initiative. This process enables the European social partners to directly influence the drafting of social proposals. More, during this phase, social partners may suspend the Commission initiative whilst deciding to enter into negotiations. If neither stage of the consultation results in a decision by the social partners to enter into bipartite negotiations, while the Commission still considers that Community action is desirable, the Commission will undertake the preparation of a legislative proposal. Consultations are limited to representative social partner organisations.

⁶ set out in [Article 153](#) of the Treaty.

⁷ set out in paragraph 2 of [Article 153](#) of the Treaty.

[Article 155](#): contractual relations, including agreements, may be reached as a result of dialogue between the social partners at European Union level. Agreements are implemented either according to the procedures and practices of the social partners and the Member States, or by a Council decision on a proposal from the Commission, at the joint request of the signatory parties. The European Parliament must then be informed. The Council must act unanimously for certain provisions of the agreement⁷.

Establishment of Sectoral Social Dialogue

The [European Commission's Decision of 20 May 1998](#)⁸ enabled the establishment of Sectoral Dialogue Committees in the European Union while promoting the Dialogue between the social partners at European level. The document laid down precise provisions concerning the establishment, representativeness and operation of new sectoral committees, intended as central bodies for consultation, joint initiatives and negotiation.

Pillar of social rights

The [20 principles of the European Pillar of Social Rights](#) are the beacon guiding the European Union towards a strong social Europe that is fair, inclusive and full of opportunity.

With the [European Pillar of Social Rights Action Plan](#), the Commission has set out concrete initiatives to deliver on the European Pillar of Social Rights. The delivery on the Pillar is a joint effort by EU institutions, national, regional and local authorities, social partners and civil society.

⁸ The communication annexed to it is entitled "Adapting and promoting the social dialogue at Community level" COM (1998) 322

Functioning of the SDC-CGA

The Social Dialogue Committee for Central Government Administrations (SDC-CGA) is part of the European sectoral social dialogue coordinated by the DG Employment, Social Affairs and Inclusion of the European Commission

The social partners of the Committee are:

- For the employees: TUNED (Trade Unions' National and European Administration Delegation) composed of the European Public Services Union (EPSU) and the European Confederation of Independent Trade Unions (CESI).
- For the employers: EUPAE (European Public Administrations Employers) composed of Member States of the European Union in their capacity as employers and of relevant entities representing the central employer function or employer's organisations in the area of the central governments of the European Union.

History

In 1998, the Ministers in charge of the civil service in the Member States recognised the obvious impact of European cross-industry social dialogue on the working conditions of the members of the public services of the Member States⁹. In addition, the Network of Directors General for Public Administration, which will later become the European Public Administrations Network (EUPAN), noted that social dialogue contributes to the performance of public

⁹ 1995 framework agreement on parental leave and 1996 framework agreement on part-time work

administrations. These two observations were concomitant to the [Treaty of Amsterdam](#) (1997), which modified the [Treaty of Rome](#) to include provisions on social dialogue. As a result of the new treaty, in 1998, the European Commission instituted the creation of sectoral social dialogue committees designed to promote dialogue between the social partners at European level. In 1999, an informal social dialogue in the form of discussions between the "Troika"¹⁰ and the European trade union federations with the help of the European Commission, was established.

The European Commission then launched a [study](#) on the representativeness of the European trade union federations in the Member States' administration sector. At the same time, the Member States were experiencing difficulties in setting up the social partner representing the employers of central government administrations, even though the European sectoral social dialogue committee for local and regional administrations was created in 2004. A test phase of formal social dialogue was finally launched for two years in 2007.

In 2010, a Task Force composed of TUNED (EPSU and CESI) and the interested Member States launched the preparations and elaborated the rules of procedure of the SDC-CGA, inspired by the forty sectoral committees already existing. As a result, the association EUPAE representing the employers was created on 17 December 2010. On the same day, TUNED and EUPAE signed the rules of procedure of the SDC-CGA, thus formalizing the creation of the Committee.

¹⁰ The notion of Troika refers to the six-monthly trio composed of three Directors General, (Presidency of the Council of the European Union, the previous and the next one).

General Framework

EUPAE and TUNED jointly established a Social Dialogue Committee in the Central Government Administration sector in the EU. They recognise each other at all levels as being representative of the interests of employers and employees in the Central Government Administration sector in the European Union.

The Committee's work programme, and the formulation and implementation of statements, common positions or other types of documents agreed in the Committee take into account the specific national contexts, which differ in the way public services are organised and provided, and in the way social dialogue practices and procedures are determined.

Scope

Social dialogue in this sector covers all employees in the Central Government Administration sector in the European Union, without encroaching on the social dialogue committees in other levels of governments such as local and regional governments, or other sectors in public services such as hospitals and education. It covers government ministries, agencies, services that are financed or run by central government. About 9 million people work in public administrations, at central level in the European Union¹¹.

Objectives

Taking into account current reforms and [common challenges](#) for Central government administrations, the Committee's objectives are to:

- encourage and develop the social dialogue at European and national levels on issues relevant to the Central Government Administration sector with a view to improve the quality of employment and services provided for the general interest;
- negotiate, deliver opinions, statements, common positions or other types of documents, to the Commission on social and employment policy and the development of European policy having consequences in these areas for the Central Government Administration sector.

Rights and duties

In order to achieve the objectives of the Committee, EUPAE and TUNED:

- Cooperate as equal partners;
- Work by consensus between the two partners throughout the whole process of the European sectoral social dialogue, for example for the establishment of the work programme and the finalization of common statements, common positions or other types of common documents;
- meet in plenary session at least once a year;
- adopt in plenary a two-year work programme;
- organise the implementation of the work programme in a flexible manner, establishing groups as necessary on specific subjects;
- liaise closely with the European Commission and include Commission officials and experts in its discussions as appropriate;

¹¹ Based on the [study EU fund](#)

- cooperate with European sectoral social dialogue committees in other levels of government or in other sectors of public services;
- regularly evaluate and update their work programme and their work in general;

Each party shall endeavour to promote the discussion and/or implementation, for instance, of policies, statements, agreements and recommendations adopted by the Committee at all relevant levels.

Main area of interest

Central government administrations face many common challenges, in line with the [Strasbourg Declaration](#) adopted on 17 March 2022 by the European Ministers in charge of public administration and the civil service, the EUPAN European Public Administration Network's [strategy for 2022-2025](#) and the [principles of the European Pillar of social rights](#). The Committee focuses on:

- improving EU employment standards;
- shaping EU policy that affects central government administrations;
- promoting common values such as the following: the rule of law, neutrality, accountability, accessibility, transparency, equal treatment;
- quality of public services;
- equality and diversity;
- ageing workforce;

- health and safety.

Prerogatives

- Providing political impetus: it provides its members with an additional level of social dialogue in order to make proposals for improving the functioning of State administrations and standards in terms of working conditions.
- Advisory role: it intervenes with the European Commission in the development of European policies that have an impact on State administrations.

Composition of the Committee

The Committee is composed of up to a maximum of 30 representatives from each side¹². At least 50% of EUPAE members and at least the same number of TUNED delegates are present. The Commission is in charge of the Secretariat of the Committee, the Steering Group and the Ad Hoc Working Groups.

Chairing of the Committee

EUPAE and TUNED agree for a two-year term on a Chairperson and a Vice-chairperson in turn, chairing meetings on an alternating and yearly basis. If individuals holding the role of chairperson or vice-chairperson become no longer engaged in the work of the Committee, that side which made the original appointment finds a replacement until the end of the term.

¹² As chosen by TUNED and EUPAE in their rules of procedures.

Committee Steering Group

The Committee establishes, for a two-year term, a Steering Group whose function is to prepare and coordinate the meetings of the Committee in liaison with the European Commission's services. This Group is composed of members appointed by EUPAE and TUNED. The Steering Group agrees on its detailed working methods. The Steering Group comprises up to 6 representatives for each side and meets once a year. The composition of the Steering Group on the employers' side may be reviewed by consensus and by any means as soon as deemed necessary.

The 3 members serving on the EUPAE Board of Directors shall automatically constitute 3 of the 6 EUPAE representatives appointed to the Committee Steering Group; the remaining 3 EUPAE representatives in this Committee Steering Group, up to the envisaged number of 6, shall be appointed by the members of the EUPAE General meeting.

Secretariat of the Committee

The Secretariat is in charge of the administrative work (meeting invitations, logistics, organisations and minutes¹³, dissemination of adopted documents).

The secretariat of the Committee informs EUPAE and TUNED secretariats of documents relating to the sector and forwards texts

¹³ At the request of the Chair (see p.21 [vade-cum](#) of the European Commission, 2017). In practice, in recent year and due to the multiplicity of sectoral Committees, the EC has wished to reduce its involvement as secretariat and therefore no longer draft the minutes.

adopted by the Committee to external parties, including relevant European Commission services.

Confidentiality

If the Commission informs the Committee that the opinion requested relates to a subject that is confidential, members undertake not to disclose information they may receive through their work in the Committee, Working Groups or in the Steering Group.

Reimbursement

No remuneration is paid to Committee members in respect of functions exercised or as regards participation in meetings, but accommodation and travel expenses are reimbursed in accordance with the European Commission's procedures, for representatives appointed by EUPAE and TUNED. EUPAE Chair is not accountable for the reimbursements. For any request, refer to EC's support functional address: EC-AGM-SUPPORT@ec.europa.eu

Functioning of EUPAE

General Framework

EUPAE is established in the form of an international not-for-profit association¹⁴. It has a non-profit-making aim of international utility. Its aim is to represent the positions and the interests of the employers of the personnel of the central governments of the European Union

¹⁴ In accordance with the Belgian Companies and Association Code (law of 23 March 2019).

so as to coordinate their points of view and their actions in a European context. EUPAE undertakes to encourage social dialogue in the central government sector and to see to it that the employer's opinions are better taken into consideration by the institutions of the European Union when it comes to launching policies having an impact on management and working relations in the central government sector at national and European level.

All matters not provided for in the statutes of EUPAE are governed under the Belgian law on Not-for-profit associations, international not-for-profit associations and foundations; any clauses contrary to mandatory legal provisions shall be considered unwritten.

Undertaking of activities

In the framework of the Sectoral social dialogue Committee for central government administrations, and along with TUNED, EUPAE undertakes the following activities:

- represent on that Committee the employers of the personnel of the central governments of the European Union
- express opinions, with regard to the European institutions, representing the positions of the employers of the personnel of central governments in all the matters concerning them.

Any joint opinion or position of the employers, at any time of the social dialogue and of the operation of the sectoral committee, is established unanimously by the members. These joint opinions of positions may be obtained by any means, in writing, by e-mail in particular, at any time, without the obligation of holding a general assembly.

Composition of EUPAE

The members of EUPAE are either Member States of the European Union in their capacity as employers, relevant entities representing the central employer function or employers' organisations in the area of the central governments of the European Union. The European Commission, in its capacity as an employer may also be member of EUPAE, as well as one artificial person per Member State.

Each Member State appoints an official representative who will participate to the work of EUPAE and SDC-CGA, and have the capacity to sign on behalf of his or her authority. Representatives may be assisted by other colleagues among their team.

Presidency of EUPAE

Each year, on the occasion of a EUPAE's Ordinary General Meeting, the Permanent Members of EUPAE designate by majority vote the Member State which will hold the Presidency of the association for a one-year term. Each new year, either EUPAE Chair or TUNED Chair chairs the Committee. EUPAE Chair will thus be alternately assigned the role of Chairman or Vice-Chairman of the Committee, before a new Member State takes over the Presidency of EUPAE. In practice, and as the Chairman/vice-chairman of the Committee is nominated for two years, EUPAE Chair is usually held by the same Member State for a two-year term (without this being an obligation). This Member State then appoints from its team the individual, the Chair, who will represent EUPAE in the Committee.

EUPAE's Chair shall be entrusted with EUPAE's day-to-day management and representation. All acts that are binding on EUPAE are signed by the Chair who shall not be required to provide third

parties with evidence of the powers vested in whom for such purpose. Legal proceedings, whether as plaintiff or defendant, shall be followed by the Board of Directors represented by its chair.

Secretariat EUPAE

The secretariat of EUPAE is provided by the Member-State holding the Chair of EUPAE. The secretariat of TUNED is provided by permanent formal secretariat. EUPAE and TUNED secretariats coordinate respectively the employers' and workers' delegation and invite (using the tools provided by the European Commission) their representatives to the various meetings and activities of the Committee, Steering Group and Ad Hoc Working Groups taking into account the need for a good gender and geographical balance.

The Chair and the FPS Policy and Support of Belgium BOSA (in order to facilitate dialogue with legal authorities, EUPAE being under Belgian law) take care of the juridical documents.

EUPAE Board of Directors

The Board of Directors is composed of three EUPAE members from among whom the Chair. Its members are appointed at the general meeting by majority vote for one year. They meet at least once a year and are convened by email by the Chair at least two weeks before the meeting. The Board of Directors validly deliberates only if all its members are present. Its resolutions shall be passed by a majority of the votes cast by its members. The Board of Directors has all powers

to manage and administer EUPAE, except for the powers reserved for the general meeting¹⁵. Its prerogatives include to make sure that no other EUPAE member is against the membership of a new EUPAE member.

Members

Admission

Candidates for permanent membership are entitled to be provided with all relevant documents before entering EUPAE (EUPAE handbook, rules of Procedures of the Committee, statutes of EUPAE, work programme etc.). Permanent membership implies approval of the statutes of EUPAE. To officially become a permanent member, the Member State must endorse previous and ongoing negotiations and commit to the principles of the Committee and of EUPAE in good faith. The Chair is in charge of supporting newcomers in their process of adhesion and of giving access to all the relevant information. The candidate sends an official request to EUPAE Chair, as a membership statement. A new member can only join EUPAE if none of the permanent members has expressed its disagreement to the Chair after being informed of the application. The Chair then sends a formal response in the name of EUPAE to the newly appointed member by countersigning the membership statement. The members of EUPAE may submit their resignation, at any time, by merely sending a letter addressed to EUPAE's Chair.

¹⁵ Approval of the budget, the annual accounts, the appointment of the Board of Directors' members and the Chair, the amendment of EUPAE's statutes and the winding-up of EUPAE.

The Observer Members are employing administrations that do not yet want to become a permanent member. They have the right to take part to the discussions but not to the decisions taken by EUPAE nor the committee. To enter the Committee, the Board of Directors must have agreed to it, after having received no opposition from other EUPAE members. The Observer Members must be informed of the EUPAE statutes¹⁶, the rules of procedures of the Committee and of the present EUPAE handbook. No documents need to be signed.

Permanent Members

- Belgium (2010)
- Czech Republic (2010)
- Finland (2022)
- France (2010)
- Greece (2017)
- Italy (2010)
- Lithuania (2013)
- Luxembourg (2010)
- Romania (2011)
- Slovakia (2013)
- Spain (2011)

Observer Members

- Austria
- Germany
- Hungary
- Latvia
- Malta
- Portugal

- Slovenia

Prerogatives

All decisions taken by EUPAE must be approved unanimously, by consensus and in full transparency. The Permanent Members can vote on all matters submitted to a vote at the General Assembly. They can give their opinions and positions informally or formally at any time and by any means, without the obligation to hold a general meeting. The Permanent Members are bound to the deliverables of the Committee.

Since the Observer Members are not bound by the Committee's deliverables, their prerogatives are limited. The Observer Members are not entitled to vote nor block texts, but can give their opinions. It is up to the Chair to take them into account or not. Observer Members take part to the work of the Committee and of EUPAE under modalities defined by the Presidency.

The general meeting

The general meeting is composed of all EUPAE members and every member has a vote. Observer Members may attend the meeting without vote. The general meeting has full powers in achieving the aims and implementing the activities of EUPAE. The following points come within the exclusive powers of the general meeting:

- approval of the budget;
- approval of the annual accounts;
- appointment of the members of the board of directors, and appointment of EUPAE's chair from among those members;

¹⁶ See Annex 2

- amendment of the association’s statutes;
- winding-up of the association.

The ordinary general meeting takes place every year, before June 30th and in person¹⁷, except in cases of force majeure. It is usually concomitant to either a working group meeting or a plenary meeting of the SDC-CGA, and traditionally takes place during the EUPAE preparatory meeting planned before each meeting. The preparatory meetings allow EUPAE members to coordinate their positions.

The ordinary general meeting is convened by EUPAE Chair by email at least one month before the general meeting and takes place at the venue indicated in the notice of the meeting. The agenda is attached to the notice of the meetings. An extraordinary meeting may further be convened by EUPAE’s Chair whenever the association’s interest requires so.

The general meeting deliberates validly only if one third of its members are present or represented. Members may each be represented at the general meeting by a special proxy given to another member or directly to EUPAE’s Chair with that proxy possibly specifying the way in which the proxy holder shall vote.

Accounting

The accounting year begins on the first of January and ends on the thirty-first of December of every year. The Board of Directors is required to submit the past year’s account and the budget for the

¹⁷ All matters not provided for in EUPAE statutes are governed by the Belgian Companies and Association Code (law of 23 March 2019).

following financial year to the general meeting which will reach its decision on whether to approve the account and budget at its next meeting. The Board of Directors entrusts EUPAE’s financial control to one or more auditors of its choice.

Amendment of the statutes – winding-up

EUPAE is established for an unlimited period. Any proposal the purpose of which is to amend the statutes or wind up the Association must come from the Board of Directors or from at least two thirds of EUPAE’s Permanent Members. The decision to amend the statutes shall be taken unanimously by EUPAE’s permanent members and the decision to wind up EUPAE shall be taken by a two-thirds majority of its members.

The Board of Directors must inform all Permanent Members at least three months in advance of the date of the general meeting that will reach to a decision regarding the statutes or EUPAE’s winding-up. The general meeting may validly deliberate only if all its members are present or duly represented.

Practical information

Code of conduct

The European [framework-agreement](#) EUPAE/TUNED for a quality service in Central Government Administrations¹⁸ sets out the values and commitments to which the social partners commit themselves

¹⁸ The revision of this framework-agreement is included in the 2023-2023 work programme of the SDC-CGA

when participating in the work of the Committee (respect of the rule of law, equity, integrity, efficiency etc.).

Meetings of SDC-CGA – summary

MEETING	MODALITIES
Steering Committee (SDC-CGA)	<p><u>Place:</u> mostly online</p> <p><u>Frequency:</u> max. 3/year</p> <p><u>Purpose:</u> management of the Committee</p> <p><u>Composition:</u> up to 6 representatives per social dialogue party</p> <p><u>Interpretation:</u> none</p> <p><u>Reimbursement:</u> 5 max. per social dialogue party</p>
Plenary meeting (SDC-CGA)	<p><u>Place:</u> to be determined by the Chair, in consultation with the EC</p> <p><u>Frequency:</u> Max. 1/year</p> <p><u>Composition:</u> all members of the Committee, with the possibility to invite relevant third parties and speakers</p> <p><u>Interpretation:</u> max. 3 working languages</p> <p><u>Reimbursement:</u> 28 max. per social dialogue party</p>
Working Groups (SDC-CGA)	<p><u>Place:</u> to be determined by the Chair, in consultation with the EC</p> <p><u>Frequency:</u> Max. 3/year</p> <p><u>Composition:</u> all members of the Committee, with the possibility to invite relevant third parties and speakers</p> <p><u>Reimbursement:</u> 15 max. per social dialogue party</p>
Preparatory meetings (SDC-CGA)	<p><u>Place:</u> to be determined by the Chair, in consultation with the EC</p> <p><u>Frequency:</u> before each plenary and working group meetings</p> <p><u>Purpose:</u> coordinate the positions of each social dialogue party</p>

	<p><u>Composition:</u> in distinct groups, all members of EUPAE and TUNED</p> <p><u>Interpretation:</u> alternatively for TUNED and EUPAE</p> <p><u>Reimbursement:</u> see modalities for plenary and working groups</p>
Steering Committee (EUPAE)	<p><u>Place:</u> mostly online</p> <p><u>Frequency:</u> whenever necessary</p> <p><u>Purpose:</u> coordination of EUPAE positions</p> <p><u>Composition:</u> EUPAE’s Board of Directors</p> <p><u>Interpretation:</u> none</p> <p><u>Reimbursement:</u> non applicable</p>
General meeting (EUPAE)	<p><u>Place:</u> to be determined by the Chair</p> <p><u>Frequency:</u> 1/year, concomitant with either a SDC-CGA plenary or a working group meeting. Extraordinary general meetings may be organised when necessary</p> <p><u>Purpose:</u> approval of the budget, annual accounts, appointment of the members of the Board of Directors (among which the Chair).</p> <p><u>Composition:</u> all EUPAE members</p> <p><u>Interpretation:</u> see preparatory meeting</p> <p><u>Reimbursement:</u> see modalities for plenary and working groups</p>

NB: EUPAE preparatory meetings and EUPAE general meetings are most frequently merged.

Organisation of the meetings

Coordination and logistics

- Modalities of the meeting and draft agenda: submitted by the Chair of the Committee (in dialogue with the vice-chair) to the Commission, usually up to one month before the meeting
- Invitations and practical information: The EC invites TUNED and EUPAE chairs using the tool provided by the EC (AGM); the EC then approves the list of participants on each side and disseminates the invitation and the available documents to participants via AGM.
- Registration: via AGM after invitation by the EC
- Sending of documents: the Chair of the committee sends them to the EC for inclusion on AGM. TUNED and EUPAE chairs may also disseminate them directly to their respective members
- Accommodation and travel arrangements: costs covered by the Commission for a limited list of participants according to the rule of each meeting – eligible participants have to be identified as such on AGM. Contact: EC-AGM-SUPPORT@ec.europa.eu
- Meeting reports: to be established by the Chair of the Committee or the European Commission, according to the agreed working methods at the beginning of each Presidency of the Committee.

Working programme

Drafted by the SDC-CGA Chair, the working programme is co-constructed by EUPAE and TUNED Chairs. The SDC-CGA Chair is

responsible for its coordination. Officially adopted at the SDC-CGA plenary meeting, its validity period is two year.

Deliverables and achievements of the SDC-CGA

Achievements of the SDC-CGA since its creation:

- Digitalisation of central governments administrations – framework agreement (2022)
- Joint statement for the 10th anniversary of the EU Social Dialogue Committee for Central Government Administrations (SDC CGA) (2020)
- Joint statement on COVID-19 pandemic and its aftermath: investing in state sector personnel (2020)
- Projects on the links between digital and psychosocial risks in public administrations and on the articulation between personal and professional life in the context of digital transformation (?)
- Improving work-life balance: opportunities and risks coming from digitalization – field study (2019)
- Information and consultation rights for central governments administrations – framework agreement (2015)
- Quality central government services for people in vulnerable situations – recommendations (2015)
- Preventing undeclared work – joint response in second stage consultation (2014)
- Closing the gender pay gap – recommendations (2014)
- Strengthening human resources by anticipating and managing change – joint policy guidelines on strategy (2014)
- ‘Towards well-being at work in central government administrations as part of a new EU occupational safety and health strategy framework’ statement (2013)

- Quality service in central government administrations – joint European framework agreements (2012)
- Traineeships: Response to the EC Communication 'Towards a quality framework on traineeship'(2012)
- EU Commission green paper restructuring and anticipation of change – joint opinion (2012)
- Effects of the crisis – statement (2011)
- Equal pay for women and men – statement (2011)

Visibility and useful links

Informal and internal dissemination: by email

External dissemination: the social partners and the European Commission (through this [platform](#))

Partners and other public administration networks, among others:

- The European Public Administration Network (EUPAN)
- The expert group on governance and public administration (DG REFORM from the European Commission)
- The social dialogue Committee for regional and local administrations
- OECD
- EUROFOUND

[Newsletter](#) on the EU sectoral and cross-industry social dialogues

News on social dialogue in the EU: [Latest edition \(April 2021\)](#)

[Previous editions](#)

Social Dialogue on social media: follow developments on Twitter:

[#EUSocDia](#)

Sitography

Websites of the European Commission:

- Social Dialogue in the EU:
<https://ec.europa.eu/social/main.jsp?langId=en&catId=329>
- Cross-sectoral social dialogue in the EU:
<https://ec.europa.eu/social/main.jsp?catId=479&langId=en>
- Sectoral social dialogue in the EU:
<https://ec.europa.eu/social/main.jsp?catId=480&langId=en&intPageId=1821>
- EC report on the sectoral social dialogue at European level:
https://ec.europa.eu/commission/presscorner/detail/fr/MEMO_10_354
- Vade-mecum Commission support to EU social dialogue:
<https://ec.europa.eu/social/BlobServlet?docId=11718&langId=en>

Annexes:

1. Rules of procedures

Adopted on 17 December 2010, the rules of procedures may be reviewed at the request of either EUPAE or TUNED. Any change is taken by consensus

TUNED
Trade Unions' National and European
administration Delegation

EUPAE
European Public Administration
Employers

RULES OF PROCEDURE FOR THE EUROPEAN SOCIAL DIALOGUE COMMITTEE FOR THE CENTRAL GOVERNMENT ADMINISTRATION SECTOR IN THE EU

Preamble

In the framework of articles 152, 154 and 155 of the Treaty on the Functioning of the European Union (TFEU) and the European Commission Decision of 20 May 1998 annexed to its Communication entitled "Adapting and promoting the social dialogue at Community level" COM (1998) 322, EUPAE (European Public Administration Employers) and TUNED (EPSU and CESI) have requested the establishment of a Social Dialogue Committee in the Central Government Administration sector in the EU (hereinafter: "the Committee").

EUPAE and TUNED recognise each other at all levels as being representative of the interests of employers and employees in the Central Government Administration sector in the European Union in accordance with Annex 1 of European Commission Communication COM(98) 322.

The Committee's work programme, and the formulation and implementation of statements, common positions or other types of documents agreed in the Committee shall take account of specific national contexts, which differ in the way public services are organised and provided and in the way social dialogue practices and procedures are determined.

In accordance with article 551 of the aforementioned Commission Decision which states that "each Committee shall, together with the Commission, establish its own rules of procedure", the Internal Rules of Procedure for the Committee are set out below.

Clause 1 Scope

The Central Government Administration sector in the European Union, without encroaching on the social dialogue committees in other levels of governments such as local and regional governments, or other sectors in public services such as hospitals and education.

Clause 2- Objectives

The Committee's objectives are to:

- Encourage and develop the social dialogue at European and national levels on issues relevant to the Central Government Administration sector with a view to improve the quality of employment and of services provided for the general interest.
- Deliver opinions, statements, common positions or other types of documents, to the Commission on social and employment policy and the development of European policy having consequences in these areas for the Central Government Administration sector.

Clause 3 – The Dialogue

In order to achieve this objective, EUPAE and TUNED shall:

- Cooperate as equal partners;

Rules of Procedure for the European Social Dialogue Committee for the Central Government Administration Sector in the EU

- Work by consensus between the two partners throughout the whole process of the European sectoral social dialogue, for example for the establishment of the work programme and the finalization of common statements, common positions or other types of common documents;
- Adopt in plenary a two-year work programme;
- Organise the implementation of the work programme in a flexible manner, establishing working groups as necessary on specific subjects;
- Meet in plenary session at least once a year;
- Liaise closely with the European Commission and include Commission officials and experts in its discussions as appropriate;
- Cooperate with European sectoral social dialogue committees in other levels of government or in other sectors of public services;
- Regularly evaluate and update their work programme and their work in general.

Each party shall endeavour to promote the discussion and/or implementation, for instance, of policies, statements and recommendations adopted by the Committee at all relevant levels.

Clause 4 – Chairing of the Committee

EUPAE and TUNED will agree, for a two-year term, a Chairperson and a Vice-chairperson in turn, chairing meetings on an alternating and yearly basis. In the event that the individuals holding the role of chairperson or vice-chairperson become no longer engaged in the work of the Committee that side which made the original appointment will find a replacement until the end of the term.

Clause 5 – Composition of the Committee

The Committee will be composed of up to a maximum of 30 representatives from each side. At least 50% of EUPAE members and at least the same number of TUNED delegates will be present.

EUPAE and TUNED secretariats will co-ordinate respectively the employers' and workers' delegations and invite their representatives to the various meetings and activities of the Committee, Steering Group and Ad Hoc Working Groups taking into account the need for a good gender and geographical balance.

No remuneration shall be paid to Committee members in respect of functions exercised or as regards participation in meetings.

Accommodation and travel expenses will be reimbursed in accordance with the European Commission's procedures.

Clause 6– Committee Steering Group

The Committee will establish, for a two-year term, a Steering Group whose function shall be to prepare and co-ordinate the meetings of the Committee in liaison with the European Commission's services. This Group shall be composed of members appointed by EUPAE and TUNED. The Steering Group will agree its detailed working methods.



The Steering Group will comprise of up to 6 representatives for each side.

The Steering Group will meet at least once a year.

Clause 7 - Secretariat of the Committee

The Commission shall provide the Secretariat of the Committee, the Steering Group and the Ad Hoc Working Groups.

The Secretariat will be charged with the administrative work (meeting invitations, logistics, organization and minutes, dissemination of adopted documents).

It shall inform EUPAE and TUNED secretariats of documents relating to the sector and forward texts adopted by the Committee to external parties, including relevant European Commission services.

Clause 8 - Confidentiality

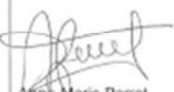


Without prejudice to the provisions of Article 287 of the Treaty, if the Commission informs the Committee that the opinion requested relates to a subject that is confidential, members undertake not to disclose information they may receive through their work in the Committee, Working Groups or in the Steering Group.

Clause 9 – Commencement and modification of the rules of procedure

These Internal Rules of Procedure will enter into force on adoption by the Committee.

EUPAE and TUNED may review these internal rules of procedure at the request of one of the parties mentioned in the preamble. Any change will be taken by consensus.

Signed in Gervail on 17 December 2010

On behalf of TUNED		On behalf of EUPAE
EPSU	CESI	
 Anne-Marie Perret President	 Helmut Müllers General Secretary	 Jacky Leroy President of the Board of Directors of the FPS Personnel et Organisation



2. EUPAE statutes

The Statutes of EUPAE, originally adopted on 17 December 2010, have been reviewed on 5 October 2021 in order to comply with the Belgian Code of Companies and Associations, EUPAE being under Belgian law. The French version is authentic and was subject of the notarial deed. The English version exists only for a sake of understanding and transparency.



« EUROPEAN PUBLIC ADMINISTRATION
EMPLOYERS »
in short « EUPAE »
International non-profit association
At 1000 Brussels, Boulevard Simon Bolivar, 30.
0836.170.187 RPM Bruxelles
Coordination of the statutes as of 5 October 2021

alter ego - notaires associés • Olivier Brouwers - Jérôme Otte
Boulevard de la Plaine 11 • 1050 Ixelles • TVA BE 0755.538.461 • +32 2 000 00 00 • alterego-notaires.be •
info@alterego-notaires.be

Association established by deed, executed before notary public Yves SOMVILLE, in Court-Saint-Étienne, replacing the notary public Olivier BROUWERS, in Ixelles, on 17 December 2010, published in the Annexes to the Belgian Official Gazette of 23 May 2011, under number 11077427.

Association of which the articles of association have been amended by deed, executed before notary public Olivier BROUWERS, in Ixelles, on 17 October 2021, published in the Annexes to the Belgian Official Gazette of 06 January 2022, under number 22002272.

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info@alterego-notaires.be

SECTION I – FORM – NAME – REGISTERED OFFICE – DURATION – AIM AND ACTIVITIES

Article 1

The Association is established in the form of an international not-for-profit association, in accordance with the Belgian Companies and Association Code.

Article 2

The Association shall be named "EUROPEAN PUBLIC ADMINISTRATION EMPLOYERS", in abbreviated form "EUPAE".

The full and abbreviated names may be used together or separately.

Article 3

The Association's office shall be located in Belgium in the Brussels-Capital Region. The Association's registered office may be transferred, by a simple decision of the board of directors, to any other place in the Brussels-Capital Region.

Article 4

The Association shall be established for an unlimited period. It may be wound up by decision of the general meeting taken in accordance with Article 25 of its statutes.

Article 5

The Association has a disinterested aim of international utility. Its aim is to represent the positions and the interests of the employers of the personnel of the central governments of the European Union so as to coordinate their points of view and their actions in a European context.

Article 6

In order to achieve its aim, the association undertakes to encourage social dialogue in the central government sector and to see to it that the employers' opinions are better taken into consideration by the institutions of the European Union when it comes to launching of new policies having an impact on management and working relations in central government sector at national and European level.

This shall be pursued more particularly through the following activities:

- Set up, with employees' representatives, a European sectoral social dialogue committee for the central government sector,
- Represent on such a committee the employers of the personnel of the central governments of the European Union,
- Express opinions, with regard to the European institutions, representing the position of the employers of the personnel of central governments in all the matters concerning them.

The Association may undertake all activities indirectly or directly related to its purpose.

Article 7

Any joint opinion or position of the employers, at any time of the social dialogue and of the operation of the sectoral committee, will be established unanimously by the members. These joint opinions or positions may be obtained by any means, in writing, by e-mail in particular, at any time, without the obligation of holding a general meeting.

SECTION II – MEMBERS

Article 8

The Association's members are: 1) Member States of the European Union in their capacity as employers and 2) relevant entities representing the central employer function or employers' organisations in the area of the central governments of the European Union. The European Commission, in its capacity as an employer, may also be a member of the Association.

The Association's founders are members of the Association together with any Member State or legal person referred to in the previous paragraph and subsequently admitted as a member by unanimous decision of the existing members.

Article 9

Legal persons that are members of the Association and do not have international legal personality shall be formed in accordance with the laws and customs of their country of origin.

One single legal person per Member State of the European Union may become a member of the Association.

Article 10

Membership implies approval of these statutes.

Every new member signs a membership statement. This statement is countersigned by the Chair of the Association.

The members of the Association may submit their resignation, at any time, by merely sending a letter addressed to the Association's Chair.

SECTION III – THE ASSOCIATION'S BODIES

Article 11

The Association's bodies are the general meeting and the board of directors.

SECTION IV – THE GENERAL MEETING

Article 12

The general meeting is composed of all the Association's members.

Every member has one vote.

Article 13

Without prejudice to Article 7 of the statutes, the general meeting has full powers in achieving the aim(s) and implementing the activities of the Association.

The following points come within the exclusive powers of the general meeting:

- a) the approval of the budget,
- b) the approval of the annual accounts,
- c) the appointment of the members of the board of directors, and appointment of the Association's chair from among those members,
- d) the amendment of the Association's statutes,
- e) the winding-up of the Association.

Article 14

The ordinary general meeting shall meet, fully as of right, every year, within six months after the closing of the accounting year, at the office of the association or at the venue indicated in the notice of the meeting.

It shall be convened by the Chair of the Association by electronic mail at least one month before the general meeting.

The notice of the meeting shall contain the agenda.

An extraordinary general meeting may further be convened by the Association's Chair whenever the Association's interest requires so or when one-fifth of the members of the association asks it.

Article 15

The general meeting shall only validly deliberate, if one third of its members are present or represented.

Members may each be represented at the general meeting by a special proxy given to another member or directly to the Association's Chair with that proxy possibly specifying the way in which the proxy holder shall vote.

Unless specifically stated in Articles 7 and 25 of these statutes, resolutions shall be passed by a majority of the votes cast by the members present or represented. Those resolutions are communicated to all the members by electronic mail.

Article 16

Each member has the possibility to vote remotely before the general meeting under electronic form, according to the modes determined by the board of directors. The capacity of member and the identity of the person wishing to vote remotely before the meeting are controlled and guaranteed by the modes determined by the board of directors.

Article 17

The members can adopt, in writing, within the limits of the law, unanimously, all decisions which fall under the competence of the general meeting, with the exception of those relating to an amendment of the statutes.

Article 18

The members may participate remotely in the general meeting, by means of an electronic means of communication, made available by the association, within compliance of article 10:7/1, § 1, of the Belgian Companies and Associations Code. The members which participate, in this way, in the general meeting are supposed to be present at the place where the general meeting is held for the compliance with the conditions of attendance and majority.

SECTION V – THE BOARD OF DIRECTORS

Article 19

The Association is administered by a board of directors, consisting of three members, among which the Chair of the association, shall be designated.

The members of the board of directors, among which the Chair, are appointed by the general meeting, by a simple majority, for the term of one year.

If a legal person takes up a mandate of member of the board of directors, it designates a natural person as permanent representative charged with the execution of this mandate in the name and on behalf of that legal person.

Article 20

The board of directors meets, at least, once a year.

It meets upon convocation by its Chair addressed by e-mail, at least, two weeks before the meeting.

The board of directors can only deliberate validly, if all of its members are present. Its resolutions are adopted by a simple majority of its members.

Article 21

The board of directors has all powers of management and administration of the association, without prejudice to the attributions of the general meeting.

Article 22

The Chair of the association shall be charged with the day-to-day management and representation of the association.

All acts which bind the association are signed by the Chair who will not have to justify towards third parties the powers granted to this end.

The legal actions, both as plaintiff and defendant, are followed up by the board of directors represented by its Chair.

The person who represents a legal person must, in all acts binding this legal person, have his signature immediately preceded or followed by the mention of the capacity by which he acts.

SECTION VI – ACCOUNTING

Article 23

The accounting year shall begin on the first of January and end on the thirty-first of December of every year.

the board of directors is required to submit the past year's account and the budget for the following financial year to the general meeting which will reach its decision on whether to approve the account and budget at its next meeting.

Article 24

In the cases stipulated by the Belgian Companies and Associations Code, the board of directors shall entrust the Association's financial control to one or more auditors of its choice.

SECTION VII – AMENDMENT OF THE STATUTES – WINDING-UP

Article 25

Without prejudice to the law, any proposal the purpose of which is to amend the statutes or wind up the Association must come from the board of directors or from at least two thirds of the Association's members.

The board of directors must inform the Association's members at least three months in advance of the date of the general meeting that will reach a decision on the said proposal. The general meeting may validly deliberate only if all its members are present or duly represented.

Any decision to amend the statutes shall be taken unanimously by the Association's members; the decision to wind up the Association will be taken by a two-thirds majority of the Association's members.

Article 26

In the event of judicial or voluntary winding-up, the general meeting shall appoint one or more receivers, shall determine their powers and shall decide on the liquidation procedure for the Association, within compliance of the articles 2:109 et seq. of the Belgian Companies and Associations Code.

Any net assets belonging to the Association, after liquidation, shall be assigned to a legal person with disinterested aim international or not, pursuing the fulfillment of a purpose which relates as closely as possible to the purpose with a view to which the association has been constituted.

SECTION VIII – GENERAL PROVISIONS

Article 27

All matters not provided for in these statutes are governed by the Belgian Companies and Associations Code; any clauses contrary to mandatory legal provisions shall be considered unwritten.

Article 28

The courts competent for the area in which the Association's office is located shall have sole jurisdiction for all disputes between the Association, its members, members of the board of directors, auditor and receiver relating to the Association's matters and to the implementation of these statutes, unless the Association expressly renounces it.

Article 29

For the implementation of these statutes, every member, member of the board of directors, auditor and receiver, domiciled abroad, elects domicile at the Association's office where any notice may be validly served on them.

For coordinated compliant statutes

Olivier BROUWERS

Notary public