
INTERNAL REGULATIONS

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Reading notes:

This document contains the remaining provisions of the Internal Regulations, following the transfer of a number of provisions to the Articles of Association in view of the new Belgian Code of Companies and Associations.

These remaining provisions has been renumbered to take into account of the transfer.

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TITLE 1 - Governance

CHAPTER I - Scope of Internal Regulations

Article 1. : Introduction

1. In accordance with Article 27 of the Articles of Association, these Internal Regulations define practical and technical matters and procedures governing the operations of the Association.
2. Should there be a difference in interpretation between the Articles of Association and the Internal Regulations, the former shall prevail.
3. Once approved by the Assembly of the Association, the Internal Regulations shall take effect. Each Member, Associated Member and Observer Member shall be responsible for compliance with these Internal Regulations.
4. Unless otherwise specified, words and expressions used herein shall have the same meanings as in the Articles of Association.

CHAPTER II - Board

Article 2. : Resources committee

1. The Board shall be supported by a sub-group called resources committee. The resource committee shall be in charge of overseeing the financial reporting and disclosure and of ensuring to the Board that the human and financial resources are efficiently used in line with the strategy of the Association. The resources committee is composed of members of the Board. In addition, the resources committee shall be assisted by a financial expert of a Member with the expertise deemed necessary to allow the resources committee to perform its responsibilities.
2. The resources committee is governed by its terms of reference which are approved by the Board and may be adapted by the Board according to the needs.

CHAPTER III - Elections and Resignations

Article 3. : Election of the Vice-Chairpersons of the Committees and of the Legal and Regulatory Group

1. Nominations for the Vice-Chairpersonship of a Committee and of the Legal and Regulatory Group shall be submitted by the members of the Committee concerned and of the Legal and Regulatory Group to the Chairperson of the Committee concerned or of the Legal and Regulatory Group at least one month in advance of the election date, and shall include a brief résumé and a motivation letter of the candidate. The aforementioned nominations, résumés and motivation letters of the candidates concerned shall be circulated by the Chairperson to all members of the Committee concerned or of the Legal and Regulatory Group.
2. Candidates for these positions shall be chosen amongst the members of the Committee concerned or of the Legal and Regulatory Group. Candidates for these positions shall (i) be Employees holding a senior position in the Member concerned; (ii) have adequate qualifications and experiences, taking into account the specific tasks of the Committee concerned; and (iii) not have conflict of interest as foreseen in Article 18.
3. The election shall take place at the last meeting of the Committee concerned or of the Legal and Regulatory Group to be held during the term of office of the outgoing Vice-Chairpersons of the Committees and of the Legal and Regulatory Group, in accordance with Articles 19(12) and 20(8) of the Articles of Association.
4. The elections shall be by secret ballot, except: (i) if there is only one candidate for each vacant mandate; or (ii) if the Committee concerned or the Legal and Regulatory Group, by simple majority, decides to deviate from the principle of a secret ballot.
5. If no candidate for one of these Vice-Chairpersonships obtains a majority of over 50% of the votes in the first voting round, a second voting round shall be held, whereby the choice shall be limited to the two candidates having obtained the most votes in the first voting round. The candidate that obtains the most votes in the second voting round shall be validly appointed.
6. The newly appointed Vice-Chairpersons of the Committees and of the Legal and Regulatory Group shall enter in office on the date of expiry of the term of office of the outgoing Vice-Chairpersons.

Article 4. : Election of a Convenor of a Working Group, a (Voluntary) Regional Group, a Task Force and an Expert Group

1. Nominations for the position of Convenor of any working group, (Voluntary) Regional Group, task force, Expert Group shall be submitted by the members of the group concerned or by the members of the Committee concerned or the Legal and Regulatory Group respectively to the Chairperson of the Committee concerned or of the Legal and Regulatory Group or, in case of an Expert Group to the Chair of the Board at least one month in advance of the election date, and shall include a brief résumé and a motivation letter of the candidate. The aforementioned nominations, résumés and motivation letters of the candidates concerned shall be circulated by

the Chairperson or the Chair of the Board as the case may be to:

- a) all members of the Committee concerned or of the Legal and Regulatory Group in case of a working group or a task force;
- b) all members of the group concerned in case of a (Voluntary) Regional Group; and
- c) all members of the Board in case of an Expert Group.

2. The election shall take place:

- a) for a position of Convenor of a working group or a task force, at the last meeting of the Committee concerned or of the Legal and Regulatory Group to be held during the term of office of the outgoing Convenor;
- b) for a position of Convenor of a (Voluntary) Regional Group at the last meeting of the (Voluntary) Regional Group to be held during the term of office of the outgoing Convenor; or
- c) for the position of Convenor of an Expert Group at the last meeting of the Board to be held during the term of office of the outgoing Convenor.

The Convenor shall be appointed for a term of two years. In the event that the interest of the Association requires it, the Convenor may be reappointed for one more term of two years (with a limitation to two successive mandates). Articles 18(12), third paragraph and following of the Articles of Association apply by analogy.

3. The elections shall be by secret ballot, except: (i) if there is only one candidate for each vacant mandate; or (ii) if the Committee concerned, the Legal and Regulatory Group, the relevant Group or the Board, as the case may be, by simple majority, decides to deviate from the principle of a secret ballot.
4. If no candidate for the position obtains a majority of over 50% of the votes in the first voting round, a second voting round shall be held, whereby the choice shall be limited to the two candidates having obtained the most votes in the first voting round. The candidate that obtains the most votes in the second voting round shall be validly appointed.
5. The newly appointed Convenor shall enter in office on the date of expiry of the term of office of the outgoing Convenor.

Article 5. : Resignation of the Vice-Chairpersons of the Committees and of the Legal and Regulatory Group

1. The Vice-Chairperson of a Committee and of the Legal and Regulatory Group may submit his resignation to the Chairperson of the Committee concerned or of the Legal and Regulatory Group. The Chairperson of the Committee concerned or of the Legal and Regulatory Group shall circulate a copy of the notice to all the members of the Committee concerned or of the Legal and Regulatory Group.
2. In case of resignation of the Vice-Chairperson of a Committee or of the Legal and Regulatory Group, a meeting of the Committee concerned or of the Legal and Regulatory Group should be called within four months in view of a decision on replacement.
3. The replacement shall assume the functions of the resigning Vice-Chairperson until the expiry

of the term of office of the outgoing Vice-Chairperson.

Article 6. : Resignation of a Convenor of a Working Group, a (Voluntary) Regional Group, a Task Force and an Expert Group

1. The Convenor of a working group, a (Voluntary) Regional Group, a task force and an Expert Group may submit his resignation to, the Chairperson of the Committee concerned or of the Legal and Regulatory Group or the Chair of the Board in case of an Expert Group. The Chairperson of the Committee concerned or of the Legal and Regulatory Group or the Chair of the Board as the case may be shall circulate a copy of the notice to all the members of the Committee concerned or of the Legal and Regulatory Group in case of a working group or a task force, to all the members of the group in case of a (Voluntary) Regional Group, or to all Board members in case of an Expert Group.
2. In case of resignation, a meeting of the body competent for electing a new Convenor should be called within four months in view of a decision on replacement.
3. The replacement shall assume the functions of the resigning person until the expiry of the term of office of the outgoing person.

CHAPTER IV - Committees, Legal and Regulatory Group, Regional Groups and Working Groups

Article 7. : Committees

1. In accordance with Article 18 of the Articles of Association, four Committees are established: the System Development Committee, the System Operation Committee, the Market Committee and the Research and Development Committee. Their broad scope of activities shall be as follows, but may evolve over time as stipulated in their respective terms of reference and annual work programmes.

a) System Development Committee:

The System Development Committee is in charge of the TSO cooperation regarding the network development and planning.

The main objective of the activities of the Committee is to contribute to the transmission system adequacy and security planning by preparing the Ten-Year Network Development Plan, including annual generation and network adequacy outlooks.

The Committee activities aim at an adequate European electricity transmission system for the purposes of a well-functioning European electricity market and, from the planning point of view, aim at a high standard of interoperability, reliability and security of the European Networks. The Committee introduces technical rules or standards related to the planning of transmission systems and new technical concepts within its R&D-activities, and facilitates information about efficient asset management, system technology and critical infrastructure protection.

For these purposes, the Committee may:

- (i) prepare system studies;
- (ii) investigate and develop long- and medium-term system extension strategies, manage system development data collation relevant to the Committee's activities;
- (iii) elaborate network codes in line with the strategic intention as proposed by the Board, in cooperation with the Committee and after review by the Assembly, in the key policy issues paper referred to in Article 15(7) of the Articles of Association;
- (iv) adopt the ten-year network development plan, including a European generation adequacy outlook, in line with the strategic intention as proposed by the Board, in cooperation with the Committee and after review by the Assembly in the key policy issues paper referred to in Article 15(7) of the Articles of Association; and
- (v) adopt annual summer and winter generation adequacy outlooks.

b) System Operations Committee:

The System Operations Committee is in charge of technical and operational cooperation of the TSOs.

The objective of the Committee is to contribute to ensuring and maintaining a high standard of operability, reliability and security of the European Networks. It introduces technical rules or

standards related to the operation of transmission system and reports on how these rules and standards have been implemented. The Committee introduces new technical concepts for operation, prepares common network operational tools and aims at coherence and harmonization in operational issues between regions. It shall deliver accurate, relevant and fast information for all stakeholders about power system operation and emergencies.

For these purposes, the Committee may:

- (i) elaborate network codes in line with the strategic intention as proposed by the Board, in cooperation with the Committee and after review by the Assembly, in the key policy issues paper referred to in Article 15(7) of the Articles of Association; and
- (ii) adopt common network operation tools to ensure coordination of network operation in normal and emergency conditions, including a common incidents classification scale.

c) Market Committee:

The Market Committee is in charge of the TSO cooperation in market-related issues.

The objective of the Committee is to facilitate a well-functioning European electricity market by contributing to market design and network-related market rules from the TSO perspective. It aims at integrating the views of market participants and all stakeholders into its activities.

The Committee promotes efficient market mechanisms covering long-term, day-ahead, intraday and balancing markets and system services. For these purposes, the Committee may initiate studies on relevant areas such as market structure and congestion management issues, economic framework for TSOs and transparency policies. Market integration of renewable energy sources and decentralised generation is also included in focus areas in close collaboration with other Committees.

For these purposes, the Committee may:

- (i) elaborate network codes in line with the strategic intention as proposed by the Board, in cooperation with the Committee and after review by the Assembly, in the key policy issues paper referred to in Article 15(7) of the Articles of Association;
- (ii) administrate the Inter-TSO compensation (ITC) fund and the various tasks as foreseen in the ITC clearing and settlement multi-year agreement; and
- (iii) develop and update a manual of procedure for the operation of a central information transparency platform.

d) Research and Development Committee:

The Research and Development Committee is in charge of the TSO cooperation in research and development issues.

The objective of the Committee is to define appropriate activities to ensure:

- (i) the cross functional role of coordination within Research and Development activities in all EU related subjects in relation with the TSO business, i.e. system operations, facilitation of electricity markets, transmission system development;
- (ii) the delivery of common TSO positions in relation to the abovementioned areas of Research and Development; and

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- (iii) the close cooperation between all Committees in order to ensure that the Committees are informed on a regular basis, that the relevant expertise from the Committees is taken into account and that their input can be integrated appropriately in the Research and Development work.

For these purposes, the Committee may:

- (i) adopt research plans; and
 - (ii) elaborate network codes in line with the strategic intention as proposed by the Board, in cooperation with the Committee and after review by the Assembly in the key policy issues paper referred to in Article 15(7) of the Articles of Association.
2. All the Committees shall aim at accurate and timely market-related information about their activities to all stakeholders.

Article 8. : The Committees: Notices - Agenda - Supporting Documents - Written voting procedure - Minutes and Decisions

1. Notices of a meeting of a Committee, specifying time and place of the meeting, shall be given by the Secretariat at the request of the Chairperson of the Committee concerned, together with the agenda, at least one week before the meeting.
2. The agenda shall indicate those items which are submitted for information or for decision.

Each item of the agenda should have supporting documents attached. Those documents shall be made available to each Member's representative in the Committee concerned (including by electronic means) at least one week before the meeting.

3. The Chairperson of a Committee may set up a written procedure for decision making by the Committee concerned, via voting by electronic means. The electronic voting system shall consist of each Members' representative in the Committee concerned sending a vote to the Secretariat, which shall be encrypted in case of an election procedure (in such case, the whole set of encrypted votes shall be de-encrypted simultaneously).

The time required for the due process is fixed by the Chairperson of the Committee concerned and it shall be at least one week, except in case of emergency.

The majorities needed for decisions taken by a written procedure are the same as for decisions taken by a Committee meeting which is held physically.

4. The Secretariat shall prepare a set of draft minutes. These draft minutes shall be made available to the Members' representatives in the Committee, not later than one week after the meeting. After approval by the Committee and signature by the Chairperson and the Vice-Chairperson of the Committee (at the latest by the next meeting), the Secretariat shall keep the original copy of the minutes and copies shall be made available to the President, to the members of the Board and to the Members' representatives in the Committee.
5. In deviation to the preceding paragraph, whenever a Committee takes decisions on issues delegated to the Committee concerned by the Assembly, the Secretary-General shall prepare,

before the closing of the Committee meeting, a set of minutes comprising the agenda, the list of Members' (substitute) representatives present, the documents which were submitted for approval (the case being as amended by the Committee) and the decisions adopted by the Committee. These minutes shall be approved by the Committee in session and signed by the Chairperson and the Vice-Chairperson of the Committee concerned. The Secretariat shall be responsible for the distribution of the copies to the President, to the members of the Board and to the Members' representatives in the Committee concerned within one week of the meeting. The original copy of the minutes shall be kept by the Secretariat.

6. Without prejudice to the foregoing, the decisions taken by a Committee shall be notified by the Secretariat to the Representatives of all the Members of the Association, to all the members of the Board, to the Chairpersons of each of the other Committees and of the Legal and Regulatory Group and to all the Members' representatives in the Committee concerned not later than two Business Days after the relevant meeting.
7. Any decision of a Committee shall only become final if such decision has not been escalated to the Assembly or to the Board in accordance with, respectively, Article 15/1 of the Articles of Association and Article 16/1 of the Articles of Association.

Article 9. : The Legal and Regulatory Group: Notices - Agenda - Supporting Documents – Written voting procedure - Minutes and Decisions

1. Notices of a meeting of the Legal and Regulatory Group, specifying time and place of the meeting, shall be given by the Secretariat at the request of the Chairperson of the Legal and Regulatory Group, together with the agenda, at least one week before the meeting.
2. The agenda shall indicate those items which are submitted for information or for decision.

Each item of the agenda should have supporting documents attached. Those documents shall be made available to each Member's representative in the Legal and Regulatory Group (including by electronic means) at least one week before the meeting.

3. The Chairperson of the Legal and Regulatory Group may set up a written procedure for decision making by the Legal and Regulatory Group, via voting by electronic means. The electronic voting system shall consist of each Members' representative in the Legal and Regulatory Group sending a vote to the Secretariat, which shall be encrypted in case of an election procedure (in such case, the whole set of encrypted votes shall be de-encrypted simultaneously).

The time required for the due process is fixed by the Chairperson of the Legal and Regulatory Group and it shall be at least one week, except in case of emergency.

The majorities needed for decisions taken by a written procedure are the same as for decisions taken by a Legal and Regulatory Group meeting which is held physically.

4. The Secretariat shall prepare a set of draft minutes. These draft minutes shall be made available to the Members' representatives in the Legal and Regulatory Group, not later than one week after the meeting. After approval by the Legal and Regulatory Group and signature by the Chairperson and the Vice-Chairperson of the Legal and Regulatory Group (at the latest by the

next meeting) the Secretariat shall keep the original copy of the minutes and copies shall be made available to the President, to the members of the Board and to the Members' representatives in the Legal and Regulatory Group.

5. The decisions taken by the Legal and Regulatory Group shall be notified by the Secretariat to the Representatives of all the Members of the Association, to all the members of the Board, to the Chairpersons of each of the Committees and to all the Members' representatives in the Legal and Regulatory Group not later than two Business Days after the relevant meeting.
6. Any decision of the Legal and Regulatory Group shall only become final if such decision has not been escalated to the Assembly or to the Board in accordance with, respectively, Article 15/1 of the Articles of Association and Article 16/1 of the Articles of Association.

Article 10. : The establishment of Regional Groups

1. Under each Committee Regional and Voluntary Regional Groups can be established in accordance with Article 20 of the Articles of Association. The regional structure of the Association shall be flexible so that regions can be different under different Committees and regions may change over time, to contribute to developments in market design, transmission system infrastructure development and regulatory/governmental initiatives towards pan-European integration.
2. The following Regional Groups are established:
 - a) Under the System Development Committee:
 - (i) North Sea;
 - (ii) Baltic Sea;
 - (iii) Continental South West;
 - (iv) Continental South East;
 - (v) Continental Central South; and
 - (vi) Continental Central East.
 - b) Under the System Operations Committee:
 - (i) Continental Europe;
 - (ii) Nordic;
 - (iii) Baltic;
 - (iv) UK; and
 - (v) Ireland.
 - c) Under the Market Committee:
 - (i) Baltic Sea;
 - (ii) North West;
 - (iii) South East Europe; and
 - (iv) South West Europe.
3. Regional Groups that are established under the same or under different Committees shall promote, where useful, their mutual cooperation on a horizontal basis.
4. In the cases where system development projects involve changes in the perimeter of the

synchronous areas, these decisions shall be taken jointly by the relevant Regional Groups under the System Operations Committee and the System Development Committee. The relevant synchronous area Regional Group under the System Operations Committee shall be responsible for leading the negotiations with the TSO or TSOs seeking synchronous interconnection.

Article 11. : The Regional Groups: Notices - Agenda - Supporting Documents - Minutes and Decisions

1. Notices of a meeting of the Regional Groups, specifying time and place of the meeting, shall be given either by the Secretariat at the request of the Convenor of the Regional Group concerned or by the Convenor of the Regional Group concerned (with a copy to the Secretariat), together with the agenda, at least one week before the meeting.
2. The agenda shall indicate those items which are submitted for information or for decision.

Each item of the agenda should have supporting documents attached. Those documents shall be made available to each member of the Regional Group concerned (including by electronic means) at least one week before the meeting.

3. The Secretariat at the request of the Convenor of the Regional Group concerned or the Convenor of the Regional Group concerned shall prepare a set of draft minutes. These draft minutes shall be made available to the members of the Regional Group concerned, not later than one week after the meeting. After approval by the Regional Group concerned and signature by the Convenor and the Secretary-General (at the latest by the next meeting) the Secretariat shall keep the original copy of the minutes and copies shall be made available to the members of the Regional Group concerned and to the members of the Committee under which it has been established.

Article 12. : The Working Groups: Functions and operational rules

1. To achieve its objects, each of the Committees can establish temporary working groups to study specific subjects and make proposals to the establishing Committee.
 - a) A working group shall operate in accordance with its terms of reference, which shall be stipulated by the Committee establishing the working group concerned and which shall include, among others the mission statement, to be reconfirmed at least every two years;
 - b) the tasks to be performed;
 - c) the timetables for the activities, within a term not exceeding two years; and
 - d) the submissions to be made to the Committees.
2. The number of members of a working group shall in principle be limited to maximum ten persons.
3. The members of each working group are chosen on the basis of their personal expertise and interest in the tasks and with consideration given to the balance of the different countries covered by the Association.

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4. The working groups shall report on their activities to the establishing Committee
 5. Working group meetings shall be convened by the Convenor of the working group concerned according to the schedule required for the fulfilment of the working group's assignment.

Article 13. : Availability of decisions of bodies of the Association on the extranet

All minutes of decisions of bodies of the Association shall be made available on the extranet of the Association.

CHAPTER V - External communication and language

Article 14. : External communication of the Association

1. Unless decided otherwise by the Assembly, the President shall be responsible for all high level external communication of the Association. For practical reasons, the communication tasks can be shared, under the responsibility of the President, between the President, the Board and the Secretary-General, as best suits to each situation. The President can also delegate communication tasks to other specific persons to the extent that this delegation is specific and limited in time.
2. The day-to-day external communication shall be the responsibility of the Secretary-General.
3. A list of documents for external publication shall be kept by the Secretariat.
4. All publications of the Association shall be drafted in English. The Secretariat shall be responsible for the supervision of the publication and circulation of documents.

Article 15. : Language

1. Meetings of the bodies of the Association shall be conducted in English except those meetings which shall be conducted in French or Dutch as required by Belgian Law and of which an English translation shall be made available. Participants taking part in the meetings may also use a language other than English, provided they bear the cost for simultaneous interpretations.
2. All correspondence, e-mailing, documents, minutes etc. shall be in English, except those documents which shall be in French or Dutch as required by Belgian Law, and of which English translations shall be made available.

CHAPTER VI - Finance

Article 16. : Financing Budget

1. The Secretary-General shall monitor costs against budget and inform the Board about the financial situation of the Association.
2. The following expenses are excluded from the expenses of the Association:
 - a) specific services rendered by the Association to Members or groups of Members, upon their demand and strictly respecting the purposes and the non-profit-making nature of the Association, which shall be paid by the Members or groups of Members concerned, except in case of approval by the Board;
 - b) travel and accommodation costs related to meetings of the Association, which are borne by the attendees.

TITLE 2 - Processes

Article 17. : Processes

1. The Association shall apply clearly defined working processes in the activities where standard procedures and specific requirements for timing, quality and transparency are essential. At the establishment of the Association these include the following processes:
 - a) rule setting;
 - b) consultation; and
 - c) compliance monitoring.

2. Each process shall be defined and described in detail in a separate Process Description Document.

TITLE 3 - Miscellaneous Provisions

Article 18. : Transparency Register

1. The Secretariat keeps a Transparency Register at the registered office of the Association.
2. This Transparency Register lists the names of and the offices held in any legal persons, including in the Members, other than the Association by:
 - a) the (Vice-)President of the Association;
 - b) the Chairperson of the Board;
 - c) the members of the Board (including the Vice-Chairperson of the Board);
 - d) the (Vice-)Chairpersons of the Committees; and
 - e) the (Vice-)Chairpersons of the Legal and Regulatory Group,(hereinafter jointly referred to as the “Holders of an official function within the Association” or each individually as a “Holder of an official function within the Association”).
3. In order to examine whether a candidate for a position of Holder of an official function within the Association or an existing Holder of an official function within the Association qualifies in terms of the required criteria contained in these Internal Regulations and to verify whether (an appearance of) a (potential) conflict of interest situation in the meaning of Article 18 of the Internal Regulations occurs, (candidate) Holders of an official function within the Association shall:
 - a) prior to any appointment as Holder of an official function within the Association, regardless of whether the appointment of a new Holder of an official function within the Association or the re-election of an existing Holder of an official function within the Association is concerned, provide the Secretary-General with a list of the offices that they hold in legal persons, including in the Members, other than the Association;
 - b) give notice to the Secretary-General of new offices that they take up in legal persons, including in the Members, or any change that occurs with respect to the offices that they hold in legal persons, including in the Members, other than the Association.
4. In addition, the persons participating in accordance with Article 29/1 of the Articles of Association in a working group or any task force on behalf of a member but who are not an Employee of a Member shall:
 - a) prior to any appointment in a working group or task force proceed to their registration in the Transparency Register and provide the Secretary-General with a list of the offices that they hold in legal persons, including in the Members, other than the Association;
 - b) give notice to the Secretary-General of new offices that they take up in legal persons, including in the Members, or any change that occurs with respect to the offices that they hold in legal persons, including in the Members, other than the Association.
5. The Members and their (substitute) Representative, as well as the Holders of an official function within the Association may consult this Transparency Register at the registered office of the Association.