**Rules of procedure of the Finance Committee
of the Joint Institute for Nuclear Research**

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|  | Approved at the CP session on 24–25 November 2017 and in the new editions at the CP session on 22 March 2024 |

Guided by the provisions of Articles 21 and 23 of the Charter of the Joint Institute for Nuclear Research as well as of Article 1 of the Financial Protocol (Annex to the Charter), the Finance Committee establishes the following Rules of procedure.

**Rule 1. Status of the Finance Committee**

1. The Finance Committee is a permanent body of the Committee of Plenipotentiaries (CP) of the Governments of the Member States which was established in order to control the financial activities of the Joint Institute for Nuclear Research (JINR, the Institute),
to verify the correctness of budget execution, to review the draft budget for the new financial year and the report on budget execution over the past financial year, to develop recommendations for improving the Institute’s financial activities, and to provide advice on any other financial matters.

2. The Finance Committee carries out its activities on the basis of the JINR Charter, the Financial Protocol, decisions taken by the CP, these Rules, and of the current norms
of international law applicable to the activities of international organizations and of
the representatives of states in international organizations.

**Rule 2. Composition of the Finance Committee**

1. The Finance Committee includes one expert from each Member State of JINR expressing the interests of his state in the Institute.

2. The appointment, recall, and replacement of a member of the Finance Committee from a Member State are made by the Plenipotentiary, about which the JINR Director
is notified in writing. The appointed member presents a written authority to the Chair of the Finance Committee before the next meeting of the Finance Committee.

3. The term of office of a member of the Finance Committee begins on the date when he was appointed by the Plenipotentiary and when relevant written notification was sent to the JINR Director, and continues until the appointment of a new member of the Finance Committee.

**Rule 3. Meetings of the Finance Committee**

1. Activities of the Finance Committee are carried out through the holding of meetings and are based on the principles of collective free discussion and resolution of issues.

2. The meeting of the Finance Committee is held through the personal presence of members of the Finance Committee at the venue of the meeting of the Finance Committee.

In exceptional circumstances, members of the Finance Committee, speakers or other participants may participate in the meeting via remote (online) connection.

3. Meetings of the Finance Committee are held two times during a financial year, immediately preceding the CP sessions. The date and place of a meeting of the Finance Committee are determined at its previous meeting.

4. An extraordinary meeting of the Finance Committee may be convened at the initiative of the CP and of the Chair of the Finance Committee. An extraordinary meeting may also be convened at the initiative of the JINR Director, agreed on with the CP Chair.

The organization of an extraordinary meeting is carried out by the Chair of the Finance Committee jointly with the JINR Director.

5. A meeting of the Finance Committee is considered quorate if at least 2/3 of its members are present.

6. Meetings of the Finance Committee are held openly with the participation of the members of the Finance Committee and their delegations as well as invited persons, including the JINR Directorate, representatives of states, international and national organizations. By decision of the Finance Committee, consideration of certain issues on the agenda is carried out behind closed doors involving only members of the Finance Committee and their delegations, the JINR Directorate, as well as other persons whose participation is necessary for the discussion.

7. If the Finance Committee so decides, closed meetings may be held. The agenda and the procedure for holding a closed meeting are determined when deciding whether to hold such a meeting.

8. At least two weeks before the opening of each meeting, the proposed agenda and documents on the issues under discussion are sent to the Plenipotentiaries and to the members of the Finance Committee. The agenda of the meeting of the Finance Committee is formed on the basis of the tasks of the Finance Committee, as defined by the Charter and the Financial Protocol of JINR, and by decisions of the CP.

9. Prior to the meeting of the Finance Committee, the Plenipotentiaries inform
the JINR Director about the composition of the delegations participating in the meeting of the Finance Committee.

10. The working languages of the Finance Committee’s meetings are Russian and English.

11. The Directorate ensures the establishment of an Organizing Committee, whose responsibilities include the organization of the work of the Finance Committee, in particular logistical and information support, the provision of oral simultaneous interpretation, video and audio recording of the meeting of the Finance Committee as well as the formalization of documents on the results of its meetings.

12. In the case of remote (online) participation in the meeting of the Finance Committee, software products for online conferences are used. Connection to online conference services for participation in the meeting of the Financial Committee is carried out using the link and password sent to the participants of the meeting by the Organizing Committee.

**Rule 4. Rights, obligations and basic guarantees of the activities of
the members of the Finance Committee**

1. The members of the Finance Committee are obliged to participate directly in
the meetings of the Finance Committee. In case of impossibility for a member of
the Finance Committee to take part in a meeting, the Plenipotentiary reports this to
the Chair of the Finance Committee and to the JINR Director in advance of the meeting.

2. Each member of the Finance Committee is entitled to participate in the discussion of all matters considered at a meeting of the Finance Committee, to give written or oral explanations on the issues under consideration, to address questions to other members of the Finance Committee, to the JINR Director and to other persons attending the meeting, to substantiate his proposals on issues under the agenda of the meeting, and to participate in decision-making on issues under discussion.

The members of the Finance Committee are entitled to request and receive information and documents from the JINR Director necessary to carry out their activities.

3. The members of the Finance Committee are provided with conditions for the unimpeded and effective exercise of their authorities in accordance with the Convention on the Legal Status, Privileges, and Immunities of Intergovernmental Economic Organizations Acting in Certain Areas of Cooperation (Budapest, 5 December 1980) and with
the Agreement between the Government of the Russian Federation and the Joint Institute for Nuclear Research on the Location and Terms of Activity of the Joint Institute for Nuclear Research in the Russian Federation (Dubna, 23 October 1995).

4. Guarantees for the unhindered exercise of their authorities by the members of the Finance Committee are established by the universally recognized principles and norms of international law, by the legislation of the host state of the Institute, and by the JINR Charter.

**Rule 5. Privileges and immunities**

1. During their entire term of office in the performance of their official duties and during their journeys to and from the venue of the meetings, the members of the Finance Committee have the privileges and immunities provided for by the rules of international law.

**Rule 6. Chair of the Finance Committee**

1. The Chair of the Finance Committee is elected at a meeting of the Finance Committee from among the members of the Finance Committee present for a renewable term of two years. The Chair of the Finance Committee however cannot hold this post for more than two consecutive terms.

Candidatures for the position of Chair of the Finance Committee are presented by
the JINR Director on the basis of proposals received from the JINR Member States before the meeting of the Finance Committee.

2. The election of Chair of the Finance Committee is conducted by secret or open voting by a two-thirds majority of the present and voting members of the Finance Committee.

3. The Chair of the Finance Committee:

a) examines the credentials of the members of the Finance Committee participating in the meeting and determines the presence of a quorum;

b) based on the previously sent material, forms the agenda of the meeting of the Finance Committee in accordance with the functions and tasks stipulated by the Charter, and the Financial Protocol of JINR, decisions taken by the CP, and the proposals by the JINR Director;

c) opens, suspends, announces breaks and closes the meetings of the Finance Committee, proposes, at the end of each meeting, the date, place, and issues for inclusion in the agenda of the next meeting of the Finance Committee;

d) directs discussions of the Finance Committee, ensures compliance with the rules, maintains order, gives the floor to those wishing to speak, closes discussions, puts questions to the vote and announces the results of voting;

e) when considering drafts of local regulations and other documents and decisions requiring approval or endorsement, has the right to request a conclusion from the Institute or external experts on the drafts proposed for adoption and to forward them to the members of the Finance Committee for consideration;

f) reports to the CP on the results of the Finance Committee’s meetings;

g) resolves other organizational matters related to the activities of the Finance Committee.

**Rule 7. Consideration of issues and a discussion**

1. A discussion is held for each agenda item on the basis of a report which has been heard, unless the Finance Committee decides otherwise.

2. On matters of the agenda unconsidered during the meeting of the Finance Committee, a decision is taken to postpone for the next meeting or to extend the current meeting of the Finance Committee.

3. After the completion of each report, the Chair of the Finance Committee provides an opportunity for the members of the Finance Committee to address questions to the speaker, to express an opinion, and to discuss the report.

4. After the presentation by the last speaker, the Chair of the Finance Committee opens a general discussion on the agenda issues.

5. At the end of the meeting, the Chair of the Finance Committee submits the draft Protocol of the meeting of the Finance Committee for discussion.

**Rule 8. Decisions and recommendations of the Finance Committee**

1. The Finance Committee takes decisions and recommendations on the issues under consideration.

2. Decisions are taken by a two-thirds majority of the present and voting members of the Finance Committee.

Decisions taken by the Finance Committee should be understood to mean
a prescription, authorization or prohibition to act in a certain way, having legal force.

3. Recommendations are adopted by a simple majority of the present and voting members of the Finance Committee. If the votes are equally divided, the decisive vote will be of the Chair of the Finance Committee, who in this case cannot refrain from voting.

Recommendations adopted by the Finance Committee should be understood to mean proposals (endorsements, wishes, advice, clarifications, consultations, reviews) that are not binding but are important in decision-making.

4. Decisions and recommendations of the Finance Committee become valid after the approval by the CP of the Protocol of the meeting of the Finance Committee.

**Rule 9. Exercise of the right to vote**

1. By decision of the Finance Committee, voting on the issues under consideration may be open or secret. A secret ballot is held if this is proposed by at least one member of the Finance Committee.

2. The members of the Finance Committee participating in the meeting of the Finance Committee personally exercise their right to vote.

3. The members of the Finance Committee have the right to vote for the adoption of
a decision (recommendation) or against the adoption of a decision (recommendation),
or to refrain from the adoption of a decision (recommendation).

4. In considering any issue, each member of the Finance Committee has one vote.

5. If the votes of the members of the Finance Committee are divided according to the results of voting, the number of votes and the states that voted “for”, “against” or “abstained” are indicated along with the decision.

6. Each member of the Finance Committee may submit a dissenting opinion on the decision taken. The dissenting opinion is recorded in the Protocol of the Finance Committee’s meeting.

7. Each member of the Finance Committee who is not present at the meeting may express his opinion on any issue of the agenda in a statement addressed to the Chair of the Finance Committee, which is reflected in the Protocol of the Finance Committee. Such an opinion is not a realization of the right to vote.

8. The members of the Finance Committee representing the Member States whose rights and privileges have been suspended in accordance with the JINR Charter do not participate in voting.

9. Voting by the members of the Finance Committee participating in the meeting remotely on the issues included in the agenda is carried out by means of the functions of the software used, containing the answer options: “For”, “Against”, “Abstained”.

**Rule 10. Open vote**

1. Before the start of an open vote, the Chair of the Finance Committee:

— announces the draft decision or recommendation which is put to the vote on each individual issue or in general on all issues of the agenda;

— clarifies its wording;

— informs by what type of majority of votes the decision or recommendation should be made.

2. Open voting by the Finance Committee’s members is conducted by show of hands.

3. The Finance Committee may decide on a roll-call vote which is taken in
the alphabetical order of the Russian language of the names of the Member States entitled to vote.

4. After the Chair of the Finance Committee has announced the beginning of voting, no one has the right to interrupt the voting.

5. When the counting of the votes is completed, the Chair of the Finance Committee announces the results of voting: the decision (recommendation) has been made/not made.

6. The result of the open vote is recorded in the Protocol of the Finance Committee’s meeting.

**Rule 11. Vote by secret ballot**

1. If at least one member of the Finance Committee takes part in the meeting remotely, secret voting of all members of the Finance Committee is carried out by means
of the functions of the software used.

2. If all members of the Finance Committee take part in the meeting through personal presence at the venue of the meeting of the FC, secret voting is carried out in the following order:

— from among the members of the Finance Committee present, a Counting Commission is elected to count the ballots. The Counting Commission is elected by open voting by a simple majority of votes. The result of voting is recorded in the Protocol of the Finance Committee’s meeting;

— each member of the Finance Committee is given one ballot paper for secret voting, certified by the Institute’s seal (Appendix). The number of ballot papers for secret voting corresponds to the total number of the members of the Finance Committee participating
in the meeting and entitled to vote;

— a ballot paper is placed in a special box sealed with the Institute’s seal in the presence of the Counting Commission;

— during the counting of the votes, ballot papers for which it is impossible to determine a voter’s will and ballot papers of an unapproved form are not taken into account;

— based on the results of secret ballot, the Counting Commission draws up
a protocol which is signed by all members of the Counting Commission and approved by the Finance Committee.

3. The results of the secret ballot are recorded in the Protocol of the Finance Committee’s meeting.

**Rule 12. Protocol of a meeting of the Finance Committee**

1. A Protocol of the meeting is drawn up during the meeting of the Finance Committee.

The Protocol contains the date of the meeting, the names of the Finance Committee’s members participating in the meeting, the agenda, the titles of reports and the results of their discussion, and the decisions and recommendations adopted.

2. The Protocol is executed in the Russian and English languages. In case of discrepancies between the Russian and English versions of the Protocol, the text
in Russian shall prevail.

The members of the Finance Committee participating in the meeting in person sign the Protocol of the meeting of the Finance Committee, which has the same legal force as the Protocol signed by all the members of the Finance Committee participating in
the meeting of the Finance Committee.

3. The Protocol is deposited for storage at JINR, together with the reports, information and reference materials, the conclusions, the ballot papers and other documents that have been the subject of consideration and/or discussion at the meeting of the Finance Committee.

4. The Protocol of the Finance Committee is approved at the CP session.

5. The JINR Directorate ensures, within 14 calendar days, the distribution to the Member States of the duly executed Protocol in the Russian and English languages,
in both hard-copy and electronic formats. If the Finance Committee so decides,
the Protocol of its meeting is posted on the official website of the Institute.

Appendix

to the Rules of procedure

of the Finance Committee

of the Joint Institute for Nuclear Research

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| **Ballot paper****for the vote by secret ballot by members of the Finance Committee****of the Joint Institute for Nuclear Research**For the meeting of the JINR Finance Committee dated “\_\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_Issues put to the vote by secret ballot:1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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