

COPA Steering Committee (SC)

I. Structure of Steering Committee

The Steering Committee shall comprise minimum 6 (six) up to 12 (twelve) members who act as representatives of their respective organisations and member group in COPA.

The BMWK is a permanent member of the Steering Committee. A second public representative and his/her alternate (Group A) may additionally be elected to the Steering Committee if required or desired. Any member providing funding to COPA shall have the right to be a member of the Steering Committee.

II. Election and Mandate period

Only representatives from the respective member group are eligible to vote in the respective ballots.

Steering Committee representatives and their alternates are elected for a period of 2 years and can be elected for several terms. If Steering Committee representatives cannot complete their term, they shall be substituted by their alternates. If this is not possible, the first runner up of the last election and their alternate will take over the position for the remaining term.

The first COPA SC election will be organized through an online voting platform. The mandate periods are planned as follow

COPA Plenary No.	Month / Year (tentative planning)	Election for SC Mandate period
1	June / 2023	June 2023 – May 2025
2	June / 2024	
3	June / 2025	June 2025 – May 2027
4	June / 2026	
5	June / 2027	June 2027 – May 2029

III. Tasks and responsibilities of SC

The Steering Committee is responsible for all matters related to COPA, unless explicitly assigned to the Plenary in the COPA governance statues. In particular, the Steering Committee is responsible for the following tasks:

- a) The Steering Committee shall elect a Chair and vice-chair at its first meeting in each mandate period using an anonym election with a simple majority vote.
- b) Convening the Plenary and its own meetings, including the approval of the agenda; supported by the COPA Secretariat
- c) Executing resolutions passed by the Plenary;
- d) Passing resolutions on the strategic direction of COPA, including the design, function and authority of the COPA Financing Mechanism, and manage Alliance budget.
- e) Passing resolutions on the admission and/or expulsion of members and appointing Advisory Board members;
- f) Accepting and approving proposals for (pilot) projects, measures and activities; including eligibility for and priority of COPA funding.

- g) Supervising the Secretariat;
- h) Making public statements on behalf of COPA and representing it vis-à-vis external stakeholders;
- i) Deciding the use of the COPA logo and branding;
- j) In case of conflicts between members of COPA, the Steering Committee is responsible for addressing these timely. If a solution cannot be found by the Steering Committee, external advisors may be called consulted;
- k) Preparing resolution proposals for the Plenary, for example regarding the creation of Thematic Working Groups and changes to the governance structure.
- l) The following provisions apply to the Steering Committee when passing resolutions:
 - One representative from each of the six member groups must be present at the meeting to constitute a quorum.
 - Steering Committee members are responsible for keeping their alternated updated and informing them to attend meeting in case of their absence.
 - Steering Committee members shall strive to achieve a unanimous decision wherever possible.
 - Resolutions require the majority of valid votes cast.
 - Resolutions may also be passed by means of written circulation with the majority ratios set out in this paragraph

IV. Meeting frequency and estimated workload

The Steering Committee shall be attending and represented at each annual COPA Plenary session and cooperate with the COPA Secretariat with regard to agenda and organization of the Plenary session.

1-2 days or work is estimated for each plenary session.

In addition to the COPA Plenaries, the Steering Committee shall be convened at least twice a year by its elected Chair or, in their absence, by the elected Deputy Chair. Meetings may also be held as video or telephone conferences. The agreements of the Steering Committee shall be documented by the Secretariat. 0,5 day of work is estimated for each meeting, including preparation time.

Each SC meeting is estimated to take between 2 hours to 4 hours.

Members of the Steering Committee is expected to prepare themselves before each meeting. Such as familiarize themselves with the agenda and read documentation forwarded by the COPA Secretariat in advance of the meetings. This may require, depending on the information at hand;

Reading time of 1-6 hours in preparation before each SC meeting.

If required or wished, the SC may decide to meet more frequently, e.g., every quarter or on ad-hoc basis e.g., when COPA receives an application for a project. For COPA Project approval, additional project presentations may be required, where the project's technical and financial approach is presented to the SC, with sufficient time for Q&A. Depending on project, written project proposals might be provided for the SC to read in advance of the meeting.

The elected chair will coordinate with the COPA Secretariat for support with conveying and organizing meetings and negotiate to find suitable meeting dates / times with all SC members.

SC members may also represent and present COPA at a variety of events, supported by the COPA Secretariat. This will be decided upon on a need / opportunity basis by the SC. *An external event may require 0.5 – 1 day in preparation, plus the event itself.*