

Operational bylaws

Secretariat of the
Group of Banking Supervisors
from Central and Eastern European Countries

Secretariat of the Group of Banking Supervisors from Central and Eastern European Countries

O p e r a t i o n a l b y l a w s

Preamble

According to the Agreement on Organization and Governing Rules of the Group of Banking Supervisors from Central and Eastern European Countries (hereinafter “the Agreement”), a permanent Secretariat is operating at BSCEE. The purpose of the BSCEE Secretariat is to serve as a technical organization for the continuous operation of BSCEE, to render technical assistance to the member countries in the organization of expert workshops and to the Chairman in the organization of the Members’ Conference.

1. Scope of the bylaws

These bylaws shall regulate the organizational and the functional rules of the Secretariat of the Group of Banking Supervisors from Central and Eastern European Countries. The short name of the Secretariat is BSCEE Secretariat.

2. Status and seat of the Secretariat

2.1 BSCEE has a permanent Secretariat. The Secretariat is a technical and administrative office of BSCEE.

2.2 The Secretariat is operated by the supervisory authority, which was elected by the two-thirds majority of the members for the respective period in conformity with point 4.4.3 of the Agreement.

The name, address and other contact data of the Secretariat will be issued in the Appendix 1 to the Operational bylaws and sent to all members by the newly elected Secretariat within a month from the date of election.

3. The Secretariat’s general duty

The Secretariat shall be the center of organization of BSCEE activities named in articles 3 and 4 of these bylaws. In order to assure effective performance of these activities, all connected information between the members have to pass through the Secretariat.

- to cooperate in the organization of BSCEE Members' Conferences
- to render administrative services to the Chairman for his work with BSCEE
- to provide organizational and technical support for BSCEE expert workshop programs, except for host’s duties of the locally organized events
- to inform the members at least one month in advance on the events of BSCEE
- to inform the members on the events concerning within and outside of BSCEE
- to distribute between the members the technical and informational materials that could be interesting for the member countries

- to cooperate and keep permanent contact with the Basle Committee on Banking Supervision (BCBS) and, if necessary, with other international institutions and organizations in the sphere of banking supervision.
- to handle all official documentation for BSCEE (archives, financial statements, forwarding/correspondence)
- to make suggestions on the topics of expert workshops and training programs
- to keep contact with other BCBS regional groups (14)
- to report on its activity to the Members' Conference
- to manage the contributions from the member countries
- to maintain an updated database of banking supervision addresses, names and positions of heads, contact persons and coordinators.
- to keep and update official BSCEE web-site

3.1 Organization of BSCEE Members' Conference

According to the Agreement on the Organization and Governing Rules of BSCEE, the Group shall hold at least one Members' Conference each year.

3.1.1 The Secretariat in connection with BSCEE Members' conference:

- provides help to assemble items for the agenda in cooperation with the Basle Committee (for selecting lecturers, topics, places, timing and participants of the Members' Conference and training programs)
- coordinates the preparation of written documents for the Members' Conference
- prepares the resolutions of the Members' Conference
- prepares the text of the decision for the members
- prepares minutes after the Members' Conference

3.2 Administrative services to the Chairman of BSCEE

The organization of the annual Members' Conference of BSCEE is the common duty of the Chairman and the Secretariat. The Secretariat is obliged to render all possible technical support to the Chairman in his work, and the Chairman makes use of this technical assistance.

The Secretariat within the framework of administration:

- manages the participation of the Chairman on the meetings of the Basle Committee
- prepares the Chairman to represent BSCEE before the Basle Committee
- provides technical support to the Chairman for performing his task and for the organization of the Members' Conference
- takes part in preparing and wording the Chairman's guides and sends them to the member countries
- sends the letters relating to the Chairman's work and the changes in the person of the Chairman to the addresses and also keeps one original of them
- continuously updates the Chairman on the news inside of the Group

3.3 Contact with the Basle Committee

The Secretariat regularly

- provides updated information to the Basle Committee on the events of the BSCEE
- harmonizes with the Basle Committee the proposed agendas, lecturers and timing of the Members' Conferences and training programs organized by BSCEE
- performs communication with the Basle Committee through the coordinator(s) of the Committee

3.4 Technical support for BSCEE expert workshops

3.4.1 Expert workshops

Any member of BSCEE can host an expert workshop with the cooperation of the Secretariat.

3.4.1.1 Expert workshops are protocol-free and work-oriented meetings about concrete questions and problems. Their purpose is to exchange practical experiences and information, furthermore to discuss the latest professional events.

3.4.1.2 The host of an expert workshop shall prepare the introducing materials, make a summary of the event after the meeting and send it to the Secretariat.

3.4.1.3 At the request of the host, regarding the organization of expert workshops, the Secretariat renders assistance for:

- planning
- finding the host of the meeting
- the flow of information (invitation, mediation)
- resolving technical questions (such as coordination of timing, accommodations, number of the participants etc.)

3.4.2 Meeting of the Executives

Meeting of the Executives usually takes place on the occasion of the International Conference of Banking Supervisors (ICBS). The Secretariat can render assistance for this meeting to suggest items for the agenda.

3.5 The flow of information and communication inside of BSCEE

3.5.1 The Secretariat relating to above:

- facilitates fast and effective communication inside of BSCEE
- performs communication through the head or contact person in order to secure the flow of information inside of the Group,
- makes sure to keep the deadlines given to BSCEE
- provides information to the members about the events inside of and concerning BSCEE

3.5.1.1 The contact person's duties are as follows:

- to ensure effective communication between the member country and the Secretariat
- to inform the Secretariat about changes in the name, address, organization, etc. of the supervisory authority
- to inform continuously the Secretariat on the news and events in the member country and supervisory authority (banking regulations, annual report, public materials relating to the banking system, etc.)
- to keep the deadlines given by the BSCEE or the Secretariat in order to enable them to successfully perform activities of the Group
- to assist the Secretariat in organizing BSCEE events
- to ensure the transfer of the yearly contribution

4. Budget and bank account of BSCEE

The operational cost of the Secretariat, is covered by the BSCEE members voluntarily and in equal parts on a yearly basis, as defined in section 6 of the on the organizations and governing rules of BSCEE.

4.1 The yearly budget has to be defined in calendar years.

4.2 The range of the yearly member's contribution shall be determined and approved by the Member's Conference. The Secretariat has the power of suggestion to the range of the members contribution.

4.3 Members are obliged to transfer their contributions to BSCEE Secretariat until 31 January of each year to the BSCEE bank account kept at a bank located at the seat of the Secretariat and the Secretary and Deputy Secretary are authorized to dispose over the BSCEE bank account.

The number of the account and the name and address of the bank who keeps the account will be stated in the Appendix 1 to the Operational bylaws, together with the address of the Secretariat.

4.4 The Secretariat shall make a yearly report on its operational costs, which has to be accepted by the Members' Conference. As a part of its report, the Secretariat is required to submit a yearly profit-and-loss statement on its budget, which must be audited by an independent auditor.

5. Organization of the Secretariat

The continuous operation of the Secretariat shall be secured by the supervisory authority which was elected for the respective period according to the point 4.4.3 of the Agreement.

5.1 The Secretariat shall be made up of the Secretary and Deputy Secretary.

5.1.1 The Secretary's duties are:

- to manage the Secretariat's activity
- to represent the Secretariat before BSCEE and third persons
- to report and introduce for the approval the previous year's budget of BSCEE to the Members' Conference
- to work out a plan for expert workshops, present it to the Members' Conference and to report on the realization of previous plans
- to provide economical and effective use of the Secretariat's financial resources, and propose the budget for BSCEE events and to support them from the Secretariat's resources.
- to hire a independent auditor to attest the yearly profit-and-loss statement.

5.1.2. The Secretary's duties are to perform the organizational tasks, as defined in point 3. of the present bylaws.

6. Official language

The official language of the Secretariat is English.

7. Authorization

The members of BSCEE hereby authorize the Secretariat to complete, amend or modify the text of the present Bylaws according to the resolutions accepted by the member countries.

December 1996

Amended: Dubrovnik, May 28, 2004

Amended: Kyiv, May 31 2005