

# **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 the BSCEE. The purpose of the BSCEE Secretariat is to serve as a technical organization for the continuous operation of the 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 and other events related to the BSCEE.

### **1.    Scope of the bylaws**

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

### **2.    Status and seat of the Secretariat**

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

**2.2** The Secretariat is operated by the Member Institution, 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.

**2.3** 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 the BSCEE activities listed in articles 3 and 4 of these bylaws. In order to assure effective performance of these activities, all relevant information among the members has to pass through the Secretariat. The Secretariat's duties are:

- to assist in the organization of BSCEE Members' Conferences and other events related to the BSCEE,
- to render administrative services to the Chairman for the execution of his duties,
- to consult the Member Institutions as to hosting the upcoming events,

- to provide organizational and technical support for BSCEE expert workshop programs, except for the 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 within and outside the BSCEE,
- to distribute among 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 area 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,
- to report on its activity to the Members' Conference,
- to manage the process of collecting contributions from the Member Institutions,
- to maintain and to update the contact data of the BSCEE members,
- to keep and to update the 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 with reference to the BSCEE Members' Conference:**

- provides assistance in preparing the agenda,
- assists in the cooperation with the Basle Committee on Banking Supervision (BCBS),
- coordinates the preparation of the written documents for the Members' Conference,
- prepares the resolutions of the Members' Conference,
- prepares minutes after the Members' Conference.

### **3.2 Administrative assistance to the Chairman of the BSCEE**

The organization of the annual Members' Conference of the 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 cooperates with the Secretariat.

The Secretariat:

- assists in the participation of the Chairman in the meetings of the BCBS related to the BSCEE,
- provides technical support to the Chairman in his duties,
- provides the technical assistance in preparing documents for the Chairman and distributes them to the Member Institutions,
- informs the BSCEE members on changes in the Chairmanship,
- updates the Chairman on the information related to the BSCEE work.

### **3.3 Contact with the BCBS**

The Secretariat:

- communicates with the BCBS regarding the work of the BSCEE,
- provides updated information to the Basle Committee on the events of the BSCEE,
- cooperates with the BCBS regarding the events jointly organized with the BSCEE.

### **3.4 Technical support for the BSCEE expert workshops and meetings of the Executives**

#### **3.4.1 Expert workshops**

Any member of the 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. Their purpose is to exchange information and practical experience.

**3.4.1.2** The host of an expert workshop shall prepare the training materials for the participants.

#### **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 cooperates with the BCBS and the host of the ICBS in organizing the regional group meeting, renders technical assistance to the members regarding their participation in the conference and cooperates with the Chairman in preparing the meeting agenda.

### **3.5 The communication within the BSCEE**

**3.5.1** The Secretariat:

- facilitates cooperation among all the members of the BSCEE,
- ensures effective communication within the BSCEE,
- informs the members about changes in the contact data of each Member Institution,
- distributes information to the members relating to the BSCEE.

**3.5.2** The contact person:

- facilitates cooperation of the Member Institution with other members and the Secretariat,
- ensures effective communication between the Member Institution and the Secretariat,
- informs the Secretariat about changes in the contact data of the supervisory authority,
- informs the Secretariat on the relevant news regarding the member (banking regulations, annual report, public materials relating to the banking system, etc.),
- keeps the deadlines given by the BSCEE or the Secretariat,
- assists the Secretariat in organizing the BSCEE events,
- ensures the transfer of the yearly contribution.

#### **4. Budget and bank account of the BSCEE**

The BSCEE members contribute in equal parts to the BSCEE budget. Starting from calendar year 2022, the annual contribution is EUR 500. In the event that the BSCEE bank account balance falls to EUR 50,000 or below, the Secretariat shall notify members in writing about this fact. In the calendar year following the notification referred to above, the annual contribution shall be set at 1,000 EUR. In order to cover its operational costs the Member Institution that is holding the permanent Secretariat is exempt from the annual contribution. Costs of the Secretariat are covered from the BSCEE budget.

**4.1** The annual budget is defined in calendar years.

**4.2** The amount of the annual member's contribution shall be determined and approved by the Member's Conference. The Secretariat may suggest changes in the amount of the members' contribution. Any changes must be approved by the Members' Conference.

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

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

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

#### **5. Organization of the Secretariat**

The continuous operation of the Secretariat shall be ensured by the Member Institution, which was elected for the respective term according to point 4.4.3 of the Agreement.

##### **5.1 The Secretariat consists of the Head of the Secretariat and the Deputy Head of the Secretariat and their duties are**

- to manage the Secretariat's activity,
- to represent the Secretariat within and outside the BSCEE,
- to report and submit for approval of the Members' Conference the previous year's budget of the BSCEE, after the financial audit,
- to present to the Members' Conference the plan and report on the realization of the BSCEE Group events and works,
- to propose the budget for BSCEE events in order to make effective use of the Group's financial resources,

- to contract an independent auditor to attest the annual profit-and-loss statement,
- 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 the BSCEE hereby authorize the Secretariat to complete, amend or modify the text of the present Bylaws according to the resolutions accepted by the Member Institutions.

Stockholm, June 11, 1996

Amended: Dubrovnik, May 28, 2004

Amended: Kyiv, May 31, 2005

Amended: Belgrade, April 10, 2008

Amended: Basle, March 12, 2013

Amended: Nur-Sultan, December 15, 2021