

**PERC PAN-EUROPEAN TRADE UNION COUNCIL CRE CONSEIL REGIONAL EUROPEEN   
ВЕРС ВСЕЕВРОПЕЙСКИЙ РЕГИОНАЛЬНЫЙ СОВЕТ**

***The first Women’s Conference of the PERC, convening in Turin on 30 and 31 October 2008, acting as a founding conference for the establishment of the Women’s structure in the PERC, has adopted the following terms of reference and rules of procedure:***

**Clause 1**

**The Women’s structure of the PERC**

The gender equality policy of the PERC will be developed and coordinated by the women’s structure which will operate through the following bodies: a Women’s Conference with representatives of all affiliates, and a Women’s Committee of 12 persons which will include a Presidium consisting of a president and two vice-presidents.

**Clause 2**

**Aims and objectives**

The aims of the PERC Women’s structure are as follows:

* To ensure the implementation of the PERC gender equality programme, policies, plans of action and the decisions of the PERC Assembly and governing bodies;
* To adopt positions on issues relating to equality between women and men and monitor the implementation of gender mainstreaming in the policies of the PERC;
* To follow the ITUC Action programme on achieving gender equality in trade unions, and in particular adhere to the progressive target of 30 % minimum participation of women in all trade union bodies and activities;
* To work for the full integration of women into trade union organisations and to promote actively gender equality and parity in activities and decision-making bodies at all levels;
* To ensure the integration of gender perspectives into trade union programmes and projects;
* Within its capacity to support the CEE & NIS “Women’s Network” and different gender projects.

**Clause 3**

**Women’s Conference**

(a) Every member organisation of the PERC, that fulfilled its membership obligations according to the ITUC and PERC Constitution, has the right to nominate a delegate and a substitute to participate in the Conference, on the basis of the proposal of their women’s structure at confederal level, or – if that does not exist – by the appropriate bodies in their organisation.

(b) Member organisations with more than 5 million members are entitled to nominate two additional delegates and two substitutes to the Conference.

(c) Delegates and substitutes must have a basis in the women’s structure of their organisation, and/or have responsibilities and experience in the area of gender equality.

(d) Global union federations and European industry federations have the right to nominate one person per organisation as an observer to the Women’s Conference.

(e) The delegates to the Women’s Conference will elect the members of the Women’s Committee and a Presidium, to represent the interests of women and promote gender equality in the PERC in the period between Women’s Conferences.

(f) The Women’s Conference is preferably organised in conjunction with the Women’s Summer School, if and in so far as this is organised by the CEE & NIS Women’s Network.

(g) The Women’s Conference shall discuss and adopt a work programme for the next two years.

(h) When discussing the programme, the Women’s Conference takes into

consideration recommendations done by the CEE & NIS Women’s Network.

**Clause 4**

**Women’s Committee**

1. The delegates to the Women’s Conference elect a Women’s Committee of 12 persons, including one president and two vice-presidents.
2. Every member organisation of the PERC that fulfilled its membership obligations according to the ITUC and PERC Constitution has the right to propose a candidate from its own organisation for the position of member of the Women’s Committee, including for the positions of president and vice-president.
3. Candidates must be delegates to the Women’s Conference.
4. The members of the PERC Women’s Committee and the Presidium shall be elected by the delegates to the Women’s Conference by secret ballot.
5. Global union federations and European industry federations have the right to jointly nominate two persons as observers to the Women’s Committee*.* The PERC Youth Committee shall also be invited to send two observers to the committee meetings.
6. If between two conferences a member of the Women’s Committee has to resign for any reason, she can be replaced by a person elected by the Women’s Committee on the basis of nominations received from the affiliate organisations in a written procedure, taking into account the need to maintain regional balance, and that there cannot be more than one member per country in the Women’s Committee.

**Clause 5**

**Presidium**

1. The Presidium of the Women’s Committee is elected by the delegates to the Women’s conference, and consists of 3 persons: the President and two Vice-Presidents.
2. The three members of the Presidium will be members of the Executive of the PERC, and may be replaced by other members of the Women’s Committee.
3. If between two conferences a member of the Presidium has to resign for any reason, the following procedure will be followed. If the president resigns, she will be replaced by one of the two vice-presidents, to be elected by the Women’s Committee. If one of the two vice presidents resigns, she will be replaced by another member of the Women’s Committee, to be elected by the Women’s Committee. The vacancy in the Women’s Committee which will result from this procedure will be filled by a person elected by the Women’s Committee on the basis of nominations received from the affiliate organisations in a written procedure, taking into account the need to maintain regional balance.

**Clause 6**

**Procedure for nominations and elections**

1. At least two months before the Women’s Conference, the PERC Secretariat will write to the affiliates of the PERC, with a copy to their women’s structure, inviting them to nominate candidates for positions as member of the Women’s Committee and/or of the Presidium. Candidates must be nominated by and have the support of their own organisation.
2. At least four weeks before the Women’s Conference the PERC Secretariat will send to all affiliates and their women’s structures the list of the nominations for the Women’s Committee and Presidium, and will circulate two ballot papers, one ballot paper listing nominations for members of the Women’s Committee, and one listing nominations for the Presidium. One person can be nominated as well for the position of member of the Women’s Committee as for a position in the Presidium.
3. At the Women’s Conference the Secretariat of the PERC will organise the elections. Each delegate of the Conference shall have one vote. A delegate who is not a candidate for any post shall assist the Secretariat with counting the votes.
4. The election of the president will take place first, and then the election of the two vice presidents. The list of nominations for the posts in the presidium and for members of the Women’s Committee may be revised in light of the election of the president and vice-presidents.
5. The PERC secretariat will make recommendations to the Women’s conference which it considers necessary in order to ensure that there is a regional balance in the Women’s committee and its Presidium, taking into account that at least one member of the Presidium should originate from a non-EU country, and that there should be a balance between members from EU and non-EU countries.

**Clause 7**

**Terms of office**

The members of the Women’s Committee and the Presidium are appointed for a period of four years, following the Women’s conference in which they have been elected.

No one will hold any position for more than two terms.

**Clause 8**

**Representations and cooperation**

1. The delegation of the Women’s Committee to the PERC General Assembly (8 women) will be elected by the Women’s committee preceding the Assembly, and will include the members of the Presidium and 5 other members of the Women’s Committee (PERC Constitution, Art. 6).
2. Representatives from the Pan-European Region to the ITUC Women’s Committee will at least include the members of the Presidium of the Women’s Committee.
3. The Women’s Committee will establish a close link and good cooperation where appropriate with the ETUC Women’s Committee.
4. The Women’s Committee will establish a close link and good cooperation where appropriate with the CEE and NIS Women’s Network.
5. The Women’s Committee will meet at least once a year.

**Working methods and costs**

**Clause 9**

Travel expenses and board and lodging costs incurred by members in order to attend the meetings of the Women's Conference, Women’s Committee, Presidium and PERC Executive Committee shall be borne by their organisations. The PERC will assist, as far as possible, organisations that are unable to cover the expenses of their representatives.

The Committee's other operating costs shall be covered by the PERC.

**Clause 10**

The Women’s conference’s working languages are English and Russian. As far as conditions allow, the PERC Secretariat shall make an effort to provide interpretation from and/or into other languages.

**Clause 11**

(a) The Women’s Committee has the obligation to report back to affiliates and/or their women’s structures and to ensure a regular two-way flow of information on the work of the Committee.

1. The Women’s Committee shall decide on the mechanisms to ensure proper information and consultation about the activities of the Women’s Committee to all affiliates of the PERC and especially their women’s structures whenever necessary or appropriate.
2. As certain opinions and decisions of the Women’s Committee may have a regional perspective, and/or may need to reflect the opinions and experiences that are particular for a specific region, the members of the Women’s Committee must where and when appropriate consult with the relevant organisations in her regional area using existing and available channels.

**Other Issues**

**Clause 12**

Any other question which is not covered by these rules shall be settled in accordance with the usual procedures followed by the General Assembly and other PERC and ITUC bodies.

*The text was revised based on suggestions made by the PERC Women’s Conference in Turin on 30-31 October 2008 and the 2-nd PERC Women’s Conference on 8 November 2012.*