



RULES AND REGULATIONS

Introduction

This document contains the internal Rules and Regulations insofar as they are not included in the Statutes.

From parts 1 to 8, it is structured as the Statutes and should be considered as complementary to these. From part 9 onwards there is no direct link with articles of the Statutes as such.

It should be obvious that all Rules and Regulations need to be complied with as strictly as the Statutes.

Part 1. Name, seat, aim and duration

Art. 1. In order to clarify its main goals and activities, PIANC will call itself 'PIANC – The World Association for Waterborne Transport Infrastructure'

Art. 2. The seat of the Association is located at the General Secretariat.

Art. 3a. PIANC concentrates, on fulfilling its mission by:

- a. enhancing the navigational function of waterways, ports and coastal zones achieving sustainable development through balancing the environment and economic interests;
- b. improving the planning, design, construction, management, operation and maintenance of inland waterways and both sea- and inland ports, their facilities and their connections to the hinterland;
- c. contributing to the integrated management of the water systems;
- d. promoting the optimum use of economic resources for the construction and operation of ports and waterways infrastructure;
- e. communicating, in an effective way, the advantages of waterborne transport;
- f. enhancing service to all members;
- g. promoting exchange of technical and practical experience;
- h. co-operating with Sister Associations.

Art. 3b. All activities of PIANC are related to a Strategic Plan for four-year periods and consisting of:

- a Policy Statement
- an Implementation Plan
- Action Plans for the General Secretariat and for the Commissions.

It will be updated during the fourth year.

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| Art. 3c. | Nihil |
| Art. 3d. | Nihil |
| Art. 4. | Nihil |

Part 2. Membership

| | |
|---------|-------|
| Art. 5. | Nihil |
| Art. 6. | Nihil |

- Art. 7a.
1. Qualifying Members of the Association are either:
 - national governments;
 - regional governments of a national state;
 - National Sections or national bodies from countries of which the governments are not (any more) a Qualifying Member; these National Sections or national bodies shall obtain the same rights and duties as Governmental Members after approval of their membership by the General Assembly (GA);
 - intergovernmental organisations
 2. Candidate Qualifying Members are countries that have expressed their interest in becoming a Qualifying Member via a group of Individual or Corporate PIANC Members that country or by a governmental organisation. In all cases the procedure is started by a letter to the General Secretariat, expressing this interest and providing information about the existing maritime and/or inland navigation organisations (both public and private), which may support the membership.
 If the expression of interest is positively evaluated by the General Secretariat, the interested party will be informed of its candidate membership. The country concerned will be assisted by CoCom in the further process towards Qualifying Membership.
 The status of Candidate Qualifying Member, limited to a maximum period of 24 months, during which the country concerned is entitled to participate in the General Assembly and in the Council as an observer, is either changed into Qualifying Membership by payment of at least the minimum subvention or discontinued in the opposite case.
- Art. 7b. Corporate Members can apply for the status of Platinum Partners by signing a 4-year contract with the Association.
- Art. 7c. The Executive Committee shall review the proposals for Honorary Membership, made by (a) First Delegate/s from a country/countries that are not that of the nominee, on their merits. 'Significant service' implies a long period (more than 10 years) of active participation and a substantial individual contribution and support to PIANC.
 Honorary Members are exempted from paying the annual subscription fee starting from the year following their approval.
- Art. 8. A subscribing member who resigns shall pay all outstanding arrears. If he/she notifies his/her resignation after March 31, his/her subscription for the current year shall also be paid.

Art. 9. Nihil

Art. 10. a. All subventions and subscriptions shall be ratified by the GA on recommendation of the Council, taking into account proposals made by the Finance Commission. The amounts shall be fixed in EUR. The National Sections shall convert these amounts into their own currency at the rate of exchange prevailing when they request payment of dues.

b. The President, the Secretary-General and Honorary Members of the Association are exempted from paying subscriptions.

c. Subventions are due as soon as a member is admitted and thereafter in January of each succeeding year. The subscription is due as from the receipt of the invoice and once the payment is received membership immediately starts that same day counting for a one year (12 months) period.

d. The General Secretariat invoices the subventions, based on the status of the membership of the National Section on December 1 of the preceding year. Qualifying Members with no National Section, pay the basic subvention. Subventions shall be paid directly to the General Secretariat. Subscriptions shall be paid either direct to the General Secretariat or to the National Section. All expenses arising from the collection and transfer of funds within the country of a National Section shall be borne by that National Section.

e. National Sections that collect the subscriptions of their members shall be entitled to retain a percentage of 15 % of the total subscriptions paid in accordance with Article 10a. collected from Individual Members and Corporate Members. National Sections may also levy additional subscriptions for the goals defined in Article 3. From Platinum Partners, only 15 % of the subscription fee for Corporate Members may be retained.

f. The subscriptions, due by the National Sections are invoiced at the beginning of February of the current year, based on the status of the membership on which the balance of the preceding year is based. The balance of the membership fees is made by the end of December, based on the update of the membership, received from the National Sections by December 1.

If no update is received by December 1, the balance of the membership fees will be based on the actual status HQ is possessing.

The payment of this balance is due by February 1 of the following year.

In case a National Section has a credit balance, this will be settled with the payment of the first deposit of the next year.

National Sections shall pay to the General Secretariat by May 1 a first deposit of at least 50% of the total amount of the invoice.

Before October 1, a second payment will be executed so that the total equals at least 95% of the estimated and invoiced membership fees of the current year.

If the first deposit does not reach the General Secretariat before July 1, the National Section will only be entitled to retain 7,5 %.

If the first deposit does not reach the General Secretariat by October 1, the dispatch of publications and the access to the web pages shall be suspended until payment is received.

In the event of non-payment of the national subvention by December 31 of the year in which payment is due, dispatch of publications and the access to the web pages may be suspended at the discretion of the Secretary-General.

g. Membership fees

- Qualifying Members must pay the Association a minimum annual subvention of 1,900.00 EUR. Payment will be as follows:

- 0 - 50 single member equivalents : 1 x the minimum subvention
- 51 - 75 single member equivalents : 1½ x the minimum subvention
- 76 - 100 single member equivalents : 2 x the minimum subvention
- 101 - 125 single member equivalents : 2½ x the minimum subvention
- 126 - 175 single member equivalents : 3 x the minimum subvention

Each additional 75 single member equivalents: 1 more minimum subvention.

Individual subscribing members are counted for 1 single member equivalents. Corporate subscribing members are counted for either 5 (small) or 10 (large) single member equivalents.

- Corporate Members pay a subscription fee of either
 - 475.00 EUR for small organisations with 20 or less employees or
 - 950.00 EUR for large organisations with more than 20 employees.
- Platinum Partners pay at least 5,000.00 EUR per year during a 4-year period.
- Individual Members pay a subscription fee of 95.00 EUR.
- Student Members under the age of 30 and registered at a recognised educational institution can apply for a reduced subscription fee of 35.00 EUR; the decision is either made by the National Section or by the Secretary-General for countries that don't have a National Section.
- Individuals from Countries in Transition can apply for a reduced subscription fee of 30.00 EUR; the decision is made by the Secretary-General.
- Members who are granted a reduced fee get :
 - a password with which they can access a hidden web page that contains all digital available publications.
- All the amounts mentioned above can be adjusted annually to the inflation rate in Belgium by using the official index of consumption prices of the month of April on proposal of the Secretary-General.

The reference is the month of April of 2001 for which the index was 107.94. The amounts will be rounded to the euro.

National sections are entitled to adapt the membership fees they collect from their members to cover exchange rate costs, local activities, local administration, etc. In any case, 85 % of the official PIANC membership fees as mentioned under Art. 10g, have to be transferred to the General Secretariat.

Members receive:

- a) A number of passwords and logins to access all digital available publications.

- For Individual Members: 1
- for Qualifying Members: 2 for each minimum subvention limited to maximum 10.
- for small Corporate Members: 2
- for large Corporate Members: 4
- b) Copies of all printed publications. (such as the yearbook, some sponsored WG reports, other printed material, ...)
- For Individual Members: 1
- for Qualifying Members: 2 for each minimum subvention
- for small Corporate Members: 2
- for large Corporate Members: 4

Art. 11. Nihil

Part 3. General Assembly

Art. 12. The General Assembly (GA) shall consist of delegations from countries having paid at least the minimum subvention for the previous year. The number of delegates to the GA which each country is entitled to send to a meeting of the GA shall be a First Delegate and a number of delegates determined by the formula

$$\frac{A + B}{C}$$

where :

- A = the actual subvention paid by the government, National Section or national body
- B = the sum of corporate and individual subscriptions from that country
- C = the minimum subvention

The maximum number of delegates who may attend a meeting of the GA shall be eleven including the First Delegate.

In determining the total number of delegates any fraction of ½ or less shall be ignored; any fraction over ½ shall count as one delegate.

Art. 13. As the nomination and dismissal of Qualifying Members is the prerogative of the governments, National Sections and national bodies, the GA is not entitled to decide any changes in this regard.

Art. 14. Are also invited to the GA

- all the members of the Executive Committee;
- as observers, representatives:
 - o of the organising committee of future GA's and Congresses;
 - o of Candidate Qualifying Members
- Chairpersons of Working Groups if needed.

Art. 15. The invitations will be preferably sent by e-mail.

Art. 16. Nihil

Art. 17. The Association recognises only one national delegation at the meetings of the GA and where appropriate this delegation may comprise several levels of representation as permitted in Article 7a. Such representation shall be on a balanced basis in conformity with the maximum number of delegates given in

Article 12. At least three months before the GA, the First Delegate informs the General Secretariat of the composition of his delegation. The First Delegate is entitled to appoint substitutes for delegates that are not attending the meeting. Only the First Delegate of each national delegation, or his alternate, attending the meeting shall be entitled to participate in any formal vote and it shall be the responsibility of the First Delegate to determine in what way the total votes of his delegation shall be cast. The First Delegate of each national delegation shall dispose of one vote for each delegate that his country is entitled to send to the GA in accordance with Article 12.

Art. 18. The minutes will be distributed to the Qualifying Members, preferably electronically.

Part 4. Council

Art 19. The governments, National Sections or national bodies are represented by a First delegate or his/her substitute.
The duration of his/her term and the maximum number of terms that he/she can fulfil are defined in the national statutes of the member nations. All other members of the Council are appointed for four-year terms with a maximum number of terms of:

- three for the President;
- one for the Vice-Presidents;
- three for the Commission Chairpersons.

Special invitees to the Council as observers would be the:

- representatives : - of the organising committee of future GA's and Congresses;
 - of Candidate Qualifying Members;
- Chairpersons of Working Groups.

Art. 20. There shall be at least one meeting a year in the first semester and preceding the GA. The invitations will be sent preferably by e-mail.

Art. 21. Nihil

Art. 22. The minutes will be distributed to the Qualifying Members, preferably electronically.

Art. 23. In addition, the duties of the Council include:

- dealing with matters referred to it by the GA;
- examining and submitting to the voting at the GA the candidatures for the nomination of the President, Vice-Presidents, the Secretary-General and Honorary Members;
- examining and approving proposals and recommendations of the Executive Committee and to submit to the GA for ratification. If necessary the Council may overturn earlier decisions of the Executive Committee or return them to that Committee for review;
- approving the proposed annual reports, accounts and budgets of the Association and submitting these to the GA for ratification.

Art. 24. Nihil

- Art. 25a. The principal duties of the Executive Committee shall be:
- to ensure the executive management of the Association and see that decisions and directions of the GA and the Council are carried out;
 - to submit to the Council the Annual Report on the activities of the Association prepared by the Secretary-General and the proposed annual accounts and budget prepared and recommended by the Finance Commission;
 - to keep under review the policies and aims of the Association, taking into account the advice of the Commissions;
 - to present proposals and recommendations to the Council for approval and recommend the setting up of Commissions;
 - to approve the setting up of Working Groups and their Terms of Reference in accordance with proposals by a Commission;
 - to examine and recommend to the Council candidatures for the nomination and election of the President, the Vice-Presidents and the Secretary-General of the Association.

Art. 25b. The Executive Committee shall at all times have a composition that meets the requirements of the nomination policy as summarised in the table below:

| | | Number |
|------------------|---------------|--------|
| Hemispheres | The Americas | ≥ 2 |
| | Europe/Africa | ≥ 2 |
| | Asia/Oceania | ≥ 2 |
| Development | Developed | ≥ 2 |
| | In Transition | ≥ 2 |
| Language ability | English | ≥ 2 |
| | French | ≥ 2 |

Art. 25c. Nihil

Art. 26. Representation :

The President and the Secretary-General are entitled to officially represent the Association at events (conferences, official meetings, ...). The Vice-Presidents are entitled to officially represent the Association in the continent(s) they represent, after consulting the General Secretariat. The President and the Secretary-General can delegate their representative function to other members of the Executive Committee or First Delegates.

Part 5. Assets-resources

Art. 27. The funds in investments shall be arranged in such a way that the potential income and the necessary security are both taken into account. At least two thirds of those investments are in governmental bonds, or bonds funds with a high A to AAA security rating, of countries sponsoring the Association. The

balance may be invested in any manner which the Secretary-General in his discretion, without responsibility for loss, shall determine. The Secretary-General shall take 'proper advice' with regard to investments and ensure that this investment policy is in accordance with the recommendations of FinCom and to the satisfaction of ExCom.

Part 6. Budget-Accounts

Art. 28 1. Travel and accommodation expenses for members of the GA, the Council, Commissions and Working Groups shall not be paid by the Association with the exception of the President, the Secretary-General and the necessary staff of the General Secretariat within the limits given in the annual budget. The President, the Secretary-General and the staff members of the General Secretariat are entitled to be reimbursed for travel, accommodation and representation expenses. They also can be paid an allowance which will be defined in the annual budget.

2. If a member of ExCom participates in an international event/activity of a Sister Association or of an organisation dealing with similar goals to PIANC, he/she can be is entitled to officially represent PIANC. In this case no expenses will be reimbursed by PIANC.

In the very exceptional case that neither the President nor the Secretary-General is able to join an important meeting where his/her presence is highly required, an ExCom member can/may be invited to represent the Association. In this case all costs for travel and accommodation will be borne by PIANC based on the invoices concerned, provided those costs are not met by the individual's employer or government.

Part 7. Auditors

Art. 29. The auditors have an unlimited right of control and access to all accounting operations of the Association and can access and examine all the Association records on site. In addition a Finance Commission (FinCom) (see Articles 46 and 52) will be given all necessary information to fulfil their task. ExCom and FinCom members are excluded from being auditors.

Part 8. Dissolution-liquidation

Art. 30. Nihil

Art. 31. Nihil

Part 9. President

Art. 32. The election procedure.

- a. The election of the President takes place every four years at the GA, since 2003.
- b. With the exception of Article 33d., candidates for the Presidency must be submitted by First Delegates, supported by their National Section, to the General Secretariat before September 1 of the year preceding the year of the election.
- c. The ExCom (without the incumbent President if he/she is a candidate him(her)self, and in this case under the chairmanship of the Senior Vice-President) at its first meeting of the election year validates the candidates to be presented to the GA. This list will be sent to the First Delegates at least one month before the GA.
- d. The election shall be by secret ballot. The candidate receiving a simple majority of the votes will be elected. If no candidate does obtain such a majority, a second ballot will be held between the two candidates that received most votes. In the event of a tie another ballot will be held until a candidate achieves a majority.

Art. 33.

Candidacies.

- a. Each First Delegate can present only one candidate for the Presidency, not necessarily from their own country.
- b. The candidacies shall include a Policy Plan and a curriculum vitae, in which the PIANC-related activities and publications of the candidate are highlighted. In addition the candidate should indicate that he/she is able to fulfil all the duties that go with the position of President and that he/she can dedicate the necessary time to do so. Candidates are expected to present their Policy Plan in person at the GA.
- c. The incumbent President is entitled to put forward his candidacy on condition that he has not reached the maximum number of mandates (three).
- d. If the incumbent President offers him(/her)self for re-election, he/she must inform all First Delegates of his/her candidacy before October 1 of the year preceding the election of his/her decision.
- e. Should no candidatures be submitted as indicated in Article 32b. or Article 33d., the ExCom itself will nominate one or more candidates.
- f. It is preferred that candidates have been active in PIANC either on the international level as a member of ExCom or of a Commission or on the national level as a board member of a National Section;
- g. Depending on being employed or self-employed the candidates should present a declaration by their employer or themselves that they will be able to allocate the necessary time to the duties of President;
- h. Candidates should be able to express themselves fluently in English and have at least a basic knowledge of the French language which will enable them to present part of the Policy Plan as mentioned under b. in French;
- i. Candidates should have strong professional experience in waterborne transport infrastructure and/or related subjects.

Art. 34.

Term of office

- a. The term of office shall start on the day following the GA and finish at the end of a subsequent GA; in case an unpredictable vacancy occurs, the provisions of Article 34b. shall be applied. The term of office may also be terminated either by resignation or by a vote taken at an annual or extraordinary meeting of the GA convened in accordance with Article 14, the agenda of which shall contain a specific reference to the proposed termination and at which the President shall have

been heard in person. The decision may also be taken in his/her absence if proof of his/her summons can be produced.

- b. If the President vacates office before his/her successor has been elected by the GA, the Council shall meet within two months for the primary purpose of recommending a new President. The Senior Vice-President shall carry out the duties of the President until a new President is appointed.

- Art. 35. The President's principal duties shall be:
- a. to promote the aims and the expansion of the Association;
 - b. to oversee its activities and to protect its interests;
 - c. to see that the decisions and directions of the GA and the Council are carried out;
 - d. to prepare and chair the meetings of the Executive Committee, the Council and the GA;
 - e. to foster good relations with other international technical and scientific organisations and to represent the Association as and when required.

Part 10. Secretary-General

- Art. 36. The Secretary-General shall be elected by a consensus agreement or by a simple majority of votes cast in accordance with Article 17 by the GA, upon recommendation of the Executive Committee and the Council. His/Her appointment shall become effective only after a probation period of two years.

- Art. 37. The Secretary-General shall be of Belgian nationality; be highly qualified professionally, committed to the aim of the Association as defined in Article 3 of the Statutes; be in a position to devote sufficient time to the duties of his/her office and be conversant in the official languages of the Association.

- Art. 38. The Secretary-General shall be elected for an initial term of eight years and shall be eligible for further terms of four years.
- a. The term of office shall start on the day following the GA and finish at the end of a subsequent GA. His/Her term of office may also be terminated either by resignation or by a vote taken at an annual or extraordinary meeting of the GA convened in accordance with Article 14, the agenda of which shall contain a specific reference to the proposed termination and at which the Secretary-General shall have been heard in person. The decision may also be taken in his/her absence if proof of his/her summons can be produced;
 - b. In the event that an unpredictable vacancy occurs in the office of Secretary-General, the President shall serve as acting Secretary-General until either a temporary or permanent appointment can be made. In such an event, the Executive Committee may make all arrangements as are expedient, including the appointment of a temporary Secretary-General until such time as a permanent appointment can be ratified by the GA. Within two months of such a vacancy occurring, the Executive Committee shall summon a meeting of the Council for the primary purpose of recommending a new Secretary-General to the GA. During any temporary inability of the Secretary-General to discharge his/her duties, the President shall undertake these duties so far as he/she is able.

- Art. 39. The principal duties of the Secretary-General, which he/she shall carry out in close association with the President, shall be:
- a. to foster the aims of the Association and to carry out the directions of the GA, the Council and the Executive Committee;
 - b. to manage the patrimony and funds of the Association both in bank deposit and/or in investment, with discretion for their best protection against misappropriation and loss.
 - c. to co-operate with First Delegates, Chairmen and Secretaries of National Sections and to support their activities;
 - d. to represent the Association in court or to obtain with the approval of the Executive Committee (or that of the President alone in the case of urgency) legal assistance or representation;
 - e. to be responsible for the recruitment and establishment of terms and conditions of employment of the staff of the General Secretariat and to supervise their activities;
 - f. to organise the meetings of the GA, the Council and the Executive Committee, and to see that these are adequately serviced by the General Secretariat;
 - g. to co-operate with the Local Organising Committee of Congresses and to organise the work to be undertaken by the General Secretariat to ensure proper preparatory work;
 - h. in collaboration with the Commissions, to draw up the Annual Report on the activities and the financial situation of the Association for submission by the Executive Committee to the Council and the GA;
 - i. to report to the Executive Committee, the Council and the AGA on all matters within his field of responsibility with which they are concerned and to ensure that their authority is obtained whenever it is required;
 - j. to approve all publications of the Association, either in print or on the website.

Part 11. Vice-Presidents

- Art. 40 There shall be four Vice-Presidents, who shall be elected by a consensus agreement or by a simple majority of votes cast in accordance with Article 17, upon recommendation of the Executive Committee and the Council. One Vice-President will be replaced each year at the occasion of the GA. At any time there shall be at least one Vice-President representing each of the three regions North and South America, Europe and Africa, Asia and Oceania. First Delegates of the countries from the continents that are entitled to put forward candidacies should do so before January 1 of the relevant year.
- Art. 41 A candidate for the Vice-Presidency shall fulfil the following conditions:
- a. he/she shall be highly qualified and experienced in the activities of the Association as defined in Article 3, he/she shall be acquainted with and have taken part in the activities of the Association and have made substantial contributions to its work;
 - b. he/she shall be willing and able to undertake the duties of Vice-President, as set out in Article 43;
 - c. he/she shall be conversant in at least one of the two official languages of the Association.
- Art. 42 Vice-Presidents shall be appointed for one term of four years. Their term of office shall start on the day following the annual meeting of the GA at which

they are elected and shall end at the conclusion of the annual meeting four years later. If within a period of three years after his/her election a Vice-President is unable to complete his/her appointed term, a successor shall be elected for the remainder of his/her term of office. If the remaining period is less than one year, no replacement shall take place.

- Art. 43 The principal duties of the Vice-Presidents shall be:
- to assist the President at all times in the formulation of the policy of the Association and on any problems concerning its activities ;
 - to actively support and assist whatever sector of activities of the Association may be assigned by the Council ;
 - to attend meetings of the Executive Committee, the Council and the GA.
 - to actively represent PIANC in their continent/region by attending important events and representing the PIANC management on those occasions;
 - to attract additional Qualifying Members and Platinum Partners from their continent/region. It is recommended that they focus upon one or two countries of the shortlist that is developed and updated by CoCom;
 - to represent PIANC on major events of Sister Associations in their continent/region, focusing in particular upon ports in order to attract Corporate Members from that sector;
 - to support and advise CoCom on matters related to their continent/region.
 - to assist chairman of the Commissions and Working Groups to invite and to involve members of countries not represented at their Commissions
 - to ask chairman of Commissions and Working Groups to have meetings in objective countries and to help them to contact with local leaders to organise the meetings.

At any time, one Vice-President is expected to act as:

- chairperson of the DPWA-jury;
- mentor of YP-Com
- ...

At the occasion of the AGA, Council and ExCom meetings, separate meetings will be organised with the President and Secretary-General.

Part 12. National Sections

- Art. 44 In each country which is a Qualifying Member of the Association a National Section shall, whenever possible, be established, comprising all members of that country. The only condition for a Qualifying Member to be entitled to create a National Section is that in the preceding year, the General Secretariat received a total amount of subscription fees that equals at least half of the minimum subvention defined in Article 10g. above. Where it is acceptable to the National Section, members of the Association resident in another country or region (usually but not necessarily adjoining or nearby) may be admitted to that National Section. Where required, local Chapters or Subsections may be established comprising the members in the locality but such a Chapter or Subsection shall fall under the general direction of the National Section.

- Art. 45. The purpose of National Sections shall be:
- a. to promote the objects and activities of the Association, both among their members and generally with other related organisations;
 - b. to organise activities within their country, region or locality to develop interest in and support for the Association.

Where appropriate a Board or Committee of the National Section shall be established. It shall be headed by a Chairman assisted by a Secretary. A First Delegate shall be appointed to head the delegation to the GA (Article 12) who may or may not be the Chairman of a National Section.

Part 13. Commissions

- Art. 46 In order to implement its strategy, PIANC organises its activities through a number of commissions:

- Inland Navigation Commission (InCom)
- Maritime Navigation Commission (MarCom)
- Recreational Navigation Commission (RecCom)
- Environmental Commission (EnviCom)
- International Co-operation Commission (CoCom)
- Finance Commission (FinCom)
- Young Professionals Commission (YP-Com)
- Promotion Commission (ProCom)

Overall supervision of all Commissions is provided by the Executive Committee (ExCom).

The GA can appoint additional Commissions on proposal of the ExCom.

- Art. 47. Membership

- a. Each member country is entitled to propose from their membership one representative and one alternate, who are both highly qualified, in each Commission, to be appointed by the First Delegate or his designee. At least 50 % of the CoCom members should come from Countries in Transition. Each member country is entitled to appoint two representatives in YP-Com, who at the beginning (or the prolongation) of their four-year mandate may not have reached the age of forty.
- b. A member of a Commission is appointed for a term of four years and can be reappointed for a maximum of two additional terms of four years. Upon request, the ExCom may accept re-appointment for an additional (fourth) term of four years in exceptional cases.
- c. Members must commit themselves:
 - to attend the meetings of the Commissions on a regular basis;
 - to execute the actions that are assigned to them;
 - to help review Working Group reports, assuring their accordance with the approved terms of reference and with the high technical standards that PIANC wants to uphold;
 - to provide advice when requested within a reasonable amount of time;
 - to represent PIANC in events (within their country).
- d. Associated Sister Organisations are entitled to nominate one representative and one alternate as a full member in accordance with signed agreements.
- e. At its first meeting of the year, the ExCom shall review the membership of the Commissions on the basis of the Annual Report of the Chairperson.

- f. If a member of a Commission does not participate in the work to the expected/agreed extent, he/she will be replaced after consultation between the Chairperson of the Commission, the First Delegate of the relevant member country and the General Secretariat.

Art. 48. Chairpersons

The Council appoints Chairpersons of Commissions. At the time of (the renewal of) their appointment Chairpersons for YP-Com cannot be over forty years of age. The appointment of Chairpersons lasts four years. However, the appointment can be renewed for two further four year terms by the ExCom. Commission Chairpersons are not considered to represent their country, so their country is entitled to have a representative in the Commission in addition to the Chairperson.

Art. 49. Vice-Chairpersons

Commissions can nominate a Vice-Chairperson among themselves who is appointed by the ExCom for a term ending two years after the Chairperson's term. If the Chairperson is not available, the Vice-Chairperson will act in his/her place.

Art 50. Secretaries

The Chairpersons are entitled to appoint a Secretary.

Art. 51. The main activities of the Commissions include:

- executing relevant parts of the Association's Strategic Plan;
- generating, managing, co-ordinating and supervising Working Groups;
- proposing subjects for Congresses and Conferences;
- taking initiatives to produce articles for the Magazine 'On Course';
- providing technical as well as non-technical information about the Commission's relevant activities in particular for the international website;
- within their scope, implementing the agreements that PIANC enters into with Sister Associations and in particular to take responsibility for the representation of PIANC in these associations' Commissions/Committees dealing with similar subjects;
- overseeing projects carried out by experts;
- participating in relevant internal and external conferences, seminars, workshops, debates, etc;
- seeking funds, where appropriate and relevant, from other sources in co-operation with the Secretary-General, to support the activities of PIANC;
- providing advice to the President or the General Secretariat on topics within their scope;
- charging sub-Commissions or Task Groups with specific tasks.

Art. 52. The specific activities of the Commissions include:

a. **InCom**

InCom is in charge of the activities of PIANC in the field of inland waterways in co-operation with MarCom, ReCom and EnviCom. InCom will network with other international organisations/commissions to reach PIANC's strategic goals.

b. **MarCom**

MarCom is responsible for dealing with maritime ports and seaways issues of interest to PIANC. MarCom co-operates with other Commissions when

issues can be seen to have a broader perspective, for example when they also have an environmental or inland impact. MarCom also co-operates and communicates with other international organisations such as IMO, IAPH, WODA, etc.

c. **RecCom**

RecCom has been established to deal with aspects directly related to sport and recreational navigation, to develop aids for this kind of navigation and facilitate its integration among the other types of navigation (commercial and fishing). Recreational navigation is believed to grow in the future. It is the policy of the Commission to start at least one new Working Group per year in order to have a regular flow of studies and reports. RecCom works closely together with other organisations such as the International Council of Marina Industry Associations (ICOMIA).

d. **EnviCom**

EnviCom is responsible for dealing with broad and very specific environmental issues of interest to PIANC and representing PIANC in the international organisations dealing with these issues such as the London Convention, OSPAR, WODA and the EU. It is further recognised that the site-specific environmental impacts of inland navigation or maritime activities are partnered and/or dealt with respectively by InCom and MarCom. Furthermore, EnviCom is responsible for broad and generic environmental issues that cross-cut all PIANC areas. EnviCom is networking with other navigation related interests and has communications with non-traditional groups dealing with environmental affairs and training needs. The Commission also initiates efforts to enhance PIANC membership with environmental specialists.

e. **CoCom**

The main activities of CoCom include:

- executing relevant parts of PIANC's Strategic Plan;
- promoting PIANC's presence and the dissemination of its knowledge in Countries in Transition;
- organising regional seminars and workshops;
- organising regional programmes or other low-cost activities;
- developing new tools for knowledge transfer;
- developing networks with authorities and institutes in the countries or regions concerned;
- closely co-operating, whenever possible, with CoCom's counterparts in Sister Organisations;
- seeking outside funds in support of its activities.

f. **FinCom**

The FinCom shall:

- ensure a sound financial management on a cost-effective basis in accordance with the Statutes;
- examine the financial transactions of the previous year, the audited accounts, the management of the portfolio and the overall financial situation of the Association;
- prepare the annual budget and pay special attention to the medium-term forecast of expenditures and receipts for the ensuing three years;
- keep under review the accounting system of the Association and the allocation of funds to the various activities;
- co-operate closely with the Secretary-General of the Association.

g. YP-Com

The YP-Com shall:

- encourage the creation of Young Professional groups in their nations;
- support and co-ordinate the activities of Young Professional groups in the member nations;
- introduce the needs and expectations of the Young Professionals on the agenda of the managing bodies of the Association;
- organise Young Professional Awards at the occasion of PIANC Congresses, limited to presentations drafted and presented by participants not having the age of forty at the beginning of the Congress;
- provide the content for the dedicated YP-section of the PIANC website to the General Secretariat;
- contribute to the marketing and promotional activities of the Association with special regard to the Young Professionals.

h. ProCom

The Promotion Commission shall:

- enhance, direct and implement a comprehensive Promotional Program that will improve the membership, improve the report accessibility, enhance the reputation, and achieve the vision, mission and goals of the Association;
- organise and oversee all promotional, marketing, publication and educational outreach activities for PIANC;
- be responsible for the identification of stakeholders, the execution of a Marketing Plan, the development of the promotion budget in co-operation with FinCom, and routine reporting to the ExCom, Council and AGA on the activities and accomplishments of the Promotional Program.
- increase activities regarding navigational guidance to navigation infrastructure stakeholders to include governments (e.g., the EU Water Framework Directive), other industry sectors (ship owners, seaports, terminal operators, etc.), non-governmental organisations (NGO's), and other professional societies targeting their technical conferences.
- establish within the Commission an Editing Task Group, responsible amongst others for the follow-up of the content of the Yearbook to be printed in April of each year (before the AGA).

Art. 53

The Chairpersons of the Commissions

- are members of the ExCom;
- are responsible for the execution by the Commission of the activities specified under Articles 51 and 52;
- appoint from their membership a liaison person for the life of new Working Groups;
- appoint the Chairpersons of the Working Groups;
- present the Terms of Reference for Working Groups to the ExCom for approval;
- invite, if necessary, Chairpersons of Working Groups to the Commission meetings to report on the progress of the Working Group activities;
- report in each ExCom meeting the progress of the Commission's work;
- submit an Annual Report to the General Secretariat before February 1 of each year to be presented at the GA;
- co-ordinate joint activities with colleagues from Sister Associations with which PIANC signed agreements;
- represent the Commission in the GA and the ExCom;
- instruct the Chairperson and members of new Working Groups.

For the FinCom the Chairman prepares, after each meeting of the Commission, a financial report with conclusions and recommendations to the ExCom for submission to the GA.

- Art. 54. Meetings
Commissions meet at least twice a year. The spring meetings (generally in February) will be held in Brussels on dates agreed with the General Secretariat, in order to create possibilities of networking between the Commissions. The other meetings can be held anywhere. It is, however, recommended to strive for synergy with major events of PIANC and/or its Sister Associations in order to reduce travel expenses. The meeting schedule will be drawn up at least two years in advance and will be communicated to the General Secretariat, to be put on the PIANC website.
- Art. 55. Costs
No costs connected with the activities of the Commissions shall be chargeable to the Association, unless agreed by the Secretary-General.
- Art. 56. Language
The Chairperson is entitled to choose the language of the discussions, in order to allow the largest possible participation. All official documents (Annual Report, Terms of Reference, publications...) will be issued in both official languages of the Association.
- Art. 57. Relation to the General Secretariat
The Secretary-General is an ex-officio member of all Commissions and may attend their meetings. The President is entitled to attend the meetings of the Commissions.

Part 14. Working Groups

- Art. 58. Each Technical Commission is entitled to propose the setting up of Working Groups to undertake studies of specific subjects related to the implementation of the strategy of the Association. The setting up and the Terms of Reference of Working Groups shall be recommended by the relevant Commission for approval by the ExCom.
- Art. 59. Membership
- a. Each member country is entitled to appoint two representatives of which one should be a Young Professional and one alternate in each Working Group via its First Delegate or his designee.
 - b. A Working Group member can either be:
 - an individual PIANC member
 - an employee of a Corporate Member
 - a member of a Sister Organisation (as stated in MoU)
 - an invited expert
 - c. The Chairperson of the supervising Commission decides on the size of the Working Group, taking into account the necessary expertise and the regional representation. This may involve the participation of more than one member from the same country.
 - d. The members should be experts in the subjects to be dealt with.
 - e. Members may participate by correspondence only, if approved by the Chairperson of the Working Group, to an extent that does not jeopardise its activities.

- f. The supervising Commission(s) may appoint one of its members as a representative in each Working Group.
- g. Associated Sister Organisations are entitled to appoint representatives as full members in accordance with signed agreements.
- h. Working Group members should preferably be Individual PIANC-Members or belong to Corporate Members of PIANC.
- i. Non-PIANC members may be invited as experts.
- j. Members must commit themselves to:
 - attend the meetings or participate through correspondence;
 - execute the actions that are assigned to them;
 - report on the progress of the Working Groups to their National Section.
- k. If a member of a Working Group does not participate in the work to the expected/agreed extent, he/she will be either removed or replaced upon request by the Chairperson of the Working Group and subsequent consultation between the Chairperson of the supervising Commission and the First Delegate of the relevant member country.

Art. 60. Chairpersons
The Chairperson of the Working Group will be appointed by the Chairperson(s) of the supervising Commission(s). If a Chairperson of a Working Group does not fulfil his/her duties as expected he/she will be replaced, preferably by another member of the Working Group, after consultation between the Chairperson(s) of the supervising Commission(s).

Art. 61. Vice-Chairpersons
Working Groups can appoint a Vice-Chairperson from among themselves. If the Chairperson is not available, the Vice-Chairperson will act in his/her place.

Art. 62. Secretaries
The Chairperson can appoint a Secretary of his Working Group.

Art. 63. Activities of the Working Groups

- a) During its first meeting the Working Group shall:
 - discuss the Terms of Reference as approved by the ExCom and propose any changes that they deem necessary for approval by the ExCom;
 - define a written study plan with a detailed time, activity and manpower schedule that will identify how the Working Group activities will be accomplished within 24 months and submit it for approval to the Chairperson(s) of the supervising Commission(s).
- b) The Working Group is expected to produce:
 - a report with the results/conclusions/recommendations;
 - an extended summary of the report fit for publication on the website;
 - a management summary.
- c) The Working Group outputs should meet the standards of the PIANC-house style as valid at the time of finalising the work.
- d) The Working Groups are encouraged to assist the supervising Commission(s) to seek funds to support the financing of the printing and mailing of their reports.
- e) The Working Groups will consider the opportunity of publishing a Technical Brief at the kick-off meeting.
- f) Sponsoring through advertisement/publicity will become obligatory in case a Working Group wishes to see its report printed and mailed.

Conditions regarding publicity in Working Group reports:

1. A minimum of three advertisements is required;
2. These advertisements will be put on the last page of the Working Group report based on a generic template;
3. The prices of the publicity are mentioned on the related webpage.

Art. 64. The Chairpersons of the Working Groups:

- are responsible for executing the Terms of Reference;
- keep the liaison member of the supervising Commission(s) informed about progress and report on this in Commission meetings;
- inform their National Section about progress;
- ensure the work of the Working Group is finalised within the allocated timeframe.

Art. 65. Meetings
The first meeting will be held in Brussels in co-ordination with the General Secretariat not later than three months after the approval of the Terms of Reference by the ExCom. The subsequent meetings can be held anywhere. The meeting schedule will be drawn up during the first meeting and will be communicated to the Chairperson of the supervising Commission.

Art. 66. Working Group reports

- a. Working Group Reports will only be available electronically as from January 1st, 2011. (except: see Art. 63 f.)
- b. The reports should be in accordance with the approved Terms of Reference and with the technical standards that PIANC wants to uphold.
- c. The Chairperson of the supervising Commission organises the review of the draft report and sends the approved version to the General Secretariat for translation and publication.
- d. Management summaries of maximum 500 words will be produced in order to:
 - provide guidance to decision makers;
 - be published in the magazines of Sister Organisations.
- e. Translation and publication of the report and the summaries will be organised by the General Secretariat as quickly as possible.

Art. 67. Except for the translation and publication, no other expenses connected to Working Group activities shall be chargeable to the Association.

Part 15. Congresses

Art. 68. Congresses shall be convened by the GA, every four years, for the purpose of international exchange, presentation and discussion of subjects in the field of the Association's activities and interests as defined in Article 3 and shall be open to all categories of members of the Association and non-members.

Art. 69. The venue of the Congress shall be decided upon by the GA whenever possible at least three years beforehand on the basis of invitations received from member countries of the Association.

Art. 70. Congress registration fees for each category of member, for accompanying persons and for non-members shall be decided upon by the GA, based upon

the recommendations of the Secretary-General and the Local Organising Committee for the Congress reviewed by the Finance Commission. There shall be a reduced fee for all members of the Association.

Art. 71. A Local Organising Committee shall be set up, composed normally of members of the Association in the country where the Congress is to be held, to prepare each Congress. It shall act throughout the duration of the Congress and remain in existence until the business of the Congress is concluded.

Art. 72. The general duties and financial responsibilities of the Local Organising Committee and of the Association shall be set out in a 'Protocol of Agreement', signed by the official representatives of both parties during the meeting of the GA, whenever possible at least three years before the date of the Congress. In any case, a minimum of 50% of the balance goes to the General Secretariat.

Part 16. De Paepe-Willems Award

Art 73. The Aim
The aim of the DE PAEPE – WILLEMS Award is to encourage Young Professionals (YP) to submit technical papers in the field of interest of PIANC.

Art 74. Subjects of interest
Technical submission must deal with a subject in the field of navigation relevant to the Association.

The paper must be original and a practical application of technology (state-of-practice).

Art 75. The Jury
A four-member jury will be appointed by the Executive Committee (ExCom) in its autumn meeting and will be composed of:

- one member of ExCom who will chair the jury, and
- three specially invited experts on the subjects covered in the submitted papers

The papers should be submitted by August 31 of each year. If none of the papers meets the required standards, the jury can decide not to grant the Award. The decisions of the jury will be final.

The jury will also decide on what submissions, besides the awarded paper, can be published in the Magazine.

Art 76. The jury will convey its decisions to the ExCom before its winter meeting.
Criteria for assessing the submissions
The jury will judge each paper's content by the following four criteria with equal weight, scoring the paper in each criterion from 1 (low) to 5 (high):

Criterion 1. Value and interest of the paper to professional peers

- To what degree is the subject matter current, in terms of developments now underway?

- To what degree can the findings and conclusions of the paper be readily applied by others to related practical problems?
- To what degree can the experience documented in the paper be related by others to similar situations elsewhere; i.e. are the "lessons learned" clearly stated?

Criterion 2. Significance of the paper's contribution to the state-of-practice

- To what degree do the findings and conclusions of the paper advance the state-of-the-art?
- To what degree does the analytical experimental or field application results discussed in the paper appear to be reproducible?

Criterion 3. The originality of the material

- To what degree is the perspective of the author on the subject matter unique in terms of existing literature on similar topics?
- To what degree does the presentation discuss novel analytical procedures, experimental methods, or field applications?

Criterion 4. Whether the writing style is clear, logical, concise and easy to follow

- To what degree is the entire paper written in correct grammar and accepted technical style?
- To what degree is the entire paper free of redundancy and superfluous comment?
- To what degree is the entire paper continuous and orderly, with each topic completed before leading into the next topic in a logical manner?

Art 77.

The Award

The Award consists of an amount of 5,000.00 EUR and free membership of PIANC for a five-year period.

The Award will be granted to the candidate who submits the most outstanding paper selected by the jury in the calendar year preceding the General Assembly (GA) at which the Award is granted. In case of co-authorship, the Award will be granted to the principal author of the paper.

The Award winner will be invited to present his/her paper at the GA. Free hotel accommodation for three nights will be provided, together with a payment of travel expenses in economy class to the GA.

Art 78.

Conditions to be fulfilled by the candidate

A candidate must:

- a. not have reached the age of forty on December 31 of the year of submission of the paper;
- b. submit his/her paper, attached to the application form, to the General Secretariat of PIANC before the August 31 of the year preceding the granting of the Award.
- c. be the author or the lead author of a team

Submissions must:

- a. not exceed 8,000 words, excluding charts, graphs and illustrations;
- b. not exceed a total of 20 pages;
- c. be written in English including a summary and comply with the Guidelines to the Authors, details of which can be consulted on the website;
- d. include the name(s) and affiliation(s) of the author(s)
- e. include an ID picture of the author and some relevant key words.

Art 79. Publication of submissions

The Award-winning paper will be published in the Magazine.

The remaining papers may also be published in the Magazine, according to the opinion of the jury.

After designation of the winner, the Association also immediately identifies the contributions which are selected for publication in the Magazine and retains copyright for those limited contributions only.

The winners of the DPWA will be presented on the international PIANC website with a curriculum vitae and a summary of their paper.

Part 17. Affiliated associations

Art. 80. To promote the aims given under Article 3, the Association may enter into co-operation agreements with other recognised international or national associations covering mainly the fields of activities of the Association. Representatives of such affiliated associations may be invited to the meeting of the GA as observers and may make contributions to the meeting on a non-voting basis. Co-operation agreements as proposals of the Council have to be ratified by the GA.

Part 18. PIANC Marina Excellence Design Jack Nichol Award

Art. 81 The aim of the PIANC Marina Excellence Design Jack Nichol Award (MEDA) is to recognise and stimulate excellence in the design of recreational boating facilities around the world.

Art. 82 Submittal requirements
To be eligible for consideration, a facility must :

1. provide berthing for recreational boaters
2. have been (re)constructed within the last 15 years
3. have operated successfully for the last 2 years
4. be accessible to the boating public

Art. 83 Evaluation
The Recreational Navigation Commission (RecCom) will evaluate the applications and make a decision based on the following three criteria:

1. Functionality

2. Aesthetics
3. Environmental sustainability

Art. 84 The Award
RecCom will select the winner of the Award. More than one Award may be given each year at the discretion of RecCom to highlight excellence in different aspects of marina design. The Award consists of an artist-designed bronze medallion plaque, engraved at minimum with the names of the project, the owner and the designer(s) of the winning marina.

Art. 85 Award Procedure
The judging of Eligibility and Award Criteria is made by the MEDA Committee of RecCom, provided more than one application is received. The final Award decision is made by RecCom at its regular meeting in spring of each year. RecCom may decide not to grant the Award.

The announcement of the Award is made by the Chairperson of RecCom or his delegate at the PIANC GA. The Award will be presented to the winner at the GA or other suitable occasion, to be determined by RecCom and preferably in deliberation with the winner.

Art. 86 Submission Form

Anyone may submit for consideration of the Award, PIANC membership is not a requirement. Submissions shall be sent to the RecCom Secretariat in accordance with the procedures stated below. All documents shall be in English. An owner or designer may submit no more than two projects for consideration in one year. An unsuccessful submission may be resubmitted no more than two times for consideration in a subsequent year.

Submission Form

Applicants shall use the Submission Form for submittals. Information included on the form is as follows :

- name and location of marina;
- name of owner;
- name of builder;
- name of designer;
- cost of project;
- date of construction or reconstruction;
- date of start of last continuous period of operation;
- brief description of the marina, facilities, and services;
- brief description of how the marina meets each of the evaluation criteria;
- picture(s) of the marina.

Abstract Forms are due, in electronic form, by September 30 of each year.

Art. 87 Publication of submissions
The winner of the MEDA will be presented on the international PIANC website. The winner is entitled to publish the jury report for his own purposes.

Part 19. Best Performing National Section Award

- Art 88. The Aim
The aim of the Award is to remunerate PIANC's best performing National Section.
- Art 89. The Award
At the occasion of each GA, the winning National Section receives a golden medal with the inscription 'PIANC's Best Performing National Section'.
- The winning National Section also gets to take home the PIANC 'Challenge Cup', in the shape of a glass plaque. Evidently, this plaque will be passed on to the winner of the following year. However, a National Section will be entitled to keep the plaque when it has won it three times within five years.
- Art 90. Submission
Candidacies must be forwarded to the General Secretariat by sending in a report, based on the criteria below, of the activities of the National Section during the previous year.
- Art 91. Criteria for assessing the submissions
- The average increase membership during the last four years
 - Contribution to the Co-operation Fund – Platinum Partners
 - Active YP-Group – Gender friendliness
 - Organisation of international/national events – participation in international events
 - Contributions of the National Section to the newsletter – website – implementation of ProCom guidelines – 'On Course' and 'Sailing Ahead' and does the National Section have its own newsletter/website?
 - Participation in Commissions and Working Groups
 - Mentoring of (candidate) Qualifying Members