

## **Adoption by the Board**

CA 20/2017 REV 1

### **Mandate of the Transport Working Group (WG)**

#### **Mission**

This working group is established in accordance with Articles 2 and 7 of the APEEE's internal Rules of Procedure.

The mission of the Transport WG is to ensure the day-to-day management of the transport sector. It keeps the Executive Committee (EXCO) and the Board regularly informed and provides them with the necessary support and proposals for decisions related to the transport services of the APEEE.

#### **Composition**

According to Article 7 of the APEEE's internal rules of procedure, as revised on 7 March 2017:

- The Transport WG is a permanent, "operational" WG.
- It is chaired by an APEEE Board member appointed as responsible for the transport sector and may comprise a maximum of five participants.
- A higher number of WG participants may be decided by the Board, only if justified by the subject matter or if additional input is required at a certain point.
- Contributing members who are not members of the Board may take an active part in WG meetings and activities with the approval of the Board. They are not authorized to participate in the day-to-day management of the sector.

#### **Main tasks of the WG**

The WG can be invited by the Board to reflect or give opinions on any ad hoc matter within its remit and may elaborate proposals. The WG should provide the EXCO and/or the Board with proposals for decision on all the matters falling under the remit of its competences. The WG should be consulted on any decisions affecting the APEEE's transport staff.

The main tasks of the WG can be presented as follows:

##### **I. Policy-related tasks**

- Elaborating an annual work programme and ensuring its successful and timely implementation, once approved by the Board.
- Examining policy options for the sector and preparing concrete and elaborated proposals for a decision by EXCO and / or the Board, including the APEEE Transport Regulation and transport contracts.



## II. Day-to-day management tasks

- Adopting decisions, in accordance with the APEEE Transport Regulation, that relate to the daily management of the sector in close cooperation with the Transport Head of sector, including the organisation of all bus routes; the implementation and preparation for renewal of contracts with bus companies; the replacement of bus drivers (in the event of serious misconduct); the recruitment or dismissal of bus supervisors (in the event of a serious misconduct).
- Monitoring closely the cooperation with the bus companies, as well as the correct execution of their respective obligations.
- Supervising the performance of bus supervisors.
- Applying and ensuring the implementation of transport documents (e.g. instructions to bus drivers, bus supervisors) and review them if needed.
- Responding, as appropriate, to the concerns and complaints of parents or students, especially on matters that necessitate further action and follow-up; ensuring that a record is kept of these complaints in accordance with APEEE relevant rules.
- Ensuring that any news or decisions affecting the daily functioning of the transport sector are communicated to the parents in an efficient and timely manner.

## III. Budgetary and financial tasks

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- Examining the draft proposal for annual budget and accounts elaborated by the APEEE staff and the external accountant, and discuss it with the Treasurer. Monitoring the actual implementation of the budget provisions.
  - Providing advice to the Board member in charge of the transport sector with regard to the approval of expenditures of less than 2000 euros (Article 14 of the APEEE's Rules of Procedure).

## Procedures

In implementing its tasks, the WG will work in close cooperation and consultation with the APEEE's staff, in particular the Head of the Transport sector and the APEEE Human Resources' and Operations' Manager.

The WG meets at least once a month. The Head of the Transport sector and the APEEE Human Resources' and Operations' Manager participate actively in the meetings of the WG.

The WG shall deliberate by consensus.

The WG shall report on the outcome of its meetings and activities to the Chair of the EXCO, to enable the Board to discuss relevant issues raised, and adopt a decision or position within the remit of its competences. The Chair of the EXCO shall refer to the WGs' reports in the Committee's minutes (Article 7 of the APEEE's Rules of Procedure).