

Strasbourg, January 2020

**RULES OF PROCEDURE OF THE BOARD OF MANAGEMENT  
OF THE SUPPORT FUND FOR THE CO-PRODUCTION AND DISTRIBUTION OF  
CREATIVE CINEMATOGRAPHIC AND AUDIOVISUAL WORKS  
"EURIMAGES"**

*as amended by the Board of Management  
at its 156th and 157th meetings, on 18 October and 12 December 2019<sup>1</sup>*

Article 1	Membership .....	2
Article 2	President.....	4
Article 3	Bureau .....	5
Article 4	Executive Director of the Fund .....	5
Article 5	Accession and Procedure of accession.....	6
Article 5 bis	Associate Member .....	7
Article 6	Working Groups .....	7
Article 7	Meetings .....	8
Article 8	Agenda and documentation .....	8
Article 9	Voting .....	9
Article 10	Proposals.....	9
Article 11	Order of consideration of proposals or amendments.....	9
Article 12	Order of procedural motions .....	10
Article 13	Reconsideration of a question.....	10
Article 14	Meeting reports.....	10
Article 15	Annual activity report .....	10
Article 16	Official languages .....	10
Article 17	Financial Regulations of the Fund.....	10
Article 18	Amendments.....	10
	APPENDIX I: Co-production Working Group Rules of procedure.....	11
	and Code of practice .....	11
	APPENDIX II: Voting system of the Board of Management for support to co- production projects .....	16

<sup>1</sup> These Rules are applicable as of 1 January 2020

## **Article 1      Membership**

1. The "members" of the Board of Management (hereinafter called "the Board") shall be representatives of the governments of member states of the Support Fund for the co-production and distribution of cinematographic and audiovisual works (hereinafter called "the Fund").

The role of representatives is twofold:

- a) He/She represents the interests of his/her own country in the definition of the policy of the Fund.
- b) He/She contributes his/her expertise in the cinema field in the decision- making process.

Representatives must:

1. Be able to devote sufficient time to prepare thoroughly the meetings of the Fund
  2. Be constantly in contact with the film professionals of his/her country
  3. Possess a good knowledge of film business practices
  4. Possess a good knowledge of film dramaturgy (appreciation of the script and key artistic elements)
  5. Possess a good knowledge of English and (preferably) French.
2. Any appointment of a member of the Board must be communicated by means of an official letter from the competent national authorities. This letter should be addressed to the Executive Director of the Fund via the national Permanent Representation to the Council of Europe. Each delegation must be composed at least by two National Representatives who can alternatively participate in the Co-production Working Group (see Article I.5 of Appendix I). Any member of the Board may be replaced by a person whose name, position and function have previously been notified to the Executive Director of the Fund by the competent authorities. The provisions laid down in Articles 1.4 and 1.5 shall also apply to anyone replacing a representative or substitute member. The names and professional contact details of the national representatives are published on the website of Eurimages and can also be published in other Eurimages publications.

The competent national authorities shall keep in mind the equal opportunities policy pursued by the Council of Europe which aims to achieve parity in the number of men and women in its Executive Committees.

3. Any member of the Board may be accompanied by advisers or experts who, at the member's request and with the consent of the President of the Board, may speak at the meeting.

4. Any member of the Board of Management (President, representatives or substitutes) shall be required to declare under the conditions defined hereafter any financial or personal interests which could distort his/her judgment during the award of financial support and hinder the impartial and objective performance of his/her duties.

a) With regard to Eurimages, the following shall be deemed to constitute financial or personal interests:

- current paid employment in a private entity in the audiovisual sector,
- previous employment or collaboration in a private entity in the audiovisual sector in the 12 months having preceded the appointment as representative or substitute<sup>2</sup>,
- partner or shareholder status in a private company in the audiovisual sector,
- family ties with a person having financial interests in a public or private entity in the audiovisual sector.

The members of the Board of Management shall be free to declare any other factors which might, in their own judgment, constitute a financial or personal interest going beyond the above definition (for example unpaid activity, non-family personal link, activity outside the audiovisual sector, etc.) which could hinder the impartial and objective performance of their duties.

b) Any member of the Board with a financial or personal interest in a project or item on the agenda shall neither participate in the examination nor vote on the projects or item in question during the plenary meeting or working groups. The member in question shall inform, preferably via the online platform, the President or the Executive Director once the first meeting agenda is issued, and preferably no later than four weeks prior to the plenary meeting or the working group at which the project or item is likely to be examined. The President shall rule whether or not such a conflict of interest exists and immediately notify the member concerned of his/her decision. If the conflict of interest is confirmed, the member concerned shall be replaced for the examination and vote on the projects or item concerned in accordance with paragraph 2 above, provided that the project in question is on the agenda when the examination of projects or the meeting in question begins.

c) At the beginning of each meeting of the Board of Management and the working groups deciding on the award of financial support, the President of the meeting will ask the participating members whether or not there are any conflicts of interests which have not been declared beforehand in conformity with point b) above. If a conflict of interest is declared on this occasion by a member of the Board of Management, the other members of the Board participating in the meeting in question shall decide by majority vote how this conflict of interests should be dealt with. The declarations made by the participants and any decisions taken by the Board of Management shall be mentioned in the minutes of the meeting.

d) If the President of the Board of Management declares a financial or personal interest in a project or item on the agenda, the other members of the Bureau shall collectively rule whether or not such a conflict of interest exists and how this conflict of interests should be dealt with.

5. Further to the appointment and on an annual basis thereafter, each member of the Board of Management (representative and substitute) as well as the President, shall sign a declaration whereby she/he acknowledges that the proceedings of the Board of Management, including all information exchanged during the plenary meetings and the meetings of Working Groups and of the Bureau, are subject to strict confidentiality and cannot be disclosed to third parties.

---

<sup>2</sup> If a person has been closely involved in a given project the conflict of interest remains, even after the 12 month rule has expired.

**Article 2        President**

1.        The Board shall elect its President; only member states of the Fund may nominate candidates.

The President's term of office shall be four years renewable; the outgoing President shall in principle be eligible for re-election only once.

2.        The President shall conduct proceedings and draw conclusions whenever he/she considers it necessary, and may call to order any speaker who fails to keep to the subject under discussion or to abide by the Board's terms of reference.

The President shall represent the Fund in the context of general policy drawn up by the Board of Management in the sphere of cinematic and audiovisual works and shall report back to the Board of Management on these questions.

3.        The President shall not vote in the Board meetings. If the President is absent or otherwise unable to take the Chair, he/she shall appoint a Vice-President to replace him/her. If both Vice-Presidents are absent, the President shall be replaced by a member of the Bureau appointed by the latter. If both Vice-Presidents and Bureau members are absent, the President shall be replaced by a member of the Board appointed by the Board. If a Vice-President, a Bureau member or a Board member chairs the meeting, he/she shall retain the right to vote on behalf of the member state he/she represents.

4.        The election of the President shall require a two-thirds majority of the votes cast as defined in Article 9 paragraph 2 below, at the first ballot, and a simple majority at the second ballot, representing half the sum of the annual contributions of member states to the Fund for the current year.

5.        Whenever possible, the President shall be appointed at the end of the meeting preceding expiry of the outgoing President's term of office. Otherwise, the President shall be appointed at the beginning of the meeting following expiry of the outgoing President's term of office, in which case the Executive Director of the Fund shall act as interim President.

6.        The President's expenses (eg. official travels, representation expenses etc.) are covered by a sum annually decided by the Board and included in the budget of the Fund.

### **Article 3        Bureau**

1. The Bureau comprises the President, two Vice-Presidents and four Board members. The secretariat shall attend all Bureau meetings.

The Board appoints the two Vice-Presidents (of which one to be appointed from the major contributors) and the four Bureau Members.

Except the President, each member is appointed for a mandate of two years renewable once. Where possible, a gender balance amongst the members of the Bureau will be ensured.

Meetings of the Bureau can also be held via internet or conference call.

2. The Board delegates to the Bureau the following responsibilities:
  - to prepare the meetings of the Board of Management;
  - to assist the President in directing the work of the Board;
  - to provide continuity of management between Board meetings;
  - to determine before each meeting the amount of funds available for granting aid;
  - to monitor the implementation of the Rules of Procedure and Code of Practice governing the Co-production Working Group, as reproduced in Appendix I of these Rules;
  - to ensure that at least two member states, which are not direct beneficiaries of the distribution and/or cinema support programmes, are members respectively of the Distribution Working Group and of the Cinemas Working Group;
  - to determine, on the basis of the proposals of the Secretariat and in collaboration with the Co-production Working Group, the amount awardable to each project;
  - to prepare the annual policy meeting of the Board;
  - to prepare the budget guidelines and apportionment of funds among the various activities, for submission to the Board;
  - to carry out any other specific additional task as delegated by the Board.
3. The Bureau may decide to invite one or more members of the Board of Management to its meetings.
4. The Bureau may not deliberate unless at least four of its members are present.

### **Article 4        Executive Director of the Fund**

1. The Executive Director of the Fund shall be appointed for four years by the Secretary General of the Council of Europe, after consultation with the Board. The appointment shall be renewable.
2. Under the authority of the Secretary General, the Executive Director shall be responsible for proper operation of the Fund, carrying out the instructions and decisions of the Board of Management, reporting to the Board of Management and keeping the Chair and the Bureau informed.

## **Article 5      Accession and Procedure of accession**

1. Any Member State of the Council of Europe may, at any time, indicate to the Secretary General its intention to join the Fund as a member or "associate member".
2. A non-Member State of the Council of Europe may accede to the Fund first as an "associate member" for a period of at least four years and thereafter as a full member, provided that its application for membership is unanimously accepted by the Fund's Member States. The European Union may also accede to the Fund on the same condition.
3. The Fund's Member States, represented on the Board of Management, shall agree with any new member or "associate Member State" upon the percentage of its annual financial contribution in relation to the total amount contributed to the Fund by States.
4. Any Member State or "associate Member State" may withdraw from the Fund upon giving six months' notice expiring at the end of the financial year.
5. In order to enable the Board to assess the situation in the applicant country and for the latter to assess the obligations which membership entails, the following procedure shall be applied:
  - a. The applicant country shall inform the Secretary General of the Council of Europe of its interest in joining Eurimages.
  - b. The Secretary General shall forward the request to the Board of Management, which shall write to the applicant country to request a report describing the situation in terms of the following legal, structural and material criteria. The Board shall decide whether the criteria are satisfied.
    - The applicant country must have legislation to protect copyright and intellectual property and regulate the audiovisual sector in the spirit of the Council of Europe Convention on Transfrontier Television, the Convention on Copyright and Neighbouring Rights and the Council of Europe Convention on Cinematographic Co-Production.
    - Internationally and in the framework of international trade negotiations, it must have protected itself in the cultural sphere against the most-favoured nation clause (WTO).
    - It must have a national production support system and an authority with responsibility for cinema.
    - It must have a technical infrastructure linked to the audiovisual production apparatus, and a structured distribution and cinema network.
  - c. For practical reasons relating to the calculation of the member states' contributions, the applicant country must supply statistical data on cinematographic production (national productions, majority and minority co-productions) for the ten years preceding the year of its accession. Furthermore, it must be able to supply to the European Audiovisual Observatory the number of admissions in theatres by all the films released in the national territory. To that end, the applicant country should have an independent technical infrastructure for collecting cinematographic data.
  - d. The Board of Management shall examine the report and ask the applicant country to send a delegation to a meeting of the Board of Management to present its report. The Board of Management may request any clarification it finds necessary on that occasion.

- e. For any new member state, the percentage of its annual financial contribution in relation to the total amount contributed by the states to the Fund is determined according to the scale adopted by the Board of Management and described under Article 9 of the Financial Regulations of the Fund.

## **Article 5 bis Associate Member**

The status of “associate member” is equivalent to the one of full member of the Fund except for decisions concerning the policy of the Fund, which can only be taken by full members in accordance with Article 9 below.

## **Article 6 Working Groups**

6.1. The Board shall set up specific working groups composed of a limited number of Board members, to prepare its decision-making. The Board shall decide the terms of reference of the working groups, which shall report to it on their work.

Except for the Co-production Working Group, Board members shall in principle enrol in only one working group.

Without prejudice to the previous provision, members representing countries benefitting from the Distribution and Theatres Support Programmes shall be permitted to participate in both working groups.

Rotation amongst member States in the composition of the working groups is strongly recommended.

### **a. Co-production Working Group**

The co-production working group examines applications for co-production aid. This working group shall be comprised of representatives of at least 12 member states, drawn by lot in a manner which secures geographical diversity and gender equality. Different members shall be chosen for each meeting. The Rules of Procedure and Code of Practice of this working group figure in Appendix I of these Rules.

### **b. Distribution Working Group**

The distribution working group examines applications for distribution aid on the basis of documents (project summaries and analyses) prepared by the secretariat. This working group shall comprise a maximum of 12 member states, of which at least two shall not be direct beneficiaries of the distribution support programme. The working group shall elect a Chair for a renewable term of two years. The working group may invite other members to participate in its meetings. It shall present an aid proposal to the Board, which shall vote by a show of hands.

### **c. Cinemas Working Group**

The cinemas working group examines applications for the inclusion of new cinemas in the Eurimages network. This working group shall comprise a maximum of 12 member states, of which at least two shall not be direct beneficiaries of the cinema support programme. The working group shall elect a Chair for a renewable term of two years. The working group may invite other members to participate in its meetings. It shall present an aid proposal to the Board, which shall vote by a show of hands.

d. Promotion Working Group

The promotion working group proposes actions to promote the Fund on the basis of proposals drawn up by the Executive Director. This working group shall comprise a maximum of 12 member states chosen in such a manner as to ensure geographical diversity. The working group shall elect a Chair for a renewable term of two years. The working group may invite other members to participate in its meetings. It shall present action proposals to the Board, which shall vote by a show of hands.

e. Gender Equality Working Group

The Gender Equality working group contributes to the elaboration of a gender policy for the Fund. Its proposals, to be submitted to the Board of Management, shall be in line with the Gender Mainstreaming policy of the Council of Europe. This working group shall comprise a maximum of 12 member states chosen in such a manner as to ensure geographical and gender diversity. The working group shall elect a Chair for a renewable term of two years. The working group may invite other members to participate in its meetings. It shall present proposals to the Board, which shall vote by a show of hands.

- 6.2. The Board may set up one or more ad hoc study groups comprising a limited number of Board members to examine specific questions. The Board shall decide on the terms of reference of the study groups, which shall report to the Board on their work.

## **Article 7 Meetings**

1. The Board shall in principle hold four meetings a year, plus an annual policy meeting. It shall set the dates of its meetings on the basis of proposals from the Secretariat. Except in case of force majeure, meeting dates may not be changed within the six months preceding a set date.

The policy meeting will take place preferably by the time of the third meeting of the Board.

2. Meetings shall be convened by the Executive Director of the Fund, after consultation with the President of the Board, at least one month before the start of the meeting.
3. Unless it decides otherwise, the Board's meetings shall not be public.

## **Article 8 Agenda and documentation**

1. The Executive Director shall draw up the draft agenda for the Board's meeting after consulting the President. The agenda shall be adopted by the Board at the beginning of its meeting.
2. Documents requiring a decision shall be sent to members in the official languages at least three weeks before the start of the meeting at which the decision is to be taken. However, if no member objects, the Board may exceptionally consider a document submitted later, and only in one of the official languages. Information technology shall be used wherever possible.



## **Article 9        Voting**

1. Each member of the Board shall have one vote. Where a member is accompanied by experts or advisers, only the member may take part in the vote.
2. The Board decisions shall be taken by a two-thirds majority of the votes cast, each of the Fund's member states having one vote. Decisions thus taken shall be valid provided the above-mentioned majority represents half the Fund's capital, calculated on the basis of the contribution of each of the Fund's member states for the current year.
3. In the event that a state fails to pay its annual contribution, the Bureau may propose to the Board, at its last meeting of the year, that the voting rights of the member in question be suspended.
4. Procedural matters shall be settled by a majority of the votes cast. Where the question arises as to whether or not a matter is procedural, it may not be so regarded unless the Board so decides by a majority of two-thirds of the votes cast, as defined in paragraph 2 above.
5. For the purposes of these Rules, "votes cast" shall mean the votes of members cast for or against. Members abstaining shall be deemed not to have cast a vote.
6. The appointment of the Executive Director provided for in Article 4 shall require a two-thirds majority of votes cast at the first ballot, as defined in paragraph 2 of this article and, at the second ballot, a simple majority representing half the annual contributions of member states to the Fund for the current year.
7. Decisions concerning project support shall be taken within the limits of the available funds.
8. With regard to applications for co-production aid, the voting procedure followed for examining projects and determining the amount of aid are set out in the Appendix II to these rules of procedure.
9. Voting by correspondence and proxy shall not be permitted.

## **Article 10        Proposals**

Any proposal shall be submitted in writing if a member so requests. In that case it shall not be discussed until it has been circulated.

## **Article 11        Order of consideration of proposals or amendments**

1. Where several proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In cases of doubt as to precedence, the President shall decide.
2. Where a proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to a proposal have been submitted, the Board shall vote first on whichever departs furthest in substance from the original proposal. It shall then vote on whichever departs next furthest from the original proposal, and so on until all the amendments have been put to the vote. However, where the adoption of an amendment necessarily entails the rejection of another, the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. Where the order of precedence is in doubt, the President shall decide.

3. Parts of a proposal or of an amendment may be put to the vote separately.
4. In the case of proposals with financial implications, the most costly shall be put to the vote first.

## **Article 12      Order of procedural motions**

Procedural motions shall take precedence over all other proposals or motions except points of order. They shall be put to the vote in the following order:

- a. suspension of sitting;
- b. adjournment of discussion on the item in hand;
- c. postponement of a decision on the substance of a proposal until a specified date.

## **Article 13      Reconsideration of a question**

When a decision has been taken, it shall be reconsidered only if a member of the Board so requests and if that request receives a two-thirds majority of the votes cast, as defined in Article 9, paragraph 2 above.

## **Article 14      Meeting reports**

1. The Board's proceedings shall be the subject of a provisional report drawn up by the Executive Director of the Fund which shall be submitted to the Board at the start of the next meeting.
2. At the end of each meeting, the Executive Director of the Fund shall submit a summary of the decisions taken to the Board for approval.
3. The Secretariat will, on the Eurimages website, ensure the publication of the decisions granting support under its programmes of co-production support, distribution support and promotion including the beneficiaries and the amounts granted.

## **Article 15      Annual activity report**

An annual activity report, drawn up by the Executive Director of the Fund is submitted for adoption to the Board of Management.

## **Article 16      Official languages**

The official languages of the Board shall be those of the Council of Europe.

## **Article 17      Financial Regulations of the Fund**

The Board shall adopt the Financial Regulations of the Fund.

## **Article 18      Amendments**

These Rules of Procedure may be amended by a two-thirds majority as defined in Article 9, paragraph 2 above.

## APPENDIX I: Co-production Working Group Rules of procedure and Code of practice

### I. Membership of the Co-production Working Group (CPWG)

1. Each CPWG is composed of representatives of at least 12 member states, designated by the drawing of lots whilst ensuring geographical and gender balance. Member states have been divided into the following geographical groups:

<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>	<b>Group 6</b>
Sub-Group 1 A France	Denmark	Albania	Bosnia and Herzegovina	Armenia	Austria
Sub-Group 1 A Germany	Estonia	Cyprus	Bulgaria	Georgia	Croatia
Sub-Group 1 A Italy	Finland	Greece	Czech Republic	Lithuania	Ireland
Sub-Group 1 B Belgium	Iceland	Portugal	Hungary	Poland	Luxembourg
Sub-Group 1 B Russia	Latvia	Slovenia	Serbia	Romania	Netherlands
Sub-Group 1 B Spain	Norway	North Macedonia	Slovakia	Turkey	Switzerland
Sub-Group 1 B Canada	Sweden	Argentina		Montenegro	
7 countries	7 countries	7 countries	6 countries	7 countries	6 countries

2. Each member state is entitled to participate in at least one session of the CPWG within a cycle of 3 meetings. Cycles of meetings are defined by the Secretariat and approved by the Board of Management.
3. On a rotating basis, at least two member States of Group 1 (of which one of the member States of sub-group 1A and one or two of the member States of sub-group 1B) are permanently part of the CPWG. The other member States will be drawn from each of the other Groups successively in order to have at least 12 member States per CPWG. Subsequently, each CPWG is divided into two sub-groups, which will meet alternately in the mornings and in the afternoons. The composition of the sub-groups shall be determined by the Bureau in close co-operation with the Secretariat in accordance with the need for a geographical and gender balance.

4. Projects will be divided allocating, in so far as possible, animation, documentary, children's films, not traditionally scripted projects and projects asking for more than or equal to €400 000 support, equally between the two sub-groups. The financial envelope allocated to the meeting will be distributed between each of the two sub-groups in proportion to the total amount of support requested by the projects allocated to each sub-group (only the minimum amounts approved by the Bureau will be taken into account).
5. When participating in a session of the CPWG, each member is bound by these Rules of Procedure and this Code of Practice.
6. National representatives on the Board of Management (BoM) who considers that they cannot ensure full participation in the CPWG have the right to withdraw from participating in the CPWG. This intention should be communicated during the Board of Management's meeting. The non-participation option is valid and binding for the whole cycle of 3 meetings as defined by the Secretariat and approved by the Board of Management.
7. A National Representative of a given member state on the BoM who does not exercise the non-participation option provided for in point I.6. but who, for any specific reason, might not be available for a given meeting of the CPWG can be replaced by another National Representative belonging to the same national delegation. If no replacement is possible, the member state will lose the right to participate in the CPWG for the whole cycle.

Without prejudice to the paragraph above, should the National Representatives of a given delegation be unable to attend the meeting due to budgetary restrictions in their member state or in case of force majeure, other than personal reasons (political events, major weather problems, earthquakes, strikes affecting air travel, attacks, a state of war, health risks, etc.), the Secretariat will endeavour to find a national delegation which, on voluntary basis, could replace the absent one. If no delegation volunteers, the Bureau may consider drawing lots between all the delegations to identify a suitable replacement. For the avoidance of all doubt, replacement shall only be possible at least one month before the start of the meeting of the Board of Management.

## **II. Chairmanship of the CPWG**

1. The CPWG is chaired by the President of the Board of Management. The President may delegate the chairing of the CPWG to one of the Vice-Presidents, or the Executive Director or Deputy Executive Director.
2. The Chair of the CPWG has no voting rights.

The Secretariat will draft the list of eligible projects to be assessed by the CPWG.

### **III. Role of the members in the CPWG**

1. Each member shall act in a responsible, professional and impartial manner, by respecting the deadlines and, in general, contributing to the smooth and efficient functioning of the selection procedure.
2. Each member of the CPWG shall do his/her utmost to analyse and evaluate thoroughly the projects included on the agenda, on the basis of all documents, materials and information available, including in particular:
  - the script;
  - all other documents provided by applicants, including the synopsis, treatment, descriptions of characters and the directors' and producers' notes, as well as the information concerning the professional background of the co-producers, directors, authors and creative and technical teams;
  - the readers' reports and the analyses provided by the Secretariat;
  - the visual materials provided by the applicants;
  - any other appropriate information sources or materials, at the member's own initiative.
3. Each member of the CPWG shall evaluate the projects by applying the Selection Criteria set forth in article 3.2.2 of the Rules governing support for co-productions only. In so doing, each member must make use of the Evaluation Form (EF) attached to these Rules of Procedure and Code of Practice. When applying the Selection Criteria, the Chair may actively intervene in the debate to ensure that all criteria are taken into consideration.
4. Each member of the CPWG shall in any case refrain from basing his/her evaluation and voting on any other considerations than the above-mentioned criteria.

### **IV. During the CPWG meeting**

1. Where possible, members of the CPWG who are also acting as national representatives of the co-producing countries of a project shall sit together, during the discussions, with the representatives of the other co-producing countries.
2. Each project is examined and discussed with the national representatives of the co-producing countries and a vote is taken in a 25-minute time-slot. Should the eligible projects be more than 50 per session, the time slot-may be reduced to 20 minutes.
3. For the examination, discussion and voting in relation to each project, the following shall apply:

Stage 1 - In the presence of the national representatives of the co-producing countries:

- a) The Secretariat provides a short presentation of the project, highlighting the relevant legal, financial and technical aspects of the co-production and pointing out the strengths and weaknesses of the project.
- b) One representative of the co-producing countries introduces the project. Artistic and/or production elements may be presented (max. 3 minutes).
- c) Subsequently, the Chair opens a discussion involving all the CPWG Members on both the artistic and production aspects of the project. Each member shall briefly express and explain his/her opinion and put questions to representatives of the co-producing countries, fellow CPWG Members and/or the Secretariat. Repetition must be avoided.
- d) The Chair gives the floor to the national representatives of the co-producing countries. If a member of the CPWG is also concerned in the project as a national representative, he/she shall speak only in this role.

Stage 2 – In the absence of the national representatives of the co-producing countries:

- e) Members of the CPWG express their opinion on the project using the following quantitative scale:

1-2 = non-priority  
 3-4 = possible minus  
 5-6 = possible  
 7-8 = possible plus  
 9-10 = priority

Representatives of the co-producing countries involved in the project shall abstain from voting.

- f) The opinion shall be delivered to the Secretariat in written form immediately after the discussion and the evaluation of each project.
- g) The final score of the project shall be calculated by dividing the total votes by the number of voting members, excluding the members of the co-producing countries.
- h) The Secretariat will disclose the votes expressed only after all the projects have been assessed.

Stage 3 – After the discussion of the last project on the agenda:

- i) The Secretariat calculates (for each sub-group) the final score per project, drafts the complete list of projects sorted by score in descending order and makes available a table including the breakdown of the votes.
- j) The CPWG adopts a final list of recommendations to the Board of Management. The list will show projects as recommended or not recommended for support, with the score allocated to each project.
- k) The recommendations for support shall take into account the available budgetary appropriation for the particular meeting.
- l) If two or several projects receive the same score and the budget available does not allow to support them all, priority will be given to the project (s) directed by a woman (by women).

**V. Confidentiality**

The composition of each working group, and all the proceedings and documents of the CPWG and the Secretariat are subject to strict confidentiality among all the participants in the CPWG, including its members, the national representatives of co-producing countries, observers, the Secretariat and the Chair.

**VI. Governing Body**

- 1. The Bureau shall monitor the implementation of the Rules of Procedure and Code of Practice.

**EURIMAGES Co-production Working Group- Evaluation Form**

Quality and originality of the script
Vision and style of the director
Contribution of the team involved and level of artistic and technical co-operation
Consistency and level of confirmed financing
Circulation potential ((festivals, distribution, audience)
Adherence to the values and aims of the Council of Europe
<b>Conclusion:</b>



**APPENDIX II: Voting system of the Board of Management for support to co-production projects**

The Board of Management shall examine all projects. It shall be apprised of the available budget and shall take note of the amounts of aid proposed for each project by the Bureau at the start of the meeting.

Voting on projects shall take place once all the projects have been presented. It shall take place in writing on all projects. Each Board member, shall vote in writing using a form provided for the purpose. At the end of the vote, the Secretariat shall publicly announce the results film by film, giving the vote of each member of the Board for each one.

The Board shall take its decisions by a two-thirds majority of the votes cast, each of the Fund's member states having one vote. The decisions thus taken shall be valid provided the above-mentioned majority represents half the capital of the Fund, calculated on the basis of the amount of contributions of the members and subject to budgetary funds being available.

After the vote, the Bureau shall list the projects in descending order of votes received and, in the event of equal votes, in order of the percentage of capital voting in favour.

Having regard to the budget available, the Bureau shall propose to the Board of Management a final amount of aid for the projects selected.