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

*as adopted by the Board of Management
at its 161st meeting, on 11 December 2020
and amended at its meeting BM-2022-01 on 1 July 2022
and amended at its meeting BM-2022-02 on 9 & 10 November 2022 ¹
and amended at its meeting BM-2023-02 on 4 & 5 December 2023 ²
and amended by written procedure on 25 March 2024 ³*

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¹ These amended Rules are applicable as of 1 January 2023

² These amended Rules are applicable as of 1 January 2024

³ These amended Rules are applicable as of 25 March 2024

Article 1 Role

1. The Executive Committee⁴ (hereinafter called "ExCo") shall carry out the following tasks, which do not fall under the exclusive competence of the Board of Management (hereinafter "the Board"), namely:
 - a) to prepare and adopt its rules of procedure and propose them for approval by the Board;
 - b) to prepare the meetings of the Board;
 - c) to assist the President in directing the work of the Board;
 - d) to provide continuity of management between Board meetings;
 - e) to prepare the budget guidelines and apportionment of funds among the various activities, for submission to the Board;
 - f) to determine before each meeting of the Working Groups (as defined in the Article 6 of the rules of procedure of the Board) the amount of funds available for granting financial support;
 - g) to adopt an action plan setting out the means to achieve the strategic goals set by the Board;
 - h) to report annually to the Board on the progress of this action plan;
 - i) to make proposals, where necessary, to the Board for revision of the strategic goals;
 - j) to monitor the functioning of the Co-Production Working Groups (hereinafter called "CPWGs") and the selection process, including the work of the independent experts, in line with the rules and the policy and the strategy of the Fund and to provide the Board with feedback;
 - k) to adopt the recommendations of the Working Groups pertaining to financial support to projects submitted for funding made in line with the rules of the Fund;
 - l) to adopt other recommendations of the Working Groups for matters which are not the exclusive competence of the Board (as defined in Article 1 of the Rules of Procedure of the Board);
 - m) to allocate support amounts to projects in line with the recommendations of the CPWGs;
 - n) to allocate, wherever necessary, the remaining balance of the financial envelope allocated to each CPWG taking into consideration the recommendations of the independent experts and in compliance with the policy and strategy defined by the Board;
 - o) to monitor, together with the Board, the evolution of the market (for instance by commissioning evaluations involving consultation of beneficiaries and other stakeholders);
 - p) to decide for previously supported projects on the admissibility of substantial modifications which are not approved directly by the Executive Director, as set out in the co-production support programme regulations;
 - q) to carry out any other tasks as requested by the Board as long as these are not its exclusive competence;
 - r) to administer the member States' review procedure as set out in the Article 14 of the Board's rules of procedure.
2. The ExCo shall ensure that its decisions are in line with the cultural objectives of the Fund as defined in the Board's policy and strategy. It oversees the most effective use of the resources of the Fund, in doing so, it endeavours, as far as possible, to reduce the environmental impact of its activities.

Article 2 Membership

1. The ExCo comprises members of the Board of the Fund. As such ExCo members are subject to the rights and obligations set out in the rules of procedure of the Board, particularly in its Article 2.

⁴ As defined in Article 2.5 of Resolution CM/Res(2020)8, adopted on 9 September 2020 and amending Resolution Res(88)15 of 1988.

2. National representatives of the major contributors of the Fund as defined in the Fund's financial regulations are permanent members of the ExCo. As of the date of approval of the present rules of procedure, the three major contributors are France, Germany and Italy.
3. The other members, representing approximately one third of the total number of Board members, are appointed for a one-year non-renewable term, by rotation, respecting, as far as possible, a geographical and gender balance.
4. The rotation of ExCo members (excluding permanent members) is decided upon by the Board at three-yearly intervals.
5. The geographical balance in the ExCo (excluding permanent members) is established referring to the tables below:

a) Geographical groups:

Group 1	Group 2	Group 3	Group 4	Group 5
CH	DK	HR	PL	AL
BE	SE	RS	BG	TR
NL	NO	SI	CZ	CY
LU	IS	ME	RO	GR
CA	FI	BA	SK	MK
AT	EE	AM	HU	ES
IE	LT	GE	UA	PT
	LV			
7 countries	8 countries	7 countries	7 countries	7 countries

b) Number of countries per geographical group:

	Year 1	Year 2	Year 3	# Countries
Group 1	2	2	3	7
Group 2	2	3	3	8
Group 3	3	2	2	7
Group 4	3	2	2	7
Group 5	2	3	2	7
Permanent members	3	3	3	3
Total ExCo members	15	15	15	39

6. The President of the Board shall decide on compliance with the criteria of geographical and gender balance.
7. A representative of a member State can take part in the ExCo for a new term only after one year had elapsed since the previous term. As a consequence, he/she can be re-appointed as ExCo member only if all other representatives of the member States have already had the opportunity to take part in the ExCo.
8. The names of the ExCo members are published on the website of Eurimages and can also appear in other Eurimages publications.

Article 3 President and Vice-Presidents

1. The President of the Board is also the President of the ExCo. Provisions of Article 3 of the rules of procedure of the Board also apply to the President of the ExCo.

2. The two Vice-Presidents (of which one is to be chosen from the major contributors) are appointed for a one-year non-renewable term by the Board amongst the members of the ExCo. They serve as Vice-Presidents for the Board and the ExCo.

Article 4 Meetings

1. The ExCo meets at least 3 times a year in line with the meetings of the Co-production working groups. Additional meetings may be organised when necessary to ensure smooth functioning of the Fund.
2. Whenever possible, the ExCo will meet via videoconferencing and, if necessary, take decisions by means of an online written procedure using relevant information technologies so as to ensure the smooth running of the decision-making process.
3. Meetings shall be convened by the Executive Director of the Fund, after consultation with the President of the Board, at least one week before the start of the meeting.
4. Unless it decides otherwise, the ExCo's meetings shall not be public.
5. The ExCo may decide to invite one or more members of the Board to its meetings.

Article 5 Voting

1. Each member of the ExCo shall have one vote provided the voting rights of the said member State have not been suspended according to the Board's Rules of Procedure. Where a national representative is accompanied by advisers, only the national representative may take part in the vote.
2. The ExCo's decisions shall be taken by simple majority of the total of the ExCo's members having cast a vote. Members abstaining shall be deemed not to have cast a vote.
3. The ExCo may not deliberate unless a simple majority plus one of its total members are casting a vote.

Article 6 Agenda and documentation

1. The Executive Director shall draw up the draft agenda for the ExCo's meetings after consulting the President. The agenda shall be adopted by the ExCo at the beginning of its meetings. Any ExCo member may add a subject to the agenda.
2. The Eurimages Secretariat (hereinafter called "the Secretariat") shall provide documents to support its decision to ExCo members when appropriate.

Article 7 Working groups and financial supports

1. The ExCo monitors the work of the various working groups and study groups established by the Board in order to ensure that it complies with the policy and strategy of the Fund and the terms of reference set by the Board.
2. Decisions of the ExCo concerning financial support shall be taken within the limits of the available funds. The Secretariat assists the ExCo to ensure the financial feasibility of the Fund's activities within the budget set by the Board.
3. With regards to the co-production support programme:
 - a) the use of independent experts is governed by appendix I to these rules of procedure;
 - b) the examination of the projects and determining the amount of support is governed by the appendix II to these rules of procedure.

4. With regards to other working groups independent experts to advise on financial supports may be drawn from the list established for the co-production support programme (as set out in appendix I to these rules of procedure).

Article 8 Meeting reports & Activity report

1. The ExCo's proceedings shall be the subject of a list of decisions drawn up by the Secretariat of the Fund.
2. Decisions taken by the ExCo on the support granted, including the beneficiaries and the amounts awarded, shall be published on the Eurimages website.
3. The annual activity report drawn up by the Secretariat will include a report on the work of the ExCo (as defined in Article 15 of the Rules of Procedure of the Board).

Article 9 Amendments

The ExCo may propose amendments to its own Rules of Procedure. These amendments shall be approved by the Board according to the Article 9, paragraph 2 of the Rules of Procedure of the Board.

APPENDIX I:
Procedure for the use of independent experts within the framework of the co-production support scheme

Call for expression of interest

1. Independent experts shall be selected through a call for expressions of interest that will be published by the Secretariat on the Eurimages web site. This call will be open as and when necessary to allow applications to be submitted, to ensure sufficient availability of different profiles of experts, and will be advertised to film and audio-visual professionals.
2. National representatives will be responsible for relaying this call within the film, audio-visual and cultural sectors in their respective countries and to other professionals whom they believe could comply with the selection criteria.
3. This call will consist of an online questionnaire to be filled in by applicant experts. Responses to the online questionnaire will be registered by the Secretariat in chronological order of receipt of application.

Selection of applicants

4. From the responses received, the Secretariat will compile a list of experts by selecting applicants who match the following criteria:
 - at least three years of proven experience in their field of activity (script/directing, distribution/sales, production, performing, editing, cinematography, festival programming, script reading, or any other relevant activity);
 - high level of proficiency in reading English (French is a plus but not required);
 - oral proficiency in English or French of at least level B2 (CEFR)⁵;
 - good knowledge of film business practices at an international level and, in particular, of international film co-production;
 - nationality of a member State of the Council of Europe or Eurimages (including an associate member state) or residence in one of these States;
 - availability in principle during the periods foreseen for the assessment of projects.
5. Conformity with the selection criteria will be evaluated by the Secretariat on the basis of the curriculum vitae of the applicants and their declarations in the online questionnaire.
6. When considered relevant, the Secretariat may carry out additional research (by doing internet research or requesting information from other professionals or institutions) to verify the declarations made by the applicants. To this end, national representatives may also be contacted. The Secretariat may, with the Board's approval, exclude applicants for duly justified reasons other than the criteria listed in point 4.
7. The list of experts, established by chronological order of receipt of application, is approved by the Board at its plenary meetings⁶ or through a written procedure (as set out in Article 10 of the Board's Rules of procedure) to facilitate the inclusion of new applicants on the list. The experts approved by the Board are informed by the Secretariat of their inclusion on the list of experts and are invited to sign a framework agreement (see points 24 and 39). Experts whose candidature was rejected by the Board will be informed of this decision by the Secretariat.

⁵ Common European Framework of Reference for Languages: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

⁶ Modified Resolution 88(15), Article 2.2

Assignment of experts

8. Experts are assigned to each of the three annual sessions⁷ of the Co-Production Working Groups (CPWG) and paid by the Secretariat. The same list of experts may be used for other programmes of the Fund.
9. In the case of Co-Production Working Groups (CPWG), each CPWG will be composed of 5 experts:
 - 3 experts respectively competent in script/direction, distribution/sales and production;
 - 2 additional experts selected in line with the policy set out by the Fund of which one with specific competence in international co-production and another preferably representing a creative profile (performing, editing, cinematography, script reading, festival programming, script doctors, or any other relevant activity).
10. The experts will be assigned to a CPWG using the following criteria listed by order of priority:
 - *Availability*: experts available for the period of assessment and for the meeting of the CPWGs (as set out in Appendix II);
 - *Expertise*: the competencies set out in point 9 above should be represented;
 - *Gender balance*: 2 men/3 women or 2 women/3 men in each CPWG;
 - *Geographical diversity*: one representative of each geographical group (see table in point 12 below) in each CPWG;
 - *Language skills*: At least one French speaker should be assigned in each CPWG;
 - *Age balance*: as far as possible, experts shall represent a diversity of age.

If no expert matching all criteria can be found for a said CPWG, a new search will be performed applying only some of the selection criteria.

Once a selection has been made using the above criteria, the Secretariat may proceed to replace one or more experts in case of:

- potential conflict of interest;
- area of expertise not pertinent to the projects assigned to the CPWG;
- unsatisfactory performance during a previous participation in a CPWG;
- low level of competence on the specificities of international co-production;
- insufficient geographical diversity within a CPWG or a session.

Each CPWG can include a maximum of two experts already selected during previous sessions, with a maximum participation in three successive sessions for the same expert. Experts will be re-selected by the Secretariat based on their previous performance.

11. The experts corresponding to the criteria listed in point 10 are chosen from the list approved by the Board following their order of registration in the list (i.e. chronological order of receipt of their application), with the exception of any experts selected to participate in successive sessions.
12. The country groups used for the geographical diversity criteria are the following:

Group 1	Group 2	Group 3	Group 4	Group 5
FR	DK	HR	PL	AL
DE	SE	RS	BG	TR
CH	NO	SI	CZ	CY
BE	IS	ME	RO	GR
NL	FI	BA	SK	MK
LU	EE	AM	HU	ES
CA	LT	GE	UA	IT
AT	LV	IE		PT

⁷ A session is defined as a series of CPWG meetings linked to one deadline of application for co-production support.

13. The allocation of projects to CPWGs by the Secretariat will take place in line with the instructions set out in Appendix II. The Secretariat will as far as possible endeavour to assign experts with relevant expertise to the appropriate CPWGs.
14. If an expert has several nationalities, the nationality of a member State (including associate member State) of Eurimages is considered. If an expert has several nationalities from member States of the Fund (including associate member States), all can be considered (each expert can however only be selected once per session).
15. Experts who are nationals of a non-member State of Eurimages may be selected and assigned in a CPWG by the Secretariat as "non-Eurimages country experts" (i.e. beyond the table under point 12), provided they are resident in a Council of Europe or Eurimages member State (including associate member State). However, the number of these experts cannot exceed one-third of the total number of experts in the session in question.
16. Immediately after the co-production support application deadline, the Secretariat will draw up a preliminary list of experts for the session based on the number of project applications received by the Fund.
17. The experts on the preliminary list will be contacted by the Secretariat immediately after this deadline, with information on the work periods foreseen and the dates of meetings. If the assigned expert is not available to carry out the requested work within the specified period, he/she must inform the Secretariat as soon as possible so that another expert can be selected and contacted.
18. After the project eligibility deadline, the Secretariat re-contacts experts listed on the shortlist. The Secretariat defines the list of projects to be examined by each CPWG. Each expert receives the list of these projects with the necessary material. Each expert must definitively confirm his/her availability before the deadline set by the Secretariat and inform it of any conflict of interest (as defined in point 22 below).
19. After the eligibility deadline, the Secretariat proceeds with any necessary substitutions.
20. A minimum quorum of three experts in each CPWG is required for the meeting of the CPWGs⁸. As far as possible, last-minute cancellations can be handled by the Eurimages Secretariat if there is enough time for the substitute expert to sufficiently assess the projects. In case this quorum cannot be reached, the meeting of the said CPWG shall be re-scheduled to the earliest possible date, immediately followed by a meeting of the ExCo by videoconference⁹.
21. As soon as their assignment is confirmed, the experts receive an order and invitation letter from the Secretariat specifying the financial and practical conditions of the work. Experts will not be informed about the composition of CPWGs.
22. Experts shall inform the Secretariat as soon as possible of any conflict of interest which they may have, for example if they have participated, or plan to participate, either directly or indirectly, in any of the projects submitted to them.

The following shall be deemed to constitute financial or personal interests amounting to a conflict of interest:

- current paid employment in a company or entity involved in one of the projects submitted to them;
- partner or shareholder status in a company or entity involved in one of the projects submitted to them;

⁸ Videoconferencing may be used to reach the quorum.

⁹ Thus, the communication of the support decisions for all the CPWGs can be made only after the recommendations of all CPWGs have been validated.

- family ties or equivalent with a person having financial interests in a company or entity involved in one of the projects submitted to them.

They are also free to declare any other factors which may, in their own judgement, constitute a financial or personal interest going beyond the above definition (for example unpaid activity, non-familial personal links, activity outside of the audiovisual sector, etc.) which could hinder the impartial and objective performance of their duties.

23. Conflict of interests shall be declared on receipt of the project material in order to facilitate substitution. An expert declaring a conflict of interest, as recognised by the Secretariat, may not participate in the respective working group. However, where a conflict of interest is declared late, e.g. as a result of changes to a project after the deadline for project eligibility, and a replacement of the expert concerned is no longer possible, the Secretariat will disregard any ranking given by that expert to the project in question.

Work of the independent experts and functioning of the working groups

24. The work (including the assessment process, the different deadlines and meeting dates) and duties (such as exclusion criteria, confidentiality and conflict of interests) of the independent experts are regulated by a framework agreement, an order and invitation letter, the expert guidelines, and a guide to project evaluation. Experts will be informed of the policy of the Fund and the relevant support regulations.
25. The experts proceed to a preliminary assessment of the projects enrolled in their CPWG according to the evaluation criteria set out by the Board and contained in the co-production support regulations and in accordance with the agreed calendar. This assessment is summed up in an individual pre-ranking of the projects examined¹⁰ that is sent to the Eurimages Secretariat in advance of the on-site meeting of the CPWGs.
26. The Eurimages Secretariat aggregates the individual pre-rankings to prepare a global pre-ranking of all projects in each CPWG.
27. During a maximum one-day meeting of the CPWG (held by distance through a video conference, or in person, or in a hybrid format), the experts will discuss the projects of each CPWG based on this global pre-ranking and establish a final ranking of projects using the selection criteria established by the Board.
28. The meeting of each CPWG is held in the presence of a Chair, at least one member of the Secretariat and one ExCo member appointed as an Observer¹¹ by the ExCo¹². Members of the Board of Management may also attend these meetings as Observers. None of these participants has a right to vote.
29. Each CPWG has a Chair who is, by order of priority, the President of the Fund, the Executive Director or her/his Deputy, Head of Programme, or any other member of the Secretariat duly authorised by the President of the Fund. The Chair will introduce the Fund and its policy and may actively intervene in the debate to:
 - ensure that all the selection criteria are taken into consideration in accordance with the policy, strategy and objectives of the Fund (to the exclusion of any other considerations, notably the financial envelope allocated to the CPWG);
 - ensure that all experts share the same understanding and knowledge of the policy, strategy and objectives of the Fund;

¹⁰ Appendix II describes the working methods for project assessment and ranking to be used in CPWGs.

¹¹ The ExCo Observer may attend more than one CPWG in a session and there may be more than one ExCo Observer participating in a session.

¹² According to the availability of members of the ExCo to fulfil this role.

- remind experts, when necessary, of their duties and obligations;
 - ensure that discussions take place in a respectful and constructive manner.
30. The role of the Secretariat in the CPWGs is to:
- provide the experts, when necessary, with technical information on the project and its stakeholders, acquired by the project managers during the examination of the application (such as legal and financial information on the project and the track record of the stakeholders);
 - remind the experts, when necessary, of the regulations of the co-production support programme, of the regulations and the rules of procedures applicable to the Fund.
31. The role of the ExCo Observer is to provide the ExCo and the Board with feedback on the functioning of the CPWGs and to assess whether the work of the CPWGs and their recommendations match the policy, strategy and objectives of the Fund as set out by the Board. The role of a member of the Board following the discussion of the CPWG is to provide, if necessary, feedback to the producers of the projects examined, after publication of the support decisions. ExCo Observers and Board members participate in the entire CPWG meeting, do not intervene in CPWG discussions and under no circumstances divulge to third parties any information whatsoever on the identities of the experts assessing projects, their individual comments, rankings and recommendations.
32. Simultaneous interpretation in English and French will be provided in the CPWGs.
33. Once all the CPWGs meetings are finished, the recommendations of the independent experts are communicated by the Eurimages Secretariat to the ExCo which examines and adopts them, taking into account the budgetary envelope available for each CPWG.

For each CPWG and following the order of projects as recommended by the experts, the ExCo first allocates to each of the top-ranked projects the full amount of support requested. For the highest-ranked project for which the full amount of the support cannot be allocated, the ExCo may decide to allocate the amount remaining in the budgetary envelope to that project. Any remaining balance is carried over to the next session.

34. If necessary, the review procedure as set out in Article 14 of the rules of procedure of the Board is implemented.

Communication

35. After each session of the CPWGs, the Secretariat will make available to the ExCo and to the Board:
- the list of experts who were contacted,
 - the list of experts who were available;
 - the list of those who were assigned to the CPWGs;
 - the list of supported projects;
 - the final ranking of all the projects (as set out in appendix II).
36. Following the support decisions, the Eurimages Secretariat will send a letter to the applicants notifying the support or the rejection of each project. The decisions will not be motivated.
37. After each session, the Eurimages Secretariat will publish the support decisions made in the co-production support programme (for instance on its web site, through press releases or social media).
38. At the end of each year, the list of independent experts having taken part in CPWG during that year will be published on the Fund's website.

Contractual & financial conditions

39. Inclusion on the independent experts list does not entail a commitment by Eurimages to assign any projects for assessment by the person concerned. A framework agreement shall be concluded with the experts listed. The framework agreement specifies the duties and rights of the experts (guidelines, guide to project evaluation, confidentiality, conflict of interests...) as well as the general conditions of their assignment. The framework agreement will also include a statement on the relevant criteria of Eurimages' exclusion policy. It is binding for a maximum duration of three years. Experts listed may re-apply after the expiration of their framework agreement. The expiry date of the framework agreement is identical for all the experts, regardless of the date of signature of the contract.
40. Once the experts are assigned to the CPWGs, the Eurimages Secretariat will prepare an order and invitation letter (by session and by expert) specifying particularly the period of assessment, the list of projects to be assessed and the date and organisational details of the CPWG meeting (including the eventual financial conditions).
41. Each expert receives a fee based on the number of projects to be assessed: a flat fee of €1.000 for 1 to 10 projects with €100 for each additional project¹³. This fee is paid in full at the end of the CPWG meeting on condition of actual participation in the meeting, confirmed by the Secretariat.
42. If an expert participated in the CPWG assessment of the projects and submitted a pre-ranking but cannot attend the on-site meeting for any reason, his/her fee will be reduced by 60%.
43. The fee does not include VAT and is net of all taxes. The expert undertakes to observe all applicable rules and to comply with his/her fiscal obligations in:
 - submitting an invoice to the Council of Europe - Eurimages in conformity with the applicable legislation;
 - declaring all fees received from Eurimages for tax purposes as required in his/her country of fiscal residence.
44. In the case of working group meetings not held remotely through videoconferencing, the eventual travel and subsistence expenses of the experts attending will be covered by the Eurimages Secretariat based on the scales adopted by the Committee of Ministers of the Council of Europe. In such a case, the Eurimages Secretariat either organises and pays the travel of the expert or refunds the corresponding fare. The expert will receive a daily allowance (*per diem*) to cover accommodation and subsistence (including meals and local travel costs).

¹³ Whenever possible, the Eurimages Secretariat will allocate a maximum of 20 projects per CPWG and per expert.

APPENDIX II:

Project assessment and ranking methods in the Co-production working groups (CPWGs)

The Secretariat will draft the list of eligible projects to be assessed by the CPWG. Depending on the number of eligible projects, several CPWGs will evaluate all of the projects. Appendix I sets out the provisions pertaining to CPWG composition and functioning.

This working method for each CPWG can be split into four steps:

- **Preliminary assessment of each project according to pre-defined selection criteria**
The experts undertake a preliminary assessment of the projects enrolled in their CPWG according to the selection criteria set out by the Board.
- **Individual pre-ranking of the projects by each expert of a CPWG**
This prior assessment is summed up in an individual pre-ranking of the projects that is sent to the Eurimages Secretariat in advance of the on-site meeting of the CPWGs.
- **Global pre-ranking: aggregation of the pre-rankings per CPWG**
The Eurimages Secretariat prepares a global pre-ranking of all projects in each CPWG by aggregating the individual pre-rankings.
- **Final ranking: drafting the final ranking of projects in each CPWG**
During a meeting of maximum one-day, the experts of each CPWG will discuss of their CPWG's projects based on the global pre-ranking and establish a final ranking of projects.

1. Preliminary assessment

The experts will assess the projects after examining the material provided by the applicants.

- a) In line with the policy of the Fund, the **selection criteria** used to assess a project are the following:
- 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)
 - existence of measures put in place to reduce the environmental impact of the co-production project
 - adherence to the values and aims of the Council of Europe.

For each selection criterion, the expert assesses the project using the following scale: *Very weak / Poor / Acceptable / Good / Very good / Excellent.*

b) Overall project assessment

In addition to the assessment of the selection criteria, the experts give an **overall assessment for the project** as a whole using the same scale as for the selection criteria: *Very weak / Poor / Acceptable / Good / Very good / Excellent.*

This overall assessment should, in principle, be consistent with the assessment based on the selection criteria but may diverge if the expert has good reasons to justify a discrepancy based either on his/her own judgement or on his/her understanding of the Fund's policy and strategy.

c) Written comment on the project

Each expert writes a short commentary of a few sentences (three to five lines) highlighting the main strengths or weaknesses as regards the selection criteria and provides an overall written assessment. The expert should justify any discrepancy between the overall assessment and the assessment resulting from the application of the individual selection criteria.

The written commentary is kept for the record by the Secretariat. In case of absence, it may be distributed to the other members of the CPWG.

2. Individual pre-ranking

The expert ranks the projects based on his/her own personal judgement and, if needed, refers to his/her assessment based on the individual selection criteria and the overall assessment. In doing so, he/she should keep in mind the policy and strategy of the Fund.

3. Global pre-ranking

The Secretariat compiles the individual pre-ranking into a global pre-ranking for each CPWG:

- by calculating the average of the ranks given to each project by the experts,
- by indicating the rank frequency¹⁴ given to each project by the experts.

The assessments of each expert (written comments and preliminary individual rankings) are made available to the Chair of the CPWG and to the ExCo Observer at the beginning of the on-site meeting but are not circulated.

4. Final ranking

At the start of each meeting of the CPWG, experts and the ExCo Observer are informed of the global pre-ranking, the rank frequency and the individual pre-rankings.

The experts discuss the projects in each CPWG based on this global pre-ranking and establish a final ranking of projects, taking into consideration the policy and strategy of the Fund and its priorities, and on the basis of the selection criteria defined in paragraph 1, a).

Each project should be discussed regardless of its ranking.

Experts will be informed of the budget allocated to each CPWG at the end of their discussion and once they have established their final ranking. The final ranking cannot be modified after communication of the budget.

5. Allocation of the available budget

Recommendations shall be made in line with the available budget.

a) Allocation of the available annual budget of the co-production support programme to each session

The total budget available for the co-production support programme is adopted by the Board according to the budgetary process set out in the Financial Regulations of the Fund.

The total budget is allocated between the three sessions according to an estimate of the number of eligible projects expected, based on historical data of applications and eligible projects.

¹⁴ Rank frequency refers to the number of occurrences of a rank given by the five experts of one CPWG to a project.

b) Allocation of the available budget to each CPWG in a session

The financial envelope allocated to the meeting is distributed between each of the CPWGs in proportion to the total amount of support requested by the projects allocated to that CPWG (only the minimum amounts approved by the ExCo will be taken into account).

The projects are allocated to the CPWGs using the following categories or genres:

- 1st and 2nd films
- documentaries and non-conventional films
- animations and children's films
- films requesting more than 400 000 euros.

Gender balance should be taken into account when grouping the projects.