HOW TO BECOME A MEMBER OF EURIMAGES? [1]

	Member States of the Council of Europe	Non-member States of the Council of Europe
1.	The competent authorities of any Council of Europe member State which wishes to accede to the Eurimages Fund can send a letter, at any time, to the Secretary General of the Council of Europe. This letter is generally sent by the Ministry for Foreign Affairs, the Ministry of Culture or by the Permanent Representative to the Council of Europe of this State.	A non-member State of the Council of Europe may accede to the Fund first as an 'associate member'[2] for a period of at least four years and then as a full member. An official letter by which the State requests to accede to the partial agreement must to addressed to the Secretary General of the Council of Europe by the Minister for Foreign Affairs of the applicant country or a diplomatic representative empowered to do so.

[1] See Article 6 of the Resolution (88) 15 and Article 5 of the Rules of Procedure.

[2] The status of an "associate member" is equivalent to that of a full member of the Fund, with the exception of decisions concerning the policy of the Fund, which can be taken only by full members (see Article 5 bis of the Rules of Procedure)

	Member states and non-member States of the Council of Europe
2.	The Secretary General forwards this letter to the Executive Director of Eurimages who informs the Board of Management of the Fund.
3.	The President of Eurimages contacts the authorities of the applicant country and requests that they prepare a report (in English and in French) describing the cinematographic situation in the country. The report is then submitted to the Eurimages Board of Management for examination. This report shall describe the existing legal, structural and material systems, i.e.: : √ the legislation to protect copyright and intellectual property and regulate the audiovisual sector in line with the spirit of the Council of Europe Convention on Transfrontier Television, the Convention on Copyright and Neighbouring Rights and the European Convention on Cinematographic Co-Production; √ the situation of arts and culture with regard to international trade negotiations and the most- favoured nation clause (WTO); √ the status, legal means, financial resources and functioning of the national authority with responsibility for film; √ the scope and functioning of national support systems for production, the number of films produced, their average budget, and the total amount of investment in production; √ studio and technical production resources, the distribution and exhibition network and methods used to collect statistical information on the film industry.
4.	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. To that end, the applicant country should have an independent technical infrastructure for collecting cinematographic data.
5.	Upon receipt of the report on the cinematographic situation, the President of Eurimages will acknowledge receipt of it, inform the authorities of the date of its examination by the Board of Management.
6.	After examination of the report by the Board of Management, the President sends a letter to the authorities reporting on the discussions held and inviting a delegation to attend the next meeting of the Board of Management.
7.	The President confirms the precise date of the invitation by letter addressed to the authorities of the applicant country.

	Member States of the Council of Europe	**Non-member States of the Council of Europe**
8.	Following an interview between the delegation of the applicant country and the Board of Management, the President of Eurimages sends ✓ a letter to the authorities of the applicant country confirming the Board of Management's recommendation. If the Board of Management's opinion is favourable, the President will invite the authorities of the applicant country to notify by letter to the Secretary General the decision to accede to the Eurimages Fund, with acceptance of the financial consequences and the appointment of a representative to the Eurimages Board of Management[3] Accession to the partial agreement will take effect on the date of receipt of the declaration by the Secretary General, unless another date is specified in the declaration.	Following an interview between the delegation of the applicant country and the Board of Management, the President of Eurimages sends ✓ a letter to the Secretary General informing him/her of the opinion of the Board of Management; ✓ a letter to the authorities of the applicant country informing them of the Board of Management's recommendation, subject to the approval of the Committee of Ministers.
9.	The Secretary General will address a letter to the applicant country to acknowledge receipt of the accession notification.	The Committee of Ministers, in its composition limited to the member States of the Fund, examines the request for accession of the applicant country.
10.		Once the decision is taken by the Committee of Ministers, the Secretary General of the Council of Europe immediately informs the authorities of the applicant country. If the decision of the Committee of Ministers is favourable, the authorities of the applicant country will be invited to notify by letter to the Secretary General the decision to accede to the Eurimages Fund, with acceptance of the financial consequences and the appointment of a representative to the Eurimages Board of Management. [3] Accession to the partial agreement will take effect on the date of receipt of the declaration by the Secretary General, unless another date is specified in the declaration.
11.		The Secretary General will address a letter to the applicant country to acknowledge receipt of the accession notification.

[3] See appendix for description of the role of the Eurimages representative

Appendix: extract from Rules of Procedure - Article 1 Membership

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 page 10, 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. 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[4],
- 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.

[4] If a person has been closely involved in a given project the conflict of interest remains, even after the 12 month rule has expired.