

RULES OF PROCEDURE OF THE NETWORK OF NATIONAL COORDINATION CENTRES

Article 1

Members of the Network

1. The Network of National Coordination Centres (hereinafter Network) is composed of all the National Coordination Centres (NCCs) that have been notified to the ECCC Governing Board (ECCC GB) by the Participating Countries.
2. For practical reasons, NCCs shall designate two representatives (one member and one alternate) and communicate to the Secretariat of the Network their names, surnames, e-mails and phone numbers¹. These representatives may be replaced at any time by decision of the NCC they represent, with communication to the Secretariat of the Network.
3. The NCCs might also nominate experts to participate in the works of the Network as observers without the right to vote. The NCCs shall communicate to the Secretariat of the Network their names, surnames, e-mails and phone numbers. They may be replaced at any time by decision of the NCC they represent, with communication to the Secretariat of the Network.
4. Representatives and experts from relevant Union institutions, bodies, offices and agencies can participate to the Network as observers without the right to vote. The Union institutions, bodies, offices and agencies shall communicate to the Secretariat of the Network their names, surnames, e-mails and phone numbers. They may be replaced at any time by decision of the relevant Union institutions, bodies, offices and agencies, with communication to the Secretariat of the Network.

Article 2

Chair of the Network

1. The Network shall have a rotating Chairperson and up to two (2) Deputy Chairpersons, endorsed by the Network at the last regular NCC Network meeting of the calendar year, for a one-year period.
2. The Chairperson shall be a representative of the NCCs from the Member States holding the Presidency of the Council of the European Union (“the Presidency”) in the following calendar year.
3. One of the two Deputy Chairperson shall be a representative appointed by the NCCs from the Member States holding the Presidency in the following calendar year.
4. The second Deputy Chairperson will be nominated by the Network on the basis of voluntary candidatures from NCCs from the Member States which are not holding the Presidency in the following calendar year. The Volunteer Deputy Chairperson shall be

¹ The contact details will be shared *with the Secretariat of the Network as well as all representatives of the Members States to the Network*

nominated by the Network by a simple majority in presence of representatives of at least 2/3 of the notified NCCs. Each NCC shall have one vote.

5. The Deputy Chairpersons can replace the Chairperson if the latter is unable to attend to his/her duties.
6. In case the NCCs representing the Member States holding the Presidency in the following calendar year, do not present candidates for the roles of Chairperson and Deputy Chairperson for endorsement at the last regular NCC Network meeting of the calendar year, those will be nominated by the Network on the basis of voluntary candidatures, by a simple majority in presence of representatives of at least 2/3 of the notified NCCs. Each NCCs shall have one vote.
7. The Chairperson and Deputy Chairpersons may resign by notifying his/her resignation to the Secretariat in writing. The NCCs from the Member States holding the Presidency in the calendar year shall appoint a new Chairperson or the Deputy Chairperson at earliest convenience.
8. The Chairperson's tasks shall consist of:
 - (a) organising and chairing the meetings, proposing the agenda of the meetings;
 - (b) facilitating and moderating the exchanges and discussions;
 - (c) representing the Network and ensure the link and interactions with the Governing Board, the Strategic Advisory Board and other representatives of the Community.

Article 3

Secretariat of the Network

1. The European Cybersecurity Competence Centre (ECCC) will act as the Secretariat of the Network, which will also help the Chairperson in its functions.
2. The ECCC can be assisted in performing the duties subject to this article on the basis of a service contract. In such a case the ECCC shall inform the Network without delay about the service contract, the implementing entity, the specific tasks which were delegated, the conditions, including on data protection and the period of delegation.

Article 4

Meetings of the Network

1. The Network shall meet regularly in any place in the European Union or online or in hybrid format at least three times per calendar year. The timing, agenda and duration of the meetings shall be proposed by the Chairperson and sent to the Network at least two weeks before each planned meeting. If the meeting is scheduled for physical attendance only, the timing and location hereof should be sent at least four weeks before.
2. Meetings of the Network shall be convened by the Chairperson. The Chairperson shall provide, in coordination with the ECCC and the hosting NCCs for meetings taking place physically in their Member State, an indicative schedule of the meetings during his or her term. The agenda of each meeting shall take into account the contribution of the Network.

3. Each NCC representative can request at any time to the Chairperson, to convene a meeting or to include specific items on the agenda of one of the meetings. The request should be substantiated and in written form.
4. External participants may be invited to the meetings of the Network or selected agenda items of such meetings, as well as to the meetings of working groups, upon proposal by the ECCC GB, the Executive Director of the ECCC, the European Commission, the Network's working group Chairs or any of the NCCs. The decision to allow the participation will be taken by the Chairperson of the Network or in case of a working group by its Chair.

Article 5

Working Groups

1. The Network may request the ECCC GB to establish working groups on specific topics.
2. A working group shall be composed of representatives from the NCCs. The experts referred to in art. 1.3 and art. 1.4 may also participate as observers.
3. Nominated representatives from Union institutions, bodies, offices and agencies may also participate in working groups.
4. A working group shall be managed by one or several Chairs, acting as co- Chairs. The working group Chair or co-Chairs shall be nominated from the NCCs representatives in the working group when the working group is established. The working group Chair shall be responsible for organising the works of the working group. Where there are co-chairs, information shall be shared and discussed within the group of co-chairs and consensus reached before sharing with the entire working group and afterwards within the NCC Network.
5. The Network shall adopt the terms of reference of the working groups when establishing them.
6. Each Working Group shall report to the Network and the ECCC GB about the progress of the works on a regular basis, and shall cease to exist once it has fulfilled its mandate and the Network has decided on the working group discharge.

Article 6

Decision making

1. The Network shall adopt its decisions or any documents by consensus when possible, or in the event of a vote, by simple majority in the presence of representatives of at least 2/3 of the notified NCCs.
2. Each NCCs shall have one vote.
3. If necessary, the Network decisions or adoption of documents may be done via a written procedure. To this end, the Secretariat sends the Network members the document(s) at least fourteen (14) calendar days before the end of the written procedure. The Chairperson shall inform the Network members of the outcome of the written procedure without delay, and no later than seven (7) calendar days after the expiry of the time-limit.

4. The Chairperson and the Deputy Chairpersons shall take part in the voting.

Article 7

Meeting expenses

Each NCC should cover its own expenses for participating to meetings.

Article 8

Information and documentation sharing

1. Documents on which the Network is being consulted shall be sent by the Secretariat of the Network to the Network members by e-mail and uploaded on a dedicated platform managed by the ECCC, or through a service provider, with sufficient anticipation before the date of the meeting but no later than fourteen (14) days before the meeting.
2. The NCC or the Union institution, body, office and agency providing the information or document shall, when deemed necessary, indicate the [Traffic Light Protocol](#) (TLP)² label as part of the common code standard to explicate the sensitivity of the shared information and its flow.
3. If necessary the documents prepared by the Network and its working groups shall be marked accordingly to the Traffic Light Protocol (TLP) labels. The marking should be provided by the author of the document, otherwise the decision to mark shall be made by the Chairperson of the Network or the Chairperson of the working group with advice of the Secretariat.

Article 9

Summary minutes of the meetings

1. Summary minutes of the discussion on each point on the agenda and the opinions delivered by the Network shall be drafted by the Secretariat and validated by the Chairperson. The Secretariat shall send the draft minutes to the Network members within one (1) month after the meeting.
2. The members of the Network shall send any comments they may have on the minutes in writing within fourteen (14) days after receiving the minutes. The Secretariat shall take into consideration the comments and shall send the final version of the minutes within one (1) week after the deadline for comments elapsed.

Article 10

Network of National Coordination Centres' communication

1. The NCCs shall actively collaborate and exchange knowledge, information and documents within the Network.

² <https://www.first.org/tlp/>

2. As part of the ECCC website, the Network will have dedicated webpages, to which the Network and NCCs shall contribute in terms of content and animation.
3. These dedicated webpages on the ECCC website shall be maintained and managed by the Secretariat of the Network.
4. Information or documents to be published on these dedicated webpages, shall be specifically approved by the Chairperson of the Network.

Article 11

Protection of personal data

The processing of personal data by the Network and its working groups shall be in accordance with the principles and provisions of Regulation (EU) 2018/1725³.

Article 12

Revision of the Rules of Procedure

1. The Chairperson, a member of the Network, the ECCC GB or the Executive Director of the ECCC may propose amendments to the Rules of Procedure.
2. The Network amends its Rules of Procedure by consensus when possible, or by a two third majority otherwise in the presence of at least 2/3 of notified NCCs.

³ Regulation (EU) 2018 /1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, p.39