

## **APPROVED**

by the decision of the General Council  
of the Eurasian Peoples' Assembly

February 1, 2019

Protocol No.4

### **REGULATIONS**

#### **on the Representation of the International Union of Non-Governmental Organizations the "Eurasian Peoples' Assembly" in the Kaluga Region of the Russian Federation**

The regulation on the Representative Office of the International Union of NGOs the Eurasian Peoples' Assembly in the Kaluga Region of the Russian Federation (hereinafter - Regulations) is developed in accordance with the Charter of the International Union of NGOs the Eurasian Peoples' Assembly (hereinafter - the Assembly). This Regulation defines the procedure for establishing, functioning, organizing and liquidating a Representative Office, its main goals, tasks, rights and obligations.

#### **1. General Provisions**

1.1. The International Union of NGOs the Eurasian Peoples' Assembly is a legal entity under the legislation of the Russian Federation located at the address: Russia, Moscow, Maly Gnezdnikovsky pereulok, 12, b. 4, opens in the Kaluga Region of the Russian Federation, its Representative Office, hereinafter referred to as the "Representation".

1.2. The Representation is a separate division of the Assembly that is not a legal entity.

1.3. The Representation provides presentation and protection of the interests of the Assembly on the territory of the Kaluga Region of the Russian Federation.

1.4. The Representation is guided by the existing Russian legislation, the Charter of the Assembly, decisions of the General Assembly, the General Council and the Presidium of the General Council of the Assembly, the Secretary General of the Assembly, the Head of the General Secretariat of the Assembly and these regulations.

1.5. The Regulations on Representation are approved by the General Council of the Assembly.

## **2. The main objectives of the Representation**

2.1. The main objectives of the Representation are:

2.1.1. Ensuring the implementation of the Assembly's statutory tasks to form a system of interaction between members of the Assembly and organizations interested in strengthening trust and friendship between peoples, expanding cultural and humanitarian cooperation, developing peacemaking and Eurasian integration processes.

2.1.2. Representation and protection of the interests of the Assembly in the Kaluga Region of the Russian Federation.

2.1.3. Development of the Assembly's relations with international public associations located on the territory of the Kaluga Region of the Russian Federation.

2.1.4. Assisting in the implementation of bilateral and multilateral agreements to which the Assembly is a party.

2.1.5. Carrying out charity events, cultural and educational, research and publishing activities.

2.1.6. Organizing and conducting conferences, seminars, festivals, exhibitions, symposiums and other events that meet the statutory goals of the Assembly.

## **3. Main functions of the Representative Office**

3.1. The main functions of the Representation are:

3.1.1. Establishing and maintaining contacts with state bodies, public associations on the territory of the Kaluga Region of the Russian Federation, representative offices of partner organizations of other countries/regions, as well as international public organizations located on the territory of the Kaluga Region of the Russian Federation.

3.1.2. Distribution on the territory of the Kaluga Region of the Russian Federation of information on the activities of the Assembly.

3.1.3. Informing the general public of the Kaluga Region of the Russian Federation on issues of cooperation with the Assembly, with members of the Assembly in the countries of Eurasia through seminars, conferences, round tables, dissemination of information materials, use of mass media.

3.1.3. Providing information to the general public of the Kaluga Region of the Russian Federation on issues of cooperation with the Assembly, with members of the Assembly in the countries of Eurasia through seminars, conferences, round tables, dissemination of information materials, use of mass media.

3.1.4. Preparation and submission to the Assembly of informational and analytical and reference materials with proposals for the development of comprehensive cooperation with the Kaluga Region of the Russian Federation on issues of interest to the Assembly and its members.

3.1.5. Rendering assistance to public non-governmental associations, within the competence of the Assembly and upon requests received through it, in organizing bilateral meetings, negotiations, seminars and other events.

3.1.6. Participation in the organization of Assembly delegations trips to the Kaluga Region of the Russian Federation.

3.1.7. Maintenance of the Representative Office page on the website of the Assembly, regular updating of its contents.

#### **4. Organization of the Representative Office activities.**

4.1. The General Assembly decides on the establishment, reorganization and liquidation of the Representative Office.

4.2. General management of the Representation is carried out by the General Secretariat of the Assembly.

4.3. The Representation's activity is carried out on the basis of annual plans, which are sent to the General Secretariat of the Assembly by December 15 of each year and are taken into account when preparing plans for the main activities of the Assembly.

4.4. The Representation is headed by the Head of the Representative Office, who is appointed to and dismissed by the Secretary General on the recommendation of the Head of the General Secretariat of the Assembly.

4.5. The Head of the Representative Office of the Assembly:

- organizes the work of the Representative Office and manages its activities;
- performs Actions on behalf of the Assembly within the powers defined by the Regulation on Representation and Power of Attorney issued by the Secretary General of the Assembly;
- is responsible for the performance of the mission assigned to it;
- represents the Assembly in negotiations with representatives of state organizations and institutions, commercial and non-profit organizations, with business partners, as well as with individuals;
- performs other actions related to the functions of the Head of the Representative Office.

4.8. The Head of the Representative Office exercises its powers in accordance with the current legislation of the Russian Federation, the Charter of the Assembly, the Power of Attorney and these Regulations, enjoys other rights

and performs other duties in accordance with the legislation and decisions of the Assembly leadership.

## **5. Funds to support the activities of the Representative Office**

5.1. Financial and other issues related to ensuring the activities of the Representative Office are resolved by the Assembly's Regulations in accordance with the legislation of the Russian Federation.

5.2. Sources of funding for the activities of the Representative Office are:

- Assembly funds;
- funds raising (sponsorship, earmarked, etc.) of external concerned organizations.

## **6. Accounting, Reporting and Control over the activities of the Representative Office**

6.1. The reporting of the Head of the Representative Office to the Assembly, as well as the control of the latter over the activities of the Representative Office, is carried out in the manner, in time and in the forms established by the Assembly.

6.2. The reporting year on the operational and financial activities of the Representative Office is set from January 1 to December 31 inclusive.

6.3. The Representative Office, on a monthly basis, by the 5th day following the reporting month, submits to the General Secretariat information on its activities in the main areas of the Assembly's activities, conducted independently or with the participation of a partner and other organizations.

6.4. At the end of the year, no later than 15 December, the Representative Office submits to the General Secretariat's an annual report, which contains information about the implementation of the work plan of the Representative Office and the activities it had undertaken.

## **7. Termination of the Representative Office**

7.1. The Representative Office ceases its activities:

- in case of liquidation of the Assembly;
- by decision of the Assembly;
- by a court decision in case of violation of the law.

## **8. Final provisions**

8.1. These Regulations enter into force upon approval by the General Council of the Assembly.

8.2. Changes to the Regulation are made by decision taken by a majority vote of the members of the General Council of the Assembly. Decisions of the General Council of the Assembly on amendments to the Regulation shall enter into force on the day of their adoption, unless the General Council of the Assembly decides otherwise.

8.3. In case certain norms of these Regulations conflict with the legislation of the Russian Federation and the Charter of the Assembly, they lose their force and the relevant norms of legislation and the Charter of the Assembly are applied. The invalidity of certain norms of this Regulation does not entail the invalidity of other norms and the Regulation as a whole.