Rules of Procedure

Competition for the 2033 European Capital of Culture title in the Kingdom of the Netherlands

The Minister of Education, Culture and Science of the Netherlands, having regard to Decision No 445/2014/EU of the European Parliament and of the Council of 16 April 2014 establishing a Union action for the European Capitals of Culture for the years 2020 to 2033 and repealing Decision No 1622/2006/EC (hereinafter referred to as "the Decision") hereby issues these Rules of Procedure for the competition for the 2033 European Capital of Culture title in the Kingdom of the Netherlands.

Article 1
Introductory provisions

1. These Rules of Procedure define the rules concerning the competition arrangements for the 2033 European Capital of Culture title in the Kingdom of the Netherlands and particularly the composition, membership and activities of the Expert Panel established for the selection procedure (hereinafter referred to as "the Panel").

2. The Panel shall agree on a short-list of candidate cities and, after the final selection meeting, recommend one city for the title of European Capital of Culture except in the event that no city is deemed to have fulfilled all criteria.

3. The body responsible for organising and managing the competition (hereinafter referred to as "the Managing Authority") is DutchCulture.

Article 2
Composition of the Panel

1. The Panel shall have twelve members. The European institutions and bodies shall appoint ten members – the European Parliament, the Council and the European Commission shall each select three members and the Committee of the Regions shall select one member of the Panel. The Minister of Education, Culture and Science of the Netherlands shall appoint two members in accordance with the Managing Authority's procedure and in consultation with the European Commission.

2. The Panel shall be led by a chairperson, who shall be deputised by a vice-chairperson in his or her absence. The chairperson must be one of the members appointed by the European institutions and bodies.

3. The chairperson and the vice-chairperson shall be designated by the members of the Panel at the start of the pre-selection meeting, preferably by consensus.

4. If no consensus can be found, a vote shall be organised. The chairperson and vice-chairperson shall be elected by secret ballot. Voting slips shall be provided by the Managing Authority, who shall lead and supervise the voting. The chairperson and vice-chairperson shall be the candidates who receive the votes of a majority of the members of the Panel who are present.

5. If no candidate receives the votes of a majority of the members of the Panel in the first round of voting, a second round shall be conducted among the two top-scoring candidates.

Article 3
Membership of the Panel

1. Members of the Panel cannot be replaced by substitutes except in the cases foreseen under paragraph 4 below.

2. The members of the Panel shall be citizens of the Union. As members of the Panel, they shall work independently, in a personal capacity and not on behalf of any organisation. They shall have substantial experience and expertise in the cultural sector, in the cultural development of cities or in the organisation of a European Capital of Culture event or an international cultural event of similar scope and scale. They shall also be in a position to devote an appropriate number of working days to the Panel. Employees of the Managing Authority cannot be members of the Panel.

3. The members of the Panel shall sign a declaration of honour that they do not have any actual or potential conflict of interests in respect of any of the candidate cities that have applied for the title of European Capital of Culture before both the pre-selection and final selection meetings. The Managing Authority shall store the original declaration of each member of the Panel.

4. It is the responsibility of Panel members to signal changes to their professional or private duties that may give rise to any actual or potential conflict of interest in respect of a specific candidate city. In the event of such a declaration by a member, or if such a conflict of interest comes to light, that member shall resign and the relevant Union institution or body or Member State shall replace that member for the remainder of the mandate, in accordance with the relevant procedure.

5. For the sake of the selection procedure, membership of the Panel's members appointed by the Minister of Education, Culture and Science of the Netherlands expires:
   a. On completion of the work of the selection procedure,
   b. On resignation of membership,
   c. On termination of membership,
   d. On the death of the member.

6. The Minister may terminate the appointment of a member of the Panel he/she has appointed if:
   a. That member fails to take part in the first round of the competition without a satisfactory written explanation,
   b. That member breaches the non-disclosure requirements given in Article 4 of these rules,
   c. That member fails to resign if a conflict of interest comes to light. In such as case, if the Minister considers it appropriate, the Minister may appoint a replacement.

Article 4
Meetings of the Panel

1. Meetings of the Panel shall be convened by the Managing Authority. Written invitations to take part in the initial round of selection shall be sent to the representatives of the cities that have responded to the call for submission of applications (hereinafter referred to as "the call") by sending an application by the deadline set in the call. The cities short-listed by the Panel will be invited to take part in the final selection by means of an invitation to submit completed and revised applications.

2. The Managing Authority shall provide all the technical and logistical assistance needed for the work of the Panel during the meetings.

3. Meetings of the Panel shall not be open to the public. Representatives of the Managing Authority and of the European Commission have the right to take part in the meetings of

the Panel as observers. Other people may be invited to attend with the agreement of all the members of the Panel who are present.

4. The chairperson of the Panel or, in his or her absence, the vice-chairperson shall lead the meeting and be responsible for the proceedings.

5. Voting in the Panel shall be secret. Voting slips shall be provided by the Managing Authority, who shall lead and supervise the voting.

6. The members of the Panel must not disclose matters relating to individual applications and recommendations of the Panel relating to the candidacy of the cities before the final selection. However, the chairperson or, in his or her absence, the vice-chairperson may answer oral queries from the candidate cities after the pre-selection meeting.

7. The working language of the Panel will be English.

8. Following each meetings of the Panel, a report shall be drafted in English by a rapporteur chosen from among its members and agreed upon by all the members of the Panel.

Article 5
Pre-selection

1. The Managing Authority shall send the applications received from the candidate cities to all the members of the Panel and the European Commission.

2. The Managing Authority shall invite candidate cities to send a delegation to a pre-selection meeting for a hearing. The cities are free to decide who to send to present their candidature, provided that the delegation is limited to a maximum of 10 people. Cities can bring in their own technician. In this case, the technician will not be counted as a member of the delegation, providing that he or she does not take the floor during the hearing.

3. The pre-selection meeting shall take place a few weeks after the deadline set for submitting applications.

4. The hearing shall comprise:
   a. an oral presentation by each candidate city, giving an outline of its candidature, with a time limit of 45 minutes,
   b. A question/answer session between the Panel and each candidate city, with a time limit that will be specified by the Managing Authority to all candidate cities at a later stage.

5. The language for the hearing shall be English.

6. No visits of the Panel to the candidate cities are allowed before the pre-selection meeting.

7. The Panel shall assess the candidate cities on the basis of their applications and hearings against the objectives and criteria laid down in the Decision.

8. Following the hearings, the Panel shall discuss the merits of each city and shall agree on a short-list of candidate cities that shall be invited to revise and complete their application during the selection phase. The Panel should only put forward cities that it considers to have a real chance of receiving its recommendation at the final selection stage.

9. The Panel should try to reach a consensus about which cities to pre-select. If consensus cannot be reached, the decision establishing the short-list of pre-selected cities shall be made on the basis of a vote. For each candidate city, each Panel member shall vote in favour or against short-listing it. The decision on whether a city is shortlisted shall be taken by a simple majority of the Panel members present. In the event of an equal number of votes, the chairperson casts the decisive vote and, in his or her absence, the vice-

chairperson.

10. The Panel as a whole shall endorse the final decision.

11. The short list drawn up by the Panel will be disclosed during a press announcement following the pre-selection meeting.

12. The Panel shall produce a report containing a general assessment of all the applications, the short-list of candidate cities, which are to be considered further as well as recommendations to these cities.

13. The Panel shall deliver its report to the Managing Authority and the European Commission in principle no later than 21 working days after the pre-selection meeting.

14. The Ministry of Culture shall formally approve the short-list based on the report of the Panel.

15. The European Commission and the Managing Authority shall both publish the Panel's report on their respective websites.

16. The Managing Authority shall send a letter to all short-listed candidate cities inviting them to complete and revise their applications and indicating the deadline for the submission of these applications.

Article 6
Final selection

1. The short-listed candidate cities shall complete and revise their applications with a view to complying further with the criteria of the Decision as well as taking into account the recommendations made the Panel in its pre-selection report.

2. The Managing Authority shall send the completed and revised applications received from the pre-selected cities to all the members of the Panel and to the European Commission.

3. Should the Panel wish to visit the pre-selected cities, the visits shall take place after the deadline for submitting the completed and revised applications, and before the final selection meeting. Two to four Panel members will be delegated to represent the whole Panel during the visits. At least one member of the delegation shall be a Panel member appointed by a European institution or body. Equal treatment between all the pre-selected cities must be ensured, which means that all pre-selected cities must be visited by the representatives in this case. No individual invitations from the cities concerned can be accepted. The visits shall be organised by the cities concerned with the Managing Authority. The visit of each city should last roughly one day.

4. The Managing Authority shall invite cities to send a delegation to the final selection meeting for a hearing. The cities are free to decide who to send to present their candidature, provided that the delegation is limited to a maximum of 10 people. Cities can bring in their own technician. In this case, the technician will not be counted as a member of the delegation, providing that he or she does not take the floor during the hearing.

5. The final selection meeting shall take place no later than nine months after the pre-selection meeting. Where necessary, the Managing Authority, in consultation with the Commission, may extend that deadline for a reasonable period.

6. The hearing shall comprise:
   a. An oral presentation by each candidate city giving the most precise and updated view of its candidature, with a time limit of 45 minutes;
   b. A question/answer session between the Panel and each candidate city, with a time limit of that will be specified by the Managing Authority to all pre-selected cities at

a later stage.

7. The language for the hearing shall be English.

8. The Panel shall assess the short-listed cities based on the revised applications and the hearing against the objectives and criteria laid down in the Decision.

9. The Panel shall seek to recommend one city for the title by consensus. If consensus cannot be reached, the decision concerning this city shall be made on the basis of a vote by simple majority of the members of the Panel, who are present. Each Panel member has one vote and gives his or her vote to one city. If no pre-selected city obtains the required majority of votes in the first round, a second round of voting shall take place. The two candidate cities with the highest number of votes of members of the Panel present and ties shall go forward to this second round of voting. For a decision to be adopted in the second round of voting, it must have the support of a majority of the members of the Panel who are present.

10. In the event of the necessity for a third round of voting, the city with the lowest number of votes will be eliminated. In the event of a tie between two or more candidates for the city with the lowest number of votes, the chairperson of the Panel or, in his or her absence, the vice-chairperson shall have the casting vote as to which city shall be eliminated before the third round of voting.

11. If, after a third round, no city has reached a majority, a subsequent round will follow the procedure set out above. In the event of an equal number of votes at the fourth round, the chairperson casts the decisive vote and, in his or her absence, the vice-chairperson.

12. If none of the candidate cities fulfil all the criteria, the Panel may recommend not awarding the title.

13. The Panel as a whole shall endorse the final decision.

14. The selection of the Panel shall be disclosed during a press announcement following the final selection meeting.

15. The Panel shall issue a general assessment report on the applications of all the short-listed cities and a duly justified recommendation for the nomination of one city as European Capital of Culture. The report shall contain recommendations to the selected city regarding the progress to be made by the year of the title, if formally designated as European Capital of Culture. It shall also point out the questions to be raised by the Panel during the first monitoring meeting.

16. The Panel shall deliver its report to the Managing Authority and the European Commission in principle no later than 21 working days after the date of final selection meeting. The European Commission and the Managing Authority shall both publish the selection report of the Panel on their respective websites.

17. The Ministry of Culture shall designate one city to be European Capital of Culture, based on the recommendation contained in the selection report of the Panel, and shall notify the European Parliament, the Council, the Commission and the Committee of the Regions of that designation.

Article 7
Final provisions

1. Any member of the Panel appointed by the Minister of Education, Culture and Science of the Netherlands shall be entitled to reimbursement of travel and accommodation expenses related to the performance of the function of a member of the Panel according to the national relevant laws or regulations, as well as a daily allowance and a fee for their work. The expenses incurred for the participation in the meetings of the Panel members

appointed by the European institutions and bodies will be covered by the European Commission.