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Pursuant to Article 9 of the Decision on the Establishment of the National Payments Council, the
National Payments Council adopts

**THE RULES OF PROCEDURE OF THE
NATIONAL PAYMENTS COUNCIL**

Article 1
General provisions

- 1) These Rules of Procedure regulate in detail the method of work of the National Payments Council (hereinafter referred to as the Council).
- 2) The text of these Rules of Procedure shall be considered in conjunction with the Decision on the Establishment of the National Payments Council (hereinafter referred to as the Decision).

Article 2
Operation of the Council

- 1) The Council's Chairman is the respective Director of the Department of the Bank of Slovenia, covering the scope of the Council's work in terms of content.
- 2) The Deputy Chairman of the Council is the respective Deputy Director of the Department of the Bank of Slovenia, covering the scope of the Council's work in terms of content.

Article 3
Secretariat

- 1) The Secretariat established by the Bank of Slovenia shall ensure smooth operation of the Council.
- 2) The Secretariat shall provide the Council with analytical, statistical, administrative and logistical support.
- 3) At Council meetings, the role of the Secretariat shall be carried out by the Secretary as a representative of the Bank of Slovenia.
- 4) The e-mail address of the Secretariat is nsp-sekretariat@bsi.si.

Article 4
Website of the Council

- 1) The website of the Council (hereinafter referred to as the website) shall be set up and updated by the Secretariat.
- 2) The website contains the public and closed sections.
- 3) The public section of the website is intended to ensure transparency in the functioning of the Council and information to the public on the topical issues falling under the scope of work of the Council. Documents of the meetings, approved minutes of the Council meetings, press releases and annual reports on the activities of the Council shall be published on the public section of the website.

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- 4) The closed section of the website is intended for the members of the Council to address the topical issues falling under the scope of work of the Council (the Web Forum) and to be provided with an overview of the already discussed topics (the Archives). Working papers, approved minutes of the meetings of working groups and other relevant documentation necessary to deal with individual topics shall be published on the closed section of the website.
- 5) The Secretariat shall provide the Council members and their alternates with the username and password in order to be able to access the closed section of the website.

Article 5
Addressing the topics via the Web Forum

- 1) A proposal for dealing with a specific topic may be submitted by the Bank of Slovenia or a Council member.
- 2) A member of the Council shall submit a proposal for dealing with a specific topic to the Secretariat.
- 3) The Secretariat shall assess the adequacy of the proposal referred to in the previous paragraph on the basis of the following criteria:
 - the proposed topic is within the scope of work of the Council in accordance with paragraph 2 of Article 3 of the Decision;
 - it is not the topic that pertains solely to a particular group of stakeholders in the payment services market or that can be addressed within a single group of stakeholders in the payment services market, requiring no dialogue or coordination between various groups of stakeholders;
 - the proposed topic is consistent with the purpose and objective of the operation of the Council in accordance with Articles 2 and 3 of the Decision.
- 4) If the proposed topic fails to meet the criteria referred to in the previous paragraph, the Secretariat shall refuse any further consideration of the topic within the Council.
- 5) If the proposed topic meets the criteria referred to in paragraph 3 of this Article, the Secretariat shall invite the member of the Council who proposed the topic (proposer) to complete the proposal and prepare materials for a more detailed discussion if the materials are not prepared by the Secretariat. If the materials are prepared by a member of the Council, the Secretariat may, at its discretion, supplement them. Prior to the publication on the Web Forum, the Secretariat shall always align the materials with the proposer.
- 6) The Secretariat shall publish the topic and relevant materials on the Web Forum.
- 7) Other members of the Council shall be informed of the publication of the topic by e-mail also containing the deadline for a response. The response by a member of the Council referred to in the previous paragraph implies giving opinion and making comments on the topic dealt with on the Web Forum.
- 8) After the expiry of the period referred to in the preceding paragraph, the Secretariat, together with the proposer, shall assess whether, based on the discussion concerning the topic on the Web Forum, any further dealing with the topic is required at a meeting of the Council, or further consideration is

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not reasonable and is therefore stopped or draft resolutions of the Council can be prepared based on the consideration on the Web Forum.

- 9) If Council resolutions may be written on the basis of a particular topic being discussed on the Web Forum, the Secretariat shall prepare draft resolutions together with the proposer and submit them for approval to all Council members who have expressed their interest in considering the topic discussed by responding on the Web Forum. Any Council member referred to in this paragraph or the Bank of Slovenia may propose the calling of a meeting in order to facilitate further discussion of the topic instead of approving the resolutions.
- 10) In the case referred to in the last sentence of the previous paragraph and provided that it has been established on the basis of paragraph 8 of this Article that consideration of the topic is needed at a meeting, the Secretariat shall prepare the documents for the meeting. The documents prepared shall be published on the Web Forum, and the Secretariat shall invite the Council members to confirm their willingness to take part in a meeting after having assessed that the topic is relevant to them.

Article 6
Convocation of the Council meetings

- 1) The Bank of Slovenia shall convene a meeting of the Council if at least four Council members (without the Bank of Slovenia) have confirmed their willingness to participate in the meeting on the basis of the invitation referred to in paragraph 10 of Article 5 of these Rules of Procedure.
- 2) The Secretariat shall draw up a draft agenda of the meeting and send it together with an invitation and any documents to the Council members who have confirmed their willingness to take part in the meeting no later than seven days prior to the meeting.
- 3) Where a case is assessed by the Chairman as urgent, a Council meeting shall be convened in less than seven days.

Article 7
Attendance at Council meetings

- 1) The Council members who have confirmed their willingness to attend a meeting to consider a particular topic in more detail shall be invited to the Council meetings. Where neither a member of the Council nor their alternate can attend a Council meeting, the Secretariat shall be informed of this no later than three working days prior to the meeting. If more than one-third of the Council members (or their alternates) referred to in this paragraph are unable to attend a meeting, the meeting shall be cancelled.
- 2) The Chairman of the Council may, at his/her discretion or on a proposal from a Council member, invite other relevant stakeholders, professionally active in a particular field but not participating in the work of the Council, to provide information and opinion concerning the issues dealt with and contribute to successful resolution of individual issues related to the problem.
- 3) Other representatives of the Bank of Slovenia may also attend Council meetings as observers.

Article 8
Course of the Council meetings

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- 1) Council meetings are usually held in the premises of the Bank of Slovenia.
- 2) Council meetings are chaired by the Chairman of the Council and in his/her absence, by a deputy. The Chairman of the Council shall facilitate smooth running of the meeting by leading and guiding the Council members in their discussion in accordance with the agenda, giving the floor to those present and by ensuring that these Rules of Procedure are observed.
- 3) At the beginning of a meeting, the Council shall approve the agenda. Prior to considering an individual agenda item, the Chairman of the Council may give a brief explanation of the content discussed or may leave the explanation to another Council member or another invited participant. Typically, discussions at the meetings are not limited in time unless the Chairman of the Council decides otherwise at the meeting.

Article 9
Decision-making

Decisions by the Council related to a particular topic shall take the form of a resolution on the basis of a consensus of the Council members present at the meeting who have expressed their willingness, at the meeting concerned, to consider a particular topic in more detail.

Article 10
Minutes of the Council meetings

- 1) The Council meetings are recorded for the purpose of preparing the minutes, drawn up by the Secretariat after each meeting.
- 2) The minutes shall contain the data on the attendance of the Council members, discussions concerning individual items on the agenda and the resolutions adopted. 2) Within ten days after the meeting, the Secretariat shall submit the minutes to the Council members present at the meeting for comments.
- 3) After having received potential comments referred to in the previous paragraph, the Secretariat shall, if necessary, update the minutes and submit them to the Council members present at the meeting for approval.
- 4) The agreed minutes shall then be submitted to all Council members and shall be published on the website.

Article 11
Annual activity report of the Council

Within three months following the end of the calendar year, the Secretariat shall draw up an annual report on the activities of the Council in the previous year.

Article 12
Annual Meeting

- 1) Notwithstanding Article 6 of these Rules of Procedure, a Council meeting shall be organised at least once a year (hereinafter referred to as the Annual Meeting), namely at the end of the first quarter of each calendar year.

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- 2) All Council members shall be invited to the Annual Meeting in order to discuss the annual report, review the Rules of Procedure and any other matters related to the operation of the Council.
- 3) If more than one-third of the Council members (or their alternates) referred to in this paragraph are unable to attend the Annual Meeting on the proposed date of the Annual Meeting, it shall be postponed to a later date.

Article 13
Working groups

- 1) At the meeting concerned, the Council composed of the members who confirmed their willingness to take part in a more detailed consideration of a particular topic may, by a decision, appoint a working group to deal with specific issues and prepare positions as regards narrow technical and operational activities.
- 2) Upon the appointment of a working group, the Council, in its composition referred to in the previous paragraph, shall define its objectives and composition. The working group members are not necessarily members of the Council or other representatives participating in the Council. The working group meetings may be attended by the representatives of the Bank of Slovenia and those participating in the Council as observers.
- 3) The working group members shall appoint the head of the working group among themselves.
- 4) The working group head shall organise the work of the working group, chair the working group meetings, ensure the drawing up of minutes and submit the approved minutes to the Secretariat. The Secretariat shall submit the minutes of each working group meeting to the Council members who have expressed their willingness to take part in a more detailed consideration of a particular topic and other participants in the working group by e-mail, and shall publish the minutes on the closed section of the website.
- 5) The working group shall reach its decisions by a simple majority and in the form of resolutions. If the working group members fail to take a decision, the decision shall be taken by the Council as defined in Article 9 of these Rules of Procedure.
- 6) After completion of the assignment and activities, the working group head shall submit the final minutes containing resolutions and findings of the working group to the Secretariat and the latter shall then submit them by e-mail to all members who have expressed their willingness to take part in a more detailed consideration of a particular topic, and shall publish the minutes on the closed section of the website. In the same manner, the Council members referred to in the previous paragraph shall be informed of the result of the vote and of potential opposition to the adopted resolution by one or more members of the working group.
- 7) The resolutions of the working groups may be subject to further consideration of the Council, composed of the members who have expressed their willingness to take part in a more detailed consideration of a particular topic at a meeting; however, the Council may directly approve and adopt the resolutions of the working groups at the next Council meeting where the topic concerned is dealt with insofar as it considers that that further consideration is not needed.

Article 14

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Financing

- 1) The costs associated with the operation of the members and other representatives at the Council meetings or in working groups, and the costs of the organisation of working group meetings shall be borne by the participants within the Council.
- 2) Costs related to the development and maintenance of the website, operation of the Secretariat and the organisation of the Council meetings shall be covered by the Bank of Slovenia.

Article 15

Amendment to the Rules of Procedure

- 1) The Council members may, at any time, submit proposals for amendments to the Rules of Procedure in writing. A proposal shall be addressed to the Secretariat.
- 2) The amendments to the Rules of Procedure shall be decided upon by the majority of all members and a mandatory consent of the Chair.

Article 16

Final provision

- 1) At the Council meetings, the Rules of Procedure shall be interpreted by the Chairman of the Council.
- 2) These Rules of Procedure shall enter into force on the day of their adoption by the Council.

mag. Simon Anko
Chairman of the Council