



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

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.

Article 2 Council's vision and action plan

- 1) The Council shall function in accordance with its vision and its action plan, which set out its area of work and are adopted by the Council in accordance with these Rules of Procedure.
- 2) Council participants shall encourage stakeholders and stakeholder groups whose interests they represent within the Council to implement the agreed actions.

Article 3 Secretariat

- 1) The functioning of the Council shall be the responsibility of a secretariat established at the department of Banka Slovenije that substantively covers the Council's area of work.
- 2) The secretariat shall provide the Council with expert, administrative and logistical support.
- 3) The email address of the secretariat is nsp-sekretariat@bsi.si.

Article 4 Council's website

- 1) The website of the Council (hereinafter referred to as the website) shall be set up and updated by the secretariat.
- 2) The website is intended to ensure transparency in the functioning of the Council and to provide information to the public on topical issues falling under the Council's area of work. Working material for meetings of the Council that does not contain information of confidential nature, approved minutes of meetings of the Council, annual reports on the work of the Council, and the fundamental documents based on which the Council functions shall be published on the website.

Article 5 Convocation of Council meetings

- 1) Appointed members of the Council and their deputies shall be invited to meetings of the Council (hereinafter also members of the Council).
- 2) A meeting of the Council shall be held when at least half of the members of the Council confirm their willingness to take part in a meeting.



3) The secretariat shall draft an agenda for the meeting and shall send it together with an invitation and any working material to the members of the Council at least seven days before the meeting.

4) When the meeting is assessed by the chairman as urgent, a meeting of the Council may be convened in less than seven days.

Article 6 **Attendance at Council meetings**

1) Meetings of the Council shall as a rule be attended by the members of the Council; the member's deputy shall attend in the event of the absence of a member of the Council.

2) When neither a member of the Council nor their deputy can attend a meeting of the Council, the secretariat shall be informed accordingly by the deadline set by the secretariat for confirming attendance.

3) The chairman of the Council may, at their own discretion or at the proposal of a member of the Council, invite other relevant stakeholders who are professionally active in a particular field but do not participate in the work of the Council to provide information and opinion concerning the issue under discussion, and to contribute to the successful resolution of individual questions related to the issue.

4) Other representatives of Banka Slovenije may also attend meetings of the Council as observers.

Article 7 **Course of Council meetings**

1) Meetings of the Council are usually held on the premises of Banka Slovenije, and may exceptionally be held remotely.

2) Meetings of the Council are chaired by the chairman of the Council, or in their absence by the deputy. The chairman of the Council shall facilitate the smooth running of the meeting by leading and guiding the members of the Council in their discussion in accordance with the agenda, giving the floor to those present, proposing resolutions for decision-making, and ensuring that these Rules of Procedure are upheld.

Article 8 **Decision-making**

Decisions by the Council about a particular matter shall be made in the form of resolutions on the basis of a consensus of the members of the Council present at the meeting.

Article 9 **Minutes of Council meetings**

1) Meetings of the Council are recorded for the purpose of preparing the minutes, which are drawn up by the secretariat after each meeting.

2) The minutes shall cite information about the attendance of the members of the Council, the discussions concerning individual items on the agenda, and the resolutions adopted. Within seven business days of the meeting, the secretariat shall email the minutes to the members of the Council present at the meeting for comments.

3) After receiving any substantive comments referred to in the previous paragraph, the secretariat shall, when necessary, update the minutes and submit them to the members of the Council present at the meeting for approval.



4) The approved minutes shall then be submitted to all members of the Council, and shall be published on the website.

Article 10 Annual report

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

Article 11 Annual meeting

Subject to the condition of sufficient attendance referred to in the second paragraph of Article 5 of these Rules of Procedure, a meeting of the Council shall be organised at least once a year, provisionally at the end of the first quarter of the calendar year, for the purpose of discussing the annual report on the work of the Council in the previous year.

Article 12 Working groups

1) For more detailed discussion on a particular issue or specific questions on narrow substantive and operational activities that fall under its area of work, the Council may appoint a working group.

2) When appointing a working group, the Council shall stipulate its purpose and the objectives of its work. The members of the working group need not be members of the Council, but may be other representatives of Council participants. Meetings of the working group may also be attended as observers by representatives of Banka Slovenije and of Council participants who are not participating in the working group.

3) Depending on the working group's area of work, the Council shall identify the stakeholder best suited to heading the working group from among the Council participants. The stakeholder itself shall nominate a suitable candidate to act as head.

4) The head of the working group shall (substantively) organise the work of the working group, chair the meetings of the working group, and report to the Council on the working group's activities and progress.

5) The secretariat shall provide logistical support and, where relevant, substantive support for the work of the working group. The role of the secretariat is primarily organising the meetings, preparing invitations, jointly drafting the agenda, and drafting the minutes of meetings. The secretariat shall email the minutes of each meeting of the working group to the members of the working group for review and approval.

6) After the discussion of an issue at working group level, the head of the working group shall brief the Council on its conclusions. The Council shall then continue its discussion of the issue in accordance with these Rules of Procedure. Should the Council decide that the purpose and objectives for which the working group was established have been achieved, it shall disband the working group; otherwise it shall assign new tasks to it, or establish a new working group.

Article 13 Funding

1) The costs related to the work of the members and other representatives at meetings of the Council or in working groups shall be borne by the Council participants themselves.

2) The costs related to the development and maintenance of the website, the work of the secretariat, and the organisation of meetings of the Council shall be covered by Banka Slovenije.



Article 14
Amendment to Rules of Procedure

1) Members of the Council may at any time submit written proposals for amendments to the Rules of Procedure. Proposals shall be addressed to the secretariat.

2) Amendments to the Rules of Procedure shall be decided on by the majority of all members of the Council, subject to the mandatory consent of the chair.

Article 15
Final provision

1) The Rules of Procedure shall be interpreted at meetings of the Council by the chairman of the Council.

2) These Rules of Procedure shall enter into force on the day of their adoption by the Council.

Ljubljana, 24 March 2022

Simon Anko
Chairman, National Payments Council