

CONSTITUTION AND WORKING METHODS

a) Overview

The Public Real Estate Network (PuRE-net) is a self financing, not for profit, unregistered, common interest network of European Government organisations and their representatives that are responsible for public real estate properties in their own countries. This responsibility is delivered either as an owner and manager of property, or as a coordinator and catalyst for improvement in property owned or occupied by individual government organisations. PuRE-net is committed to ever-increasing quality and continuous improvement for its members.

b) Mission

To provide a frame of reference for those involved in European public real estate and a working forum (usually delivered through a series of workshops) for the development of innovative and topical or salient ideas that have common interest and application to the network member organisations.

c) Objective

To build a permanent forum geared towards facilitating the exchange of expertise and strategic/managerial/operational information on the main issues relating to the management and use of public real estate portfolios

To promote continuous improvement and cross-exchange of ideas through building and using a shared reference model for managing real estate performance

This will be achieved through an annual general conference of all member countries and the establishment of workshops relevant to the interests of the members.

d) Working Language

The working language of PuRE net is English

e) Membership

Members of PuRE-net are organisations operating in the public real estate sector that are committed to making an active contribution to analyzing and disseminating information, and sharing experiences, on issues, questions and case studies that are relevant to the sector.

Membership is drawn from countries that are part of the European Union and other countries in Europe as determined from time to time by the PuRE net Steering Committee (see below). The PuRE net membership at December 2008 is listed in the appendix to this document. Observers from other countries may attend PuRE net meetings with the permission of the PuRE net Steering Committee; however observers do not have voting rights.

Each member country will be represented by one public organization, unless there are exceptional reasons for additional representation.

Each member country will appoint one individual (among the delegates) to represent and vote on its behalf.

Members are encouraged to promote PuRE net and its mission and objectives to other real estate agencies in their country and to act as a liaison between those agencies and PuRE net.

f) **Cost of Membership**

Each member country will pay an annual subscription to belong to PuRE net. The current annual subscription is set at 2500 euros. The subscriptions will be paid at the start of each calendar year. The annual subscription cost will be reviewed from time to time by the Steering Committee and any changes will be agreed with the member countries at the annual general conference.

The subscription cost is expected to cover, at least:

- The costs of up to two delegates for each member country to attend the annual general conference (excluding individual delegates' travel and accommodation costs)
- Any publications that PuRE net might choose to produce and as agreed by the Steering Committee
- A contribution to the costs of the PuRE net Treasurer including auditing costs.

Member countries may bring more than two delegates to the annual general conference but a single conference attendance fee (to be determined by the country hosting the annual general conference in agreement with the Steering Committee) will be charged for each additional delegate.

g) **Benefits of Membership subscription**

The annual subscription will entitle member countries to:

- Send up to two delegates to the annual general conference (see below) exclusive of travel and hotel costs.
- Have access to the PuRE net website and receive relevant documents or other material that will assist in the exchange of learning and experience between member countries
- Participate as necessary in an exchange programme
- Attend learning sessions that might be made available through the Secretariat.

h) **Termination of Membership**

Member countries will lose their membership of PuRE net if they have not paid their membership subscription by the due date unless there are exceptional reasons for deferring termination. Exceptions shall be determined by the Steering Committee. The former member shall be informed by the Secretariat in writing of the termination of its membership and this will be reported to the annual general conference.

Any member may terminate its membership of PuRE net upon giving formal notice of its intention to do so to the Secretariat. The termination of that membership shall become effective upon the expiration of a period of six months from the date upon which formal notice is received by the Secretariat.

i) **Member Voting**

Every member country shall exercise one vote even if more than one delegate is attending the annual general conference. Members will be asked to exercise their vote at the annual general conference once every two years for:

- The President
- The Steering Committee members

j) Governance

The governance structure comprises:

The President

PuRE net shall have a President who will be elected by two thirds majority of the member countries attending the annual general PuRE net conference.

The President will chair the annual general conference and the meetings of the Steering Committee. Other responsibilities will be agreed as necessary with the Steering Committee. The President shall be elected for a term of 2 years.

The Steering Committee

The Committee will have up to 7 members drawn from the member countries, elected by a simple majority of the members at the annual general conference. The Committee members shall be elected for a term of 2 years. Individual members can put themselves forward for re-election up to a maximum of six years on the Committee. However it is expected that one third of the Committee membership will change every two years.

Committee members will represent their country rather than themselves as individuals. Members will be expected to have interests that are directly relevant to PuRE net's mission and objective and to act with their country's authority.

The Steering Committee will be responsible for

- Steering and reviewing the affairs and running of PuRE net and agreeing its future scope and development under the terms of the constitution.
- Managing the membership and finances of PuRE net. One Committee Member will act as the PuRE net Treasurer
- Ensuring the operation and viability of the PuRE net website
- Agreeing the hosting country, venue and agenda of the annual conference
- Reviewing the establishment, running and outputs from workshops that have been established by the PuRE net members.

The Steering Committee shall meet twice in every year and at a venue agreed by the Committee members; one meeting will be coincident with the annual general conference. Exceptionally the Committee may meet more frequently as required.

The Secretariat

The day to day operation of PuRE net shall be the responsibility of the secretariat. The secretariat function will normally be delivered by one member country for a period of 2 years (but see below). The secretariat function will cover the following:

- Overall Programme Management
- Pure-net web site operation (back office and content management) and improvement
- Support to the hosting Country for the annual general conference organisation
- Working group overall coordination
- Learning programme management (mainly delivered using e-learning solutions)

- Exchange programme management (e.g. giving young employees the opportunity to spend some time – 3 to 5 weeks abroad – both within EU and other Countries)
- Support for EU relationships (mainly referred to European Commission in Brussels)
- International relationships (e.g. contacts with other Countries outside EU and/or other existing organisations/networks)

However the Steering Committee may determine that, in the light of the burden of time and resource, these functions will be delivered by more than one member country.

k) Annual General Conference and workshops

There will be an annual general conference of the member countries, hosted by one member country as agreed with the Steering Committee. The quorum shall be one third of the total of member countries.

The Conference will report on the work of PuRE net over the previous year, the output from workshops held during the year, the operation of PuRE net including its finances and benefits to members and the future direction and development of the network. Members will also have the opportunity as required to bring colleagues up to speed with developments in their own countries via Member updates.

One or more workshops will be run during the year on topics that have been suggested by member countries and agreed by the Steering Committee. Hosting a workshop will be in agreement with the Steering Committee.

l) Modifications

The present constitution may be modified by a resolution passed by not less than two thirds of the member countries attending the annual general conference.

m) Duration

PuRE net will have unlimited duration.

However the network may be dissolved by resolution adopted at the annual general conference by a three quarters majority of the member countries. In the case of dissolution, the Steering Committee will determine the discharge of assets remaining after the satisfaction of all proper debts and liabilities and will notify the member countries of their decision before determination.

Appendix

PuRE network membership (as at December 2008)

Austria
Belgium
Bulgaria
Cyprus
Denmark
Estonia
Finland
France
Germany
Greece
Holland
Hungary
Ireland
Italy
Lettonia Latvia
Lithuania
Luxembourg
Malta
Norway
Poland
Portugal
Rep. Czech
Rep. Slovak
Rep. Slovenia
Romania
Spain
Sweden
United Kingdom