



ECOLE EUROPEENNE DE BRUXELLES III  
EUROPEAN SCHOOL BRUSSELS III  
EUROPÄISCHE SCHULE BRÜSSEL III

**AGREEMENT BETWEEN  
THE EUROPEAN SCHOOL BRUSSELS III (hereafter referred to as the School)  
AND  
THE APEEE IXELLES (hereafter referred to as APEEE)  
REGARDING THE SETTING UP OF A JOINT PROJECTS COMMITTEE  
14 DECEMBER 2023**

**Basic Principles**

1. The Agreement sets the framework of cooperation between the School and the Parents Association (APEEE) with a view to ensuring transparency in the management of the Joint Projects between the School and the APEEE.
2. Both parties agree on the setting up of a bilateral Joint Committee entitled "EEB3 Joint Projects Committee (hereafter referred to as JPC)
3. The role of this committee will be to enable:
  - a. The school to regularly share information with the APEEE about projects that the school would like to implement and could be considered for funding by the APEEE or joint funding by the APEEE and the School;
  - b. The APEEE to consider projects presented by the school management only and will inform the school, if they are in a position to fund or part-fund any particular project from the APEEE reserve funds. Individual projects suggested by members of EEB III staff will not be considered for funding by the APEEE without prior approval of the school management.
  - c. The school to present the annual revenue and expenditure of the extra-budgetary accounts to the JPC. This will be done on an annual basis. The reason behind this sharing of information is that the funds in the extra-budgetary accounts come from the parents who purchase items/services/participation in projects for their children. Thus, the school will give feedback about the money that has been given to the school and the expenditure. If there is any surplus in these accounts, discussion will be held as to how it is to be spent.
  - d. The APEEE to present the annual revenue and expenditure of the Student Account and Springfest Account to the JPC. This will be done on an annual basis. The reason behind this sharing of information is that the funds in these accounts come from the students and parents who purchase items/services/participation in projects. Thus, the APEEE will give feedback about the money that has been given to the said APEEE and the expenditure. If there is any significant surplus in these accounts, discussions will be held as to how it is to be spent.
4. The European Schools now have an obligation to report on their extra-budgetary accounts in their respective Administration Boards in September (see Memorandum re Extra-Budgetary Accounts in Annex 1). Following the presentation of the documentation of the Extra-Budgetary Accounts in September, a JPC meeting will be held to give a detailed overview of the extra-budgetary accounts regarding revenue and expenditure.



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5. The Joint Project Committee (JPC) will be composed of:

- i. **For the School:** The School Director, and the Deputy Director for Administration.
- ii. **For the APEEE:** The APEEE President, the Treasurer.

A number of observers (i.e. Deputy Directors of Cycles, School accountants, teachers in charge of school projects, the APEEE auditors or another APEEE Board Member depending on the item for discussion) may be invited to attend the JPC as necessary.

6. The Committee members shall report back to the statutory bodies in a regular basis (i.e. the APEEE Board as well as to the School's Administrative Board;
7. The Chairmanship of the JPC is shared between the school and the APEEE. The School assumes the task of the Secretariat. Both parties can call a meeting and an agenda is drawn up prior to the meeting.
8. The JPC will have its first meeting in December to present the end of year accounts and to discuss joint projects as well as any other issues.
9. Depending on the number of the agenda items, the Committee can meet up at least twice during a school year. An extraordinary meeting may be requested by at least four (4) Committee members.
10. A new meeting may be convened when an urgent issue must be resolved and prior internal consultations are necessary. The Committee minutes are published after their adoption on protected platforms.
11. Any of the Parties may terminate the Agreement with a prior written notice of six months. The notice is signed by the School Director or the APEEE President and is communicated to all Committee members.

Micheline Sciberras  
Director, EEB III

Gerard Payne  
President, APEEE Ixelles

Annex 1:

Link to the [\(Updated\) Memorandum on the Management of extra-budgetary activities \(Ref: 2023-07-M-1-en\)](#)