

Statutes

Valid from 1 July 2016

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I. General

1. Name and Registered Office

- 1.1. An Association under Swiss law pursuant to Article 60ff of the Swiss Civil Code (ZGB) exists under the name «Forum Train Europe FTE», with its own legal personality and with its registered office in Berne (Switzerland).

2. Purpose of FTE

- 2.1. The Association «Forum Train Europe FTE» (hereafter «FTE») promotes cross-border rail traffic in Europe.
- 2.2. FTE promotes, in particular, transparent and independent cooperation among its members, enabling them to plan their international transport production.
- 2.3. To this end, FTE serves as a neutral, international coordination platform for its members to enable them to internationally coordinate their timetables and plan their production in cross-border passenger and freight rail traffic. It also safeguards activities related to the production and issue of products (e.g. European Coach/Wagon Availability Plan (EWP)).
- 2.4. FTE supports the work of its members by implementing an FTE planning process based on the requirements of the EU directives.
- 2.5. FTE may procure, develop and operate technical resources which facilitate its members' business processes and work.
- 2.6. FTE actively represents its operational and strategic interests vis-à-vis Infrastructure Managers, European organisations and international authorities.
- 2.7. As a European organisation of Railway Undertakings (hereafter "RUs"), FTE helps remove national barriers and support the new European role of RUs.
- 2.8. FTE provides a platform for international contacts and cooperation among RUs.
- 2.9. FTE provides the services described in this article in return for payment (cf. Article 0).

3. Language

- 3.1. Unless otherwise provided in an organ's rules of procedure, the working language of FTE is English. The meetings of the organs shall be in English. Written documents shall be drawn up in English.
- 3.2. Unless otherwise provided in Annex E to the Statutes, the arrangements in Paragraph 1 shall also apply to members' conferences arranged by FTE in its role as a coordination platform. It is still possible for negotiations (e.g. members' conferences) to be held in a different language should this be preferred, but only if agreed to by all those involved.

II. Membership and Observer Status

4. Members

- 4.1. Membership of FTE shall be open to Railway Undertakings and other applicants for the allocation of railway infrastructure capacity in cross-border rail traffic, as well as national rail traffic undertakings and international rail traffic service providers who adjust their services to the international timetables.

5. Members' Rights and Obligations

5.1. Members shall have the following rights:

- a) to attend the Plenary Assembly, put forward motions and vote on the business of the Plenary Assembly as specified by the Statutes.
- b) to elect members to offices and organs and be elected to such offices and organs as are open to them in accordance with the Statutes. Members' voting rights and rights to stand for election at the Plenary Assembly shall be determined by Annex B to the Statutes. Article 9.8 remains reserved.
- c) to participate in members' conferences arranged by FTE in its role as a coordination platform. The costs of these conferences are included in the annual expenses.

5.2. Members shall have the following obligations:

- a) safeguarding FTE's purpose pursuant to Article 0
- b) compliance with FTE's decisions
- c) informing the Executive Board of the loss of a permit to *undertake rail transport*, loss of or change to their status as *applicant for the allocation of railway infrastructure capacity* and changes to their business activity which affect their status at FTE and on the commissions
- d) payment of their share of the annual expenses (cf. Article 0 and 0).

6. Start and End of Membership

6.1. New members may be admitted at any time. Membership applications must be submitted to the Executive Board. The Executive Board shall confirm their admission to new members within 2 months of receipt of the application, in writing, and shall at the same time inform the members at the next Plenary Assembly.

6.2. Membership shall commence at the time the Executive Board reaches its decision. Newly admitted members shall share in the annual expenses in the year of their admission on a pro rata basis from the date of their admission.

- 6.3. Membership shall end as a consequence of resignation by or loss of legal personality of the member, loss of the necessary permits for the member's business operations pursuant to Article 0, cessation of the member's business operations pursuant to 0 and exclusion of the member. In the event of mergers or takeovers, membership shall pass to the member's legal successor. Any changes to the cost shares and voting rights shall not take effect until the start of the following year.
- 6.4. Resignation shall be possible with 4 months' notice to the end of each calendar year. Notice must be sent to the Executive Board.
- 6.5. The Executive Board may exclude members if they seriously contravene the purpose or the Statutes or have not settled outstanding accounts within 12 months of the invoice date. If a member has not settled outstanding accounts within 6 months of the invoice date, the Executive Board shall explicitly notify the member of its potential exclusion.
- 6.6. Membership shall end at the time of the decision in the event of exclusion, at the end of the calendar year in the event of resignation and, in the event of loss of legal personality or the necessary permits for the member's business operations pursuant to Article 0, at the time of loss of autonomous legal capacity to act or the loss of the permit. If a member abandons or changes its business activities, its membership shall end when its business activities cease pursuant to Article 0.
- 6.7. Members whose membership ends before the end of the calendar year shall not be entitled to a refund or waiver of part of their share in the annual expenses.

7. Observers

7.1. FTE shall be monitored by:

- a) The International Union of Railways (UIC)
- b) The Organization for Cooperation of Railways (OSShD)
- c) Other international organisations or authorities upon which the Executive Board has conferred observer status.

7.2. Observers shall be invited to attend the Plenary Assembly. The commissions may invite observers to their meetings. The observers' representatives shall attend the meetings in an advisory capacity, without receiving any fee and without any electoral or voting rights.

III. Organisation

8. Organs

8.1. FTE has the following organs:

- a) Plenary Assembly
- b) Executive Board
- c) Commission for Passenger Traffic (hereafter the P Commission)
- d) Commission for Freight Traffic (hereafter F Commission)

9. Plenary Assembly

9.1. The Plenary Assembly is the most senior organ of FTE. All members belong to it. Absent members may be represented by another member. Representation shall only be valid if the represented member notifies the secretariat, at least 2 days prior to the meeting, of the person who will be representing it. A member may represent a maximum of 3 other members. Representations must be mentioned in the minutes.

9.2. The Plenary Assembly shall have the following powers:

- a) deciding on amendments to the Statutes, in particular the purpose and tasks of FTE and relocating the registered office
- b) approving the activity of the other organs and discharging their members on the basis of an activity report
- c) electing and dismissing the President, who also chairs the meetings of the Executive Board
- d) electing and dismissing the members of the Executive Board
- e) approving the annual accounts and any auditor's report, deciding on the appropriation of any profit, approving the budget and adopting resolutions on measures when there is the potential for the budget to be exceeded
- f) setting the schedule for the year, in particular the date and location of the Plenary Assembly and the members' conferences, which FTE arranges in its role as a coordination platform
- g) determining and altering the members' work processes in Annex E to the Statutes
- h) forming Working Groups

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- i) dissolving the organisation
 - j) resolutions that are reserved by law or the Statutes for the Plenary Assembly.
- 9.3. The ordinary meeting of the Plenary Assembly shall be held once a year. Extraordinary meetings shall be held when the President so requires, at the request of the Executive Board or when requested by at least one fifth of the members.
- 9.4. The meetings shall be convened by the President. Notices of meetings shall include an agenda and, for ordinary and extraordinary meetings, shall be sent to the members at least 4 weeks prior to the meeting of the Plenary Assembly, the documentation and agenda with comments and the motions being sent to the Plenary Assembly at least 2 weeks prior to the meeting, in electronic or paper form. The members shall submit their motions to the secretariat, in writing, at least 3 weeks prior to the Plenary Assembly.
- 9.5. Minutes shall be kept of meetings of the Plenary Assembly. The minutes shall be sent to members no more than 3 months after the Plenary Assembly, electronically or on paper. If no objections are made within 20 days of the minutes being sent, they shall be deemed to have been approved and may be issued to the observers and other interested parties. If a member wishes changes to be made, the minutes shall be revised and sent anew to the members in the same manner. If another objection is received within 20 days, the passages concerned shall be marked as controversial and the correction of the definitive minutes shall be placed on the agenda for the next Plenary Assembly.
- 9.6. The meetings shall be chaired by the President. The Plenary Assembly shall be quorate when at least one quarter of members are present (quorum).
- 9.7. If the Plenary Assembly is not quorate, the members present shall decide whether the necessary resolutions should be adopted at an extraordinary meeting or by circular vote. If a circular resolution is to be adopted, the time limit for responses must be set with the resolution. The time limit must be set to ensure that members who are some distance away are not deprived of their voting right due to postal delays. The quorum shall not apply either to the extraordinary meeting or to the circular resolution of the Plenary Assembly. The circular resolution shall be adopted by simple majority of votes cast by members who respond within the time limit.
- 9.8. Irrespective of the required majority, a motion shall be deemed to have been rejected if at least two thirds of the votes of either the represented P or the represented F members are against the motion.

- 9.9. The following rules shall apply to resolutions of the Plenary Assembly:
- a) The members' election and voting powers shall be determined by Article 0
 - b) Members may abstain from voting. Abstentions shall not be counted when calculating the required majority.
 - c) Each member shall have the number of votes indicated in Annex B to the Statutes. Unless otherwise provided in the Statutes, the Plenary Assembly shall pass its resolutions by simple majority of votes represented. In elections, the candidate who attracts the most votes shall prevail. If the vote is tied, the election shall be repeated.
 - d) For individual projects, the Plenary Assembly may adopt by simple majority of the votes represented decision-making arrangements that differ from the voting conditions as per Annex B.
 - e) A majority of two thirds of represented votes shall be required for the following resolutions:
 1. Amendments to the Statutes
 2. Relocating the registered office
 3. Dissolving the organisation
 4. Dismissal of the President

10. Executive Board

- 10.1. The Executive Board is FTE's operational and administrative management organ. The Executive Board shall have 4 to 5 members and shall, as a minimum, comprise:
- a) the President of FTE (ex officio)
 - b) the Heads of the Commissions (ex officio)
- 10.2. The term of office of the Executive Board members elected by the Plenary Assembly shall be 4 years. Re-election shall be permitted.
- 10.3. The Executive Board shall have the following powers and tasks. It
- a) is responsible for implementing resolutions and executing the instructions of the Plenary Assembly
 - b) decides on the exclusion of members
 - c) prepares for the Plenary Assembly, in particular resolutions and elections
 - d) is responsible to the Plenary Assembly for preparing and monitoring the annual budget and annual accounts
 - e) reports annually to the Plenary Assembly on its activities over the last year (activity report)

- f) decides on the admission of new members and conferral of observer status. The Executive Board shall inform members at the next Plenary Assembly about new members and observers of the organisation
 - g) may entrust the secretariat or external contractors with the execution of individual tasks (e.g. bookkeeping). The Executive Board shall monitor the activity of the external contractor and secretariat
 - h) may use working groups involving members or external experts to deal with individual matters
 - i) shall be responsible for the election and dismissal of the Secretary General and the secretaries and regulate their duties in a functional specification
 - j) shall decide on expenditure within the approved budget and up to 10% where the budget is exceeded for individual budget positions or 5% of the total budget for new expenditure outside the approved budget
 - k) may submit business to the Plenary Assembly for a resolution and require extraordinary Plenary Assemblies to be held
 - l) shall be responsible for all other business that is not assigned to another organ by law or the Statutes.
- 10.4. The Executive Board may establish rules of procedure to regulate its workflows. If the Executive Board issues rules of procedure, these must be presented for information to the Plenary Assembly and shall be attached in Annex C to the Statutes. In the event of inconsistencies between the rules of procedure and the Statutes, the Statutes shall take precedence.
- 10.5. The Executive Board shall meet as required but at least once a year. A meeting must be convened within no more than 4 weeks when requested by at least 2 Executive Board members. Written resolutions adopted by circular vote shall be permitted. Circular resolutions shall be valid if all members cast their vote. If not all votes of the Executive Board members are received within the time limit set, a meeting of the Executive Board must be convened within 4 weeks.
- 10.6. The meetings shall be convened by the President. Notices of meetings shall include an agenda from which the motions and business are apparent and shall be sent in electronic form to the Executive Board members, along with the documentation, at least 2 weeks prior to the meeting. The Executive Board shall only pass resolutions on motions that have not been duly announced on the agenda if all members present are in agreement.
- 10.7. The meetings shall be chaired by the President. The Secretary General shall attend Board meetings in an advisory capacity. The Executive Board may invite guests to its meetings. Minutes shall be taken of the meetings of the Executive Board, for the attention of the Board members.
- 10.8. The Executive Board shall be quorate when at least 3 of the members are present. A Board member may represent a maximum of 1 other Board member. Representations must be mentioned in the minutes.

- 10.9. The Executive Board shall pass its resolutions by simple majority of votes represented. Each Board member shall have one vote. Abstentions shall be permitted. The President shall have the casting vote.

11. President

- 11.1. The President shall lead Plenary Assemblies and the Executive Board and represent FTE's interests in its external dealings. The President may delegate individual tasks to other members of the Executive Board.
- 11.2. The President shall be elected by the Plenary Assembly. His term of office shall be 4 years. Members who, pursuant to Article 10 letter b) are already represented on the Board shall be excluded from the election. Re-election shall be permitted.
- 11.3. The President shall be an ex officio Board member.

12. Secretariat

- 12.1. The secretariat shall support the President, the Executive Board and the Commissions with their organisational and administrative tasks. It shall comprise a Secretary General and a number of secretaries to be determined by the Executive Board.
- 12.2. The Secretary General and the secretaries shall be elected by the Executive Board.
- 12.3. Members who serve as employees of the secretariat shall be remunerated by FTE at cost for personnel expenses and a fixed amount for the use of the infrastructure. The Executive Board shall set the costs each year and show them in the budget. The expected costs must be declared when candidates are put forward.
- 12.4. The Secretary General shall be responsible for:
- a) dealing with all of the organisation's organisational and administrative interests that are not assigned to an organ
 - b) providing administrative and organisational support for the President, the Executive Board and the Heads of the Commissions
 - c) advising and informing the President, the Executive Board and the Commissions
 - d) maintaining contacts with authorities and stakeholders involved in international timetable planning
 - e) organising the members' conferences
 - f) keeping the accounts and providing the Executive Board with regular information about the organisation's financial situation

- g) taking minutes at the Plenary Assembly and at Executive Board meetings
 - h) ensuring that documents are managed
 - i) other tasks assigned to him by the President, Executive Board or the Heads of the Commissions.
- 12.5. The Secretary General may delegate individual tasks to the secretaries.
- 12.6. The secretaries shall support the Secretary General in his tasks and, in particular, shall be responsible for supporting the Commissions.
- 12.7. The Executive Board shall regulate the tasks of the Secretary General and the secretaries in a functional specification.

13. Commission for Passenger Traffic (P)

- 13.1. The P Commission shall decide on business that solely concerns members who transport passengers by rail (P-members). The P Commission shall draw up opinions and proposals for the attention of the Plenary Assembly and the Executive Board concerning the work of FTE and its members, in particular the work processes pursuant to Annex E to the Statutes.
- 13.2. The P Commission shall be comprised of all P members. It shall be self-constituting.
- 13.3. The Commission members shall choose from their number a Head and a deputy. The Head of the Commission shall ex officio be a member of the Executive Board and represent the Commission's interests on the Board. The Head may only be represented by his elected deputy. Members who, pursuant to Article 10 letter a) are already represented on the Board shall be excluded from the election. The term of office of the Head of the Commission and his deputy shall be 4 years. Re-election shall be permitted.
- 13.4. The P Commission shall have the following powers and tasks. It shall
- a) decide on matters that exclusively concern production in international passenger traffic
 - b) represent the interests of P members within FTE
 - c) draw up for the attention of the Executive Board and the Plenary Assembly opinions which, inter alia, also concern the P members, in particular regarding the work processes pursuant to Annex E to the Statutes
 - d) be able to present motions to the Plenary Assembly and the Freight Traffic (F) Commission on matters outside its own remit
 - e) inform the Plenary Assembly annually about its activities over the last year (activity report)
 - f) be responsible vis-à-vis the Executive Board for the drafting of and adherence to the annual budget for the commission's expenditure

- g) be responsible for producing, issuing and distributing the European Coach/Wagon Availability Plan EWP.
 - h) be responsible for adapting the general provisions of the European Coach/Wagon Availability Plan to the stipulations of the RIC agreement
 - i) be able to use working groups (cf. Article 0)
 - j) be responsible for electing and voting out its Head and his deputy.
- 13.5. The Commission may adopt rules of procedure to regulate its workflows. If the Commission issues rules of procedure, these must be presented for information to the Plenary Assembly and shall be attached in Annex C to the Statutes. In the event of inconsistencies between the rules of procedure and the Statutes, the Statutes shall take precedence.
- 13.6. The Commission shall meet as required but at least once a year. A meeting must be convened within no more than 8 weeks when requested by at least half of the Commission members. Written resolutions adopted by circular vote shall be permitted. Circular resolutions shall be valid provided at least half of the Commission members cast their vote. If fewer votes are received within the time limit set, a meeting must be convened within 8 weeks.
- 13.7. The meetings shall be convened by the Head of the Commission. Notices of meetings shall include an agenda and shall be sent to the Commission members at least 4 weeks prior to the meeting and the documentation and agenda, with comments and the motions being sent in electronic form to the Commission members at least 2 weeks prior to the meeting. The members shall submit their motions to the secretariat, in writing, at least 3 weeks prior to the Commission meeting. The Commission shall only pass resolutions on motions that have not been duly announced on the agenda if all members present are in agreement.
- 13.8. The Head of the Commission shall chair the Commission meetings. The Secretary General shall attend in an advisory capacity, without voting rights. Minutes shall be taken of the resolutions passed at Commission meetings.
- 13.9. The Commission shall be quorate when at least one quarter of members are present. A Commission member may represent a maximum of 3 other Commission members. The provisions regarding representation at the Plenary Assembly (Article 9) shall apply by analogy.
- 13.10. The Commission shall pass its resolutions by simple majority of votes represented. When electing the Head, the candidate who attracts the most votes shall prevail. If the vote is tied, the election shall be repeated. Each Commission member shall have one vote. Abstentions shall be permitted.

14. Commission for Freight Traffic (F)

- 14.1. The F Commission shall decide on business that solely concerns members who transport freight by rail (F-members). The F Commission shall draw up opinions and proposals for the attention of the Plenary Assembly and the Executive Board concerning the work of FTE and its members, in particular the work processes pursuant to Annex E to the Statutes.
- 14.2. The F Commission shall be comprised of all F members. It shall be self-constituting.
- 14.3. The Commission members shall choose from their number a Head and a deputy. The Head of the Commission shall ex officio be a member of the Executive Board and represent the Commission's interests on the Board. The Head may only be represented by his elected deputy. Members who, pursuant to Article 10 letter a) are already represented on the Board may not be elected. The term of office of the Head of the Commission and his deputy shall be 4 years. Re-election shall be permitted.
- 14.4. The F Commission shall have the following powers and tasks. It shall
 - a) decide on matters that exclusively concern production in international freight traffic
 - b) represent the interests of F members within FTE
 - c) draw up for the attention of the Executive Board and the Plenary Assembly opinions which, inter alia, also concern the F members, in particular regarding the work processes pursuant to Annex E to the Statutes
 - d) be able to present motions to the Plenary Assembly and the Commission on Passenger Traffic (P) on matters outside its own remit
 - e) inform the Plenary Assembly annually about its activities over the last year (activity report)
 - f) be responsible vis-à-vis the Executive Board for the drafting of and adherence to the annual budget for the commission's expenditure
 - g) be able to use working groups (cf. Article 0)
 - h) be responsible for electing and voting out its Head and his deputy.
- 14.5. The Commission may adopt rules of procedure to regulate its workflows. If the Commission issues rules of procedure, these must be presented for information to the Plenary Assembly and shall be attached in Annex C to the Statutes. In the event of inconsistencies between the rules of procedure and the Statutes, the Statutes shall take precedence.
- 14.6. The Commission shall meet as required but at least once a year. A meeting must be convened within no more than 8 weeks when requested by at least half of the Commission members. Written resolutions adopted by circular vote shall be permitted. Circular resolutions shall be valid provided at least half of the Commission members cast their vote. If fewer votes are received within the time limit set, a meeting must be convened within 8 weeks.

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- 14.7. The meetings shall be convened by the Head of the Commission. Notices of meetings shall include an agenda and shall be sent to the Commission members at least 4 weeks prior to the meeting and the documentation and agenda, with comments and the motions being sent in electronic form to the Commission members at least 2 weeks prior to the meeting. The members shall submit their motions to the secretariat, in writing, at least 3 weeks prior to the Commission meeting. The Commission shall only pass resolutions on motions that have not been duly announced on the agenda if all members present are in agreement.
 - 14.8. The Head of the Commission shall chair the Commission meetings. The Secretary General shall attend in an advisory capacity, without voting rights. Minutes shall be taken of the resolutions passed at Commission meetings.
 - 14.9. The Commission shall be quorate when at least one quarter of members are present. A Commission member may represent a maximum of 3 other Commission members. The provisions regarding representation at the Plenary Assembly (Article 9) shall apply by analogy.
 - 14.10. The Commission shall pass its resolutions by simple majority of votes represented. When electing the Head, the candidate who attracts the most votes shall prevail. If the vote is tied, the election shall be repeated. Each Commission member shall have one vote. Abstentions shall be permitted.

15. Working Groups

- 15.1. To clarify individual matters, the Plenary Assembly, the commissions and the Executive Board may, for a limited period, use the services of Working Groups who support them and provide decision-making bases.
- 15.2. The Working Groups must be given clear instructions comprising binding deadlines and designating a responsible manager.
- 15.3. Decision-making authority may be conferred upon the Working Groups. The Head shall determine the procedures and the decision-making processes of the Working Group, unless the instruction makes specific arrangements.

IV. Finances

16. Funds, Financing and Accounting

- 16.1. FTE shall only be liable for its commitments to the extent of the Association's fund. The personal liability of members shall be excluded.
- 16.2. FTE's funds shall comprise:
 - a) members' shares, payable in advance, in the annual expenses for the following year, based on the approved budget (cf. Article 17.2), and the supplementary amounts decided upon by the Plenary Assembly (cf. Article 17.5 and 17.7). The cost distribution formula for calculating the shares of individual members shall be determined by the Plenary Assembly
 - b) the surpluses from the annual accounts (difference between actual annual expenses and budgeted costs paid in advance by the members), unless the Plenary Assembly decides to refund the members (cf. Article 17.5 and 17.6)
 - c) the voluntary donations and one-off contributions by members and third parties
 - d) the return on assets.
- 16.3. FTE shall use the annual expenses funded in advance by members in particular to finance the services provided to members and described in Article 0.
- 16.4. Additional services rendered by FTE shall be invoiced to the recipients at cost.
- 16.5. The financial year shall coincide with the calendar year.
- 16.6. The secretariat shall prepare the annual accounts for the attention of the ordinary Plenary Assembly, comprising the balance sheet and profit and loss account.

17. Annual Expenses and Invoicing

- 17.1. A detailed breakdown of annual expenses can be found in Annex B.
- 17.2. The secretariat shall calculate the share of the individual members in the annual expenses by 31 December, based on the approved annual budget.

Members shall pay their share of the annual expenses in advance, by 31 January at the latest.
- 17.3. If the payment deadline is not met, the member who is in default shall be sent a reminder, setting a final payment deadline of two weeks. If payment is not received within the reminder period, the member may not execute its voting or electoral rights or rights to submit motions, from the end of the reminder period until the invoice is paid. If payment is not made within 12 months of the invoice date, Article 6.5 shall apply.
- 17.4. The Executive Board shall be authorised to charge delay interest in the event of late payment.
- 17.5. If the actual annual expenses according to the profit and loss account differ from the budgeted annual expenses, the Executive Board shall be authorised to submit a motion to the Plenary Assembly for a refund to the members or for an additional amount to be requested from members.
- 17.6. Refunds decided on by the Plenary Assembly shall be offset against the next advance payment due or any outstanding claims of FTE.
- 17.7. Additional charges decided upon by the Plenary Assembly shall be invoiced to the individual members and shall be payable within 30 days. The provisions of Article 17.3 shall apply with regard to failure to meet the payment deadline.
- 17.8. Newly admitted members shall share in the annual expenses in the year of their admission on a pro rata basis from the date of their admission.

17.9. Members who leave or are excluded from the organisation during the course of a financial year shall owe their share of the annual expenses pursuant to Article 5.2 letter d) plus any additional charges pursuant to Article 17.7 for the full year.

Any refunds pursuant to Article 17.6 shall not be paid until the member who has left or been excluded from the organisation has satisfied all of its obligations to FTE.

18. Compensation for Mandates

18.1. The members shall not be compensated for their mandates and expenses. FTE shall bear the administrative expenses and the costs of organising meetings and sessions of the organs and Commissions as well as for the President and secretariat, in accordance with Article 12.3.

The President

The Secretary General

Stephan Pfuhl

Peter Jäggy

Bern, 09 June 2016

Annexes to FTE's Statutes

- A Glossary
- B Membership List, Voting and Cost Distribution Formula, Voting Procedures
- C The Organs' Rules of Procedure
- D List of amendments to the Statutes
- E Process Manual
- F Rules for Coordination Meetings
- G Form for international timetable coordination in passenger traffic
- H Form for international timetable coordination in freight traffic
- I European Coach/Wagon Availability Plan (EWP)