

# **REGULATIONS on the organisation and operation of the Committee on the Planning and Coordination of Financial Education Activities**



**Comitato per la programmazione  
e il coordinamento delle attività  
di educazione finanziaria**

## **REGULATIONS on the organisation and operation of the Committee on the Planning and Coordination of Financial Education Activities**

The Committee on the Planning and Coordination of Financial Education Activities

HAVING REGARD to Italian Decree-Law no. 237 of 23 December 2016, converted with amendments by Italian Law no. 15 of 17 February 2017, on “Urgent provisions for the protection of savings in the credit sector”, hereinafter “Decree-Law”;

HAVING REGARD to Article 24-bis of the Decree-Law, with which were established “General provisions concerning financial, insurance and social security education”, aimed at providing for measures and interventions intended to develop financial, insurance and social security education and, in particular:

1. paragraph 6, in accordance with the same, for the implementation of the National Strategy for financial, insurance and social security education, “the Committee on the Planning and Coordination of Financial Education Activities, with the task of promoting and planning initiatives to raise awareness and financial education” was instituted;
2. paragraph 9, which establishes that “the Committee operates through periodic meetings, providing, where necessary, for the establishment of specific research groups in which academics and experts in the field may participate”;

HAVING REGARD to the Italian Decree of 3 August 2017 of the Minister of Economy and Finance, in agreement with the Minister of Education, University and Research and the Minister of Economic Development, with which the

Committee on the Planning and Coordination of Financial Education Activities (hereinafter the “Committee”) was established and the Director and members were appointed;

RECOGNISING the need to adopt internal regulations for the organisation and operation of the Committee;

ON PROPOSAL of the Director of the Committee, the following is approved

## **REGULATIONS**

### **CHAPTER I – RULES FOR MEETINGS**

#### **Art. 1 - Participation in meetings of the Committee**

1. The Director and the members of the Committee participate in the meetings. Participation in meetings is mandatory, except in cases of impediment. Each member may also appoint a person of trust to participate in the meetings, with the task of assisting or replacing him/her, expressing the right to vote which must be ratified by the member by the next meeting, also by e-mail. Participation in the meeting can also take place by video-conference/teleconference or by other means of remote communication.
2. The Director, also at the request of the members, may also invite other individuals whose technical support he/she deems useful, due to experience or particular preparation in the matters of interest to the Committee to participate in the meetings.

## **Art. 2 - Call for a meeting of the Committee**

1. The Director calls for a meeting of the Committee and sets the agenda. Committee members may request that topics or issues be included for discussion within the Committee.
2. The Committee's Secretariat referred to in Article 7 below shall send the agenda to the members together with any documentation under discussion, at least 7 days before the meeting.

## **Art. 3 - Meetings of the Committee**

1. The Committee operates through periodic meetings. It shall be duly constituted with the presence of the majority of its members and shall deliberate on all matters, with the exception of that referred to in paragraph 2 below, with the favourable vote of the majority of those present.
2. A qualified majority of at least eight members is required for the resolution approving amendments to these Regulations.
3. For urgent decisions, resolutions may be approved in writing by e-mail. In this case, the Director shall inform the members of the Committee by e-mail of the need to make the decision, indicating the deadline within which the members of the Committee must express their opinion. The resolutions shall be approved with the favourable vote of the majority of the members, with the exception of what is referred to in paragraph 2 of this Article, for which a favourable vote of at least 8 members is required.
4. Regular meetings shall be held at the premises of the Institutions which have designated the members, on their

own initiative; no fees or reimbursements are provided to the host institution. It is also possible to hold meetings in other places proposed by the Director or by members of the Committee.

#### **Art. 4 - Acts of the Committee**

1. The acts of the Committee are:
  - the minutes;
  - the resolutions.
2. The minutes and resolutions are confidential acts. They are kept by the Committee's Secretariat referred to in Article 7.
3. The Committee's acts will be made available in compliance with current legislation on access to data and documents of the Public Administration.

### **CHAPTER II – GENERAL PROVISIONS ON THE OPERATION OF THE COMMITTEE**

#### **Art. 5 - Annual programme of activities**

1. All the activities of the Committee must be directed towards the pursuit of the objectives indicated in the Decree-Law and in the Operational Programme for the National Strategy.
2. Every year, preferably by the month of September, in implementation of the Operational Programme referred to in the previous paragraph, the Committee plans the activities to be carried out in the following year through the approval of an annual Programme of activities.

3. The Committee operates through the activities of the Director, of the individual members if authorised by the Committee, of the working and research groups and of the Committee's Secretariat, as defined in the following articles. 6, 7, 8 and 9.

### **Art. 6 - The Director**

1. The Director:
  - a) promotes, directs and coordinates the activities of the Committee, sets the agenda of meetings and represents it;
  - b) adopts the acts within the competence of the Committee, including those that commit it to third parties;
  - c) proposes initiatives for the implementation of the Operational Programme for the National Strategy referred to in Article 5, paragraph 1;
  - d) informs the Minister of Economy and Finance, the Minister of Education, University and Research and the Minister of Economic Development of acts and events of greater importance and transmits any information and data requested;
  - e) promotes, subject to the Committee's resolution, agreements for training interventions with associations representing production categories, professional associations, consumer associations, non-profit organisations and universities, also with the participation of local authorities;
  - f) follows the activities of the working and research groups, participating, where possible, in meetings.

### **Art. 7 - Committee Secretariat**

1. The Committee's Secretariat reports directly to the Director; in this context he/she:
  - a) provides for the calling of the meeting of the Committee on the indication of the Director;
  - b) participates in the meetings of the Committee, is in charge of the drafting of the minutes that are approved by the Committee in the meeting that immediately follows and keeps the Committee's archive;
  - c) prepares the files and documentation necessary for the meetings of the Committee;
  - d) maintains contacts with members and external parties in the areas and in the manner defined from time to time by the Committee and/or the Director;
2. assists the Director in preparing:
  - a) the annual Programme of activities referred to in Article 5, paragraph 2,
  - b) the budget and the expenditure account referred to in Article 9 below.

### **Art. 8 - Standing Working Group**

1. A standing working group is established to carry out the institutional activities of the Committee, which operates according to the guidance given by the Director; the group is coordinated by a person appointed by the Committee.
2. The standing working group, based at the Ministry of Economy and Finance, involves the participation of personnel appointed by the Administrations and Institutions that are part of the Committee, within the times and in the manner decided by them. Participation in such activities shall not entitle the participant to any remuneration or compensation.

3. Changes to the composition of the standing working group are approved by the Committee.
4. Pending the establishment of the Committee's Secretariat, the standing working group shall carry out the activities set out in Article 7.

### **Art. 9 - Working groups and research groups**

1. The Committee may set up specific working groups and research groups to carry out particular tasks for in-depth study of certain issues.

## **Chapter III - OTHER PROVISIONS**

### **Art. 10 - Management of financial resources**

1. The Committee annually approves, by the month of October, the budget for the following year with which it resolves on the allocation and use of financial resources in line with the Annual Programme of activities referred to in Article 5, paragraph 2.
2. The financial resources allocated to the activities of the Committee on the Planning and Coordination of Financial Education Activities are allocated to the Communications and External Relations Office of the Department of the Treasury (chapter 1407/p.1).
3. By March of each year, the Director shall submit to the Committee the report of the expenses committed to chapter 1407/p.1 of the State Budget for the previous year.

## **Art. 11 - Confidentiality and conflict of interest**

1. All persons who participate, in any capacity, in the work of the Committee are required to comply with the rules on confidentiality and conflict of interest referred to in this Article and in general to comply with these Regulations.
2. The information, news and data of the Committee, the working and research groups and the Secretariat are confidential and may not be disclosed externally, unless otherwise explicitly indicated by the Committee itself.
3. In carrying out their duties, the Director, the members, their delegates, the members of the working and research groups and of the Secretariat shall act in the exclusive interest of the Committee.
4. The existence of a situation of conflict of interest of the members, personnel or institution that appointed them, entails the obligation to inform the Committee at the beginning of the meeting or the first time the issue presents itself.
5. Members shall refrain from participation in any decision or activity where there may be a situation of conflict of interest, whether personal or of institution that appointed them. Members shall also refrain from making assessments of information, data and news in which they are directly or indirectly involved.

## **Art. 12 - Entry into force**

1. These Regulations enter into force on 21 June 2018.