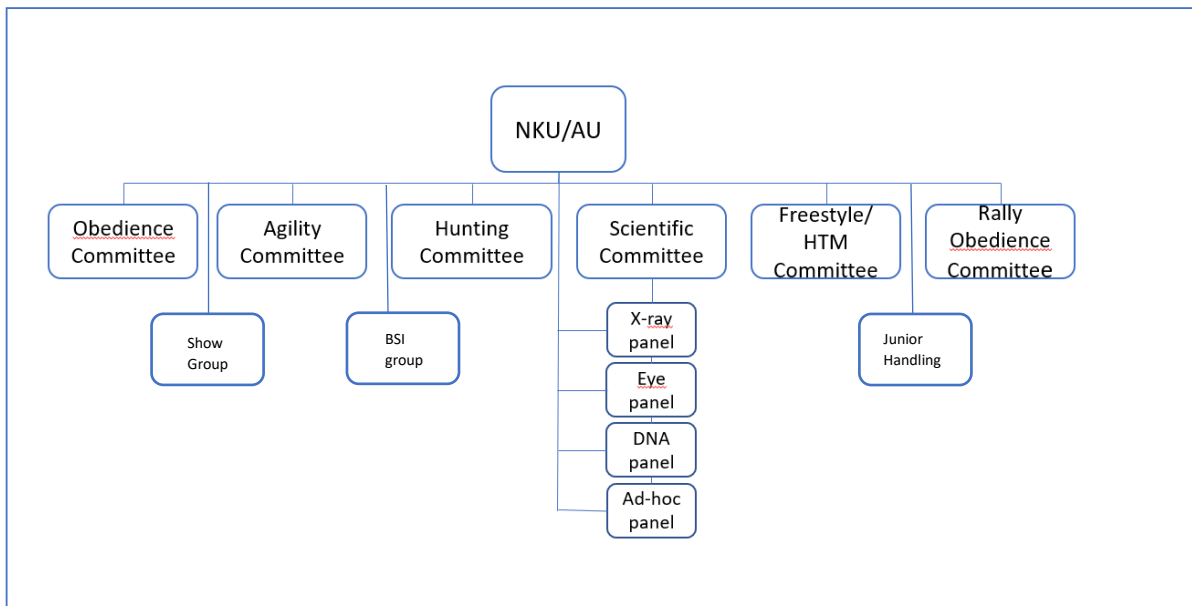




## NKU - Mandate for NKU Junior Handling Committee



The model shows NKU's organisational structure

### Regulatory framework

NKU's Junior Handling Committee reports to NKU/AU. The Committee shall not make decisions but can make recommendations to NKU/AU.

Ultimately, it will be up to each kennel club to decide about the recommendations given by the Committee.

### Responsibilities

NKU's Junior Handling Committee is responsible for:

- Collect and share their knowledge within the junior handling (JH) area
- Share ideas
- Provide information on and possibly coordinate changes in the countries' JH rules
- Promote proposals for rules for Nordic championship in JH
- Promote proposals for rules for the practical implementation of the Nordic Championships, within the economic guidelines provided by NKU/AU
- Reconcile views before participating in FCI's Youth Committee

## **Members and leadership**

Each country appoints a member to the committee. The Committee selects its leader.

## **Secretary**

The Committee selects its secretary. In case of disagreement or if no one wishes the position of secretary, the task shall be assigned to the member representing the country holding the NKU Secretariat for the current period.

The secretarial assignment includes:

- **Meeting request**
- **Booking of meeting place and hotel**
- **Prepare and send out agenda and enclosures**
- **Make minutes from the meeting**
- **Handle cases from the meeting if they are assigned to the secretary**
- **Archive agenda and minutes**

## **Meetings**

The Committee has one annual physical meeting. The meeting place goes on a turn-around between countries (except Iceland). The host country pays the costs of meeting room and accommodation during the meeting.

Meeting place and date are determined from meeting to meeting.

At least 6 weeks before the meeting, the Secretary shall send a notice of the meeting to the Committee members, and request input on issues on the agenda. A copy of the notice shall be sent to NKU's secretariat.

At least 3 weeks before the meeting the Secretary sends out the agenda with enclosures to the Committee members. A copy is to be sent to NKU's secretariat.

The Secretary prepares minutes of the meeting, which are reviewed by a member selected at the meeting, and – within two months of the meeting – is sent to all Committee members with a copy to the NKU Secretariat.

If the Committee at the meeting has recommendations to NKU/AU on topics that are wanted to be decided quickly, the minutes or the relevant topic can be sent by the Secretary to NKU/AU's members.

Such a case must be clearly marked with *“Recommendation regarding ..... are submitted to NKU/AU for tacit acceptance”*, with copy to the NKU's Secretariat. Deadline for objections or comments must be at least 4 weeks.

If objections or comments are not received by the deadline, the recommendation is approved.

If objections are received, the Secretary must send the objections to the NKU's secretariat, and the recommendations (included the objections and comments). In this case, no recommendation is accepted, and previously adopted regulations/practices etc will continue.

When NKU/AU has dealt with the minutes, the Committee receives feedback on whether or not acceptance has been granted.

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The mandate has been adopted by NKU/AU in meeting 2<sup>nd</sup> June 2021, item 9/21.  
The mandate is valid from 1<sup>st</sup> June 2021.