

# **RULES OF PROCEDURE OF THE EUROPEAN CAP NETWORK STEERING GROUP**

THE EUROPEAN CAP NETWORK STEERING GROUP,

Having regard to Chapter III of the Commission Implementing Decision (EU) 2022/1864 of 5 October 2022 setting out the organisational structure and operation of the European CAP network and repealing Implementing Decision 2014/825/EU,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

## *Point 1*

### **Operation of the group**

The group shall act at the request of Directorate General Agriculture and Rural Development.

## *Point 2*

### **Convening a meeting**

1. Meetings of the group are convened by the Chair, either on its own initiative, or the request of a simple majority of members after the Directorate General Agriculture and Rural Development has given its agreement.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. In principle, meetings of the group shall be held on Commission premises, unless the Chair decides otherwise.

## *Point 3*

### **Attendance of meetings**

1. Members of the group shall regularly attend the meetings.
2. If permanent representatives of the members of the group cannot attend the meeting, they shall inform the secretariat about their replacement.
3. When permanent representatives of the members of the group do not attend two consecutive meetings without informing about their replacement, the Chair may ask the respective members of the group to nominate another permanent representatives.

## *Point 4*

### **Agenda**

1. The secretariat shall draw up the agenda under the responsibility of the Chair and send it to the members of the group.
2. The agenda shall be adopted by the group at the start of the meeting.

## *Point 5*

### **Documentation to be sent to group members**

1. The secretariat shall send the invitation to the meeting and the draft agenda to the group members no later than fourteen calendar days before the date of the meeting.
2. The secretariat shall send documents on which the group is consulted to the group members no later than fourteen calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraphs 1 and 2 may be reduced to five and two calendar days respectively before the date of the meeting.

#### *Point 6*

### **Opinions of the group**

1. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
2. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members that voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

#### *Point 7*

### **Invited experts**

Directorate General Agriculture and Rural Development may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group on an *ad hoc* basis.

#### *Point 8*

### **Observers**

1. Individuals, organisations and public entities other than Member States' authorities may be granted an observer status, by direct invitation.
2. Organisations and public entities appointed as observers shall nominate their representatives.
3. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

#### *Point 9*

### **Written procedure**

1. If necessary, the group's opinion or recommendation on a specific question may be delivered via a written procedure. To this end, the secretariat shall send the group members the document(s) on which the group is being consulted.

2. However, if a simple majority of group members asks for the question to be examined at a meeting of the group, the written procedure shall be terminated without result and the Chair shall convene a meeting of the group as soon as possible.

*Point 10*

**Secretariat**

Directorate General for Agriculture and Rural Development shall provide secretarial support for the group.

*Point 11*

**Minutes of the meetings**

Summary minutes on the discussion on each point on the agenda shall be drafted by the secretariat under the responsibility of the Chair. The minutes shall not mention the individual position of the members during the group's deliberations.

*Point 12*

**Attendance list**

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the organisations, Member States' authorities or other public entities to which the participants belong<sup>1</sup>.

*Point 13*

**Transparency**

1. Directorate General Agriculture and Rural Development shall make available all relevant documents, including the agendas, the minutes and the participants' submissions on a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, Directorate General Agriculture and Rural Development shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be possible where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001.

*Point 14*

**Correspondence**

1. Correspondence relating to the group shall be addressed to the e-mail address provided by the Chair.
2. Correspondence for group members shall be sent to the e-mail address which they provide for that purpose.

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<sup>1</sup> The names of the representatives of organisations, Member States' authorities or other public entities may be included only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation 2018/1725.

*Point 15*

**Access to documents**

Applications for access to documents held by the group shall be handled in accordance with Regulation (EC) No 1049/2001<sup>2</sup>.

*Point 16*

**Deliberations**

The deliberations in the group shall be non-confidential except if a simple majority of the members of the group, after having heard the Directorate General for Agriculture and Rural Development, decides otherwise.

*Rules of the procedure adopted at 1<sup>st</sup> meeting of the Steering group, on 10 October 2023.*

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<sup>2</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).