



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

RULES OF PROCEDURE OF THE EXPERT GROUP "SUGAR MARKET OBSERVATORY"

THE GROUP Sugar Market Observatory,

Having regard to the creation of the group by Directorate General for Agriculture and Rural Development,

Having regard to the standard rules of procedure of expert groups¹,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation of the group

The group shall act at the request of the Directorate General for Agriculture and Rural Development (hereafter DG AGRI).

The group shall be chaired by a representative of DG AGRI.

Point 2

Member's representatives

Members shall be represented by the expert/s identified within the selection procedure following the call for application.

In principle the representative of the member cannot be replaced. However, if a member cannot be represented in a specific meeting by any nominated representative, the member can nominate a substitute for that meeting by notifying DG AGRI ten days before the meeting, provided that the substitute meets the selection criteria specified in chapter 4 of the call for application.

In case of replacement of a representative on a permanent basis, the member shall notify the Commission and provide all the information enabling the Commission to assess the eligibility of the new representative against the selection criteria specified in chapter 4 of the call for application.

¹ C(2016) 3301 (Annex 3) -

http://ec.europa.eu/transparency/regexpert/PDF/C_2016_3301_F1_ANNEX_EN.pdf

DG AGRI may refuse the nomination of the substitute/replacement if it considers this nomination inappropriate in light of the requirements of the call.

Point 3

Convening a meeting

1. Meetings of the group are convened by the Chair with the agreement of DG AGRI either on its own initiative or at the request of a simple majority of members after DG AGRI 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. Meetings of the group shall be held on Commission premises.

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

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.

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.

In urgent or exceptional cases, the time limits for sending the documentation mentioned in 1 and 2 may be reduced to five calendar days 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 have 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

Sub-groups

1. DG AGRI may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by DG AGRI. Sub-groups shall operate in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules') and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled.
2. The members of sub-groups that are not members of the group shall be selected via a public call for applications, in compliance with the horizontal rules.

Point 8

Invited experts

DG AGRI may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-group on an ad hoc basis.

Point 9

Observers

Individuals and organisations may be granted an "Observer" status, in compliance with the horizontal rules, by direct invitation.

Organisations appointed as observers shall nominate their representatives.

Observers and their representatives shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

Point 10

Written procedure

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

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 11

Secretariat

DG AGRI shall provide secretarial support for the group and its sub-groups.

Point 12

Minutes of the meetings

Minutes on the discussion on each point on the agenda and the opinions delivered by the group shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.

Point 13

Attendance list

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list specifying, where appropriate, the organisations to which the participants belong.

Point 14

Correspondence

1. Correspondence relating to the group shall be addressed to DG AGRI, for the attention of the Chair.
2. Correspondence for group members shall be sent to the e-mail address which they provide for that purpose.

Point 15

Transparency

1. The group and the sub-groups shall be registered on the Register of expert groups.
2. As concerns the group composition, the following data shall be published on the Register of expert groups:
 - a) the name of member organisations; the interest represented shall be disclosed;
 - b) the name of observers.
3. DG AGRI shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or via a link from the Register to 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, DG AGRI 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 foreseen 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 16

Access to documents

Applications for access to documents held by the expert group will be handled in accordance with Regulation (EC) No 1049/2001².

Point 17

Deliberations

In agreement with DG AGRI, the group may, by a simple majority of its members, decide that deliberations shall be public.

² 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).