



# Rules of procedure

Head of Unit DG AGRI E3 Animal Products

*CDG on Animal Production – 2 March 2023*

# Posted on CIRCABC on 23 February

1. **Operation:** act at the request of the chair (DG AGRI)
2. **Meetings:** convened by the chair, in principle virtually or Commission premises, number of representatives indicated by the chair, umbrella represented by sectoral, non-members excluded, EN
3. **Agenda:** drawn up by the secretariat, adopted at the start of the meeting
4. **Documents** (invitation, agenda): sent between 14 and 2 days before the meeting
5. **Opinion** (recommendation, report): adopted by consensus (vote by simple majority)
6. **Sub-group:** for specific questions, report to CDG, dissolved after mandate, non members selected via a public call for applications
7. **Experts:** invited ad hoc for specific agenda point
8. **Observers:** direct invitation, not for formulating recommendation/advice (CoR and EESC)
9. **Written procedure:** if necessary / simple majority can request meeting
10. **Secretariat:** DG AGRI
11. **Minutes:** meaningful & complete / drafted by the secretariat under the chair's responsibility
12. **Attendance list:** drawn up by the secretariat, active participation only if registered in AGM (personal connection link) / chair may allow additional participants in listening mode (not outside members)
13. **Correspondence:** addressed to the chair/ posted on CIRCABC (password protected)
14. **Transparency:** in Register of Commission expert groups (organisation, interest, observer), on Europa
15. **Access to documents:** R.1049/2001
16. **Deliberations:** can be public if decided by simple majority of members