



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

## **RULES OF PROCEDURE OF THE GROUP OF EXPERTS ON "WINE MARKET OBSERVATORY"**

THE GROUP Wine 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 groups<sup>1</sup>,

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**

In principle, members shall be represented by the expert/s identified within the selection procedure following the call for application. 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.

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<sup>1</sup> C(2016) 3301 (Annex 3) -

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**

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 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*

**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 sends 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**

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

*Point 11*

**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 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 to which the participants belong<sup>2</sup>.

*Point 13*

**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 14*

**Transparency**

1. The group and the sub-groups shall be registered on the Register of expert groups.
2. As concerns the group composition, the name of member organisations shall be published on the Register of expert groups; the interest represented shall be disclosed.
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<sup>3</sup>.

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<sup>2</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.

<sup>3</sup> These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

*Point 15*

**Access to documents**

Applications for access to documents held by the expert group will be handled in accordance with Regulation (EC) No 1049/2001<sup>4</sup>.

*Point 16*

**Deliberations**

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

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<sup>4</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).