



Terms of Reference

TERMS OF REFERENCE FOR A WORKING GROUP WITH A MANDATE GIVEN BY A CIVIL DIALOGUE GROUP

THE WORKING GROUP ON

WINE MARKET SITUATION AND TECHNICAL ISSUES

Having regard to the Commission Decision setting up the civil dialogue group¹ and in particular the group on "CDG Wine"

HAS ADOPTED THE FOLLOWING TERMS OF REFERENCE:

Article 1

Purpose and activities

1. The purpose of the working sub-group is to examine the market situation and technical issues concerning vine growing, wine production, wine trade, wine commercialisation and wine consumption in and outside the Union as perceived by producers and traders. This can involve analysing the available official statistics and expert data providing insight information on market developments and forecast, as well as discussion and advise on technical issues. The Working Group fulfils an exclusively technical role and reports to the CDG.
2. The working group shall be composed of economical operators- represented in total by not more than 26 experts - representing an indicative range of interests as follows:
 - farmers, wine producers and/or cooperatives; geographically balanced between producing Member States (14 seats);
 - traders and wholesalers (9 seats);
 - other interests within the sector (3 seats).

A same number of substitutes shall be appointed who automatically replace any expert absent or indisposed.

3. Member organisations of the Civil Dialogue Group on Wine shall designate experts to participate in the meetings of the working group, as well as one substitute for each expert. Experts or their substitutes will be responsible for providing the relevant data and technical information for the meetings. Member organisations may coordinate to reach an agreement on the composition of the list of experts and substitutes of the working group. Member organisations are considered responsible for the active participation of the experts they propose in the working group.

¹ 2013/767/EU of 16 December 2013

4. The experts and substitutes proposed by the member organisations of the Civil Dialogue Group on Wine are, after examination of their Curriculum Vitae, confirmed by the Commission and nominated for the duration of the CDG mandate. They are expected to use their skills and experience to represent a common interest shared by stakeholders in a particular area, rather than the interests of any specific organisation or individual. Experts will therefore need to consult in an effective manner with other stakeholders in the same area they represent on the topics for which their expertise is sought. Based on duly justified reasons, member organisations or the Commission may request a member organisation to replace experts and/or substitutes.

Article 2 **Operation**

1. The Directorate General shall convene meetings on its own initiative. Meetings will be held in the Commission premises. Interpretation will, where needed, be offered within availability of the Commission Interpretation Services (SCIC).
2. The representatives of the Directorate General shall chair the meetings of the working groups.
3. The Directorate General shall submit a draft agenda to the working group 15 working days before the meeting by electronic means (CIRCA, AGM). Except in cases of force majeure, invitees who are not in the possibility to attend the meeting will inform their member organisation as well as the Commission not later than 10 calendar days before the meeting.
4. The Directorate General shall provide the working group with relevant market and trade statistics and technical documentation. Member organisations may be asked to submit specific information no later than ten working days before the meeting.
5. The Directorate General shall share with the working group any other documents necessary for the meeting no later than five calendar days before the meeting, or in urgent cases, no later than two days before the meeting. All documents related to the meeting shall be made available on CIRCA.
6. The Directorate General may invite ad hoc external experts with specific competence to attend a meeting or part of a meeting in accordance with Article 5(7) of Decision (2013/767/EU). Experts from third countries will need to bear their own costs. The Directorate General may accept the participation of certain observers not reimbursed and in particular one observer for each of the European organisations member of the civil dialogue group "Wine" that have proposed experts. The Directorate General may do so on its own initiative.
7. The Directorate General will make available minutes of the WG meetings within 10 working days after the meeting.

8. In the event that one expert or his/her substitute does not contribute to the work of his/her working group for three consecutive meetings, the Directorate General may request to the member organisation who proposed the expert to replace him/her by another expert.

Article 3

Confidentiality

1. Experts attending working group meetings, as well as invited experts and observers, shall comply with the provisions on confidentiality referred to in Article 5(8) of Decision 2013/767/EU.
2. The Commission will announce when certain information provided to the working group by the Commission shall be treated as confidential. In particular, non-public EU documents related to negotiations and non-public details about the negotiating positions of either party shall be treated as confidential.
3. Experts attending working group meetings shall protect the confidential information and shall prevent it from falling into possession of others or from being disclosed to any unauthorized person or into a public domain.