

European Union Ecolabelling Board – Rules of Procedure

Version of 9 February 2011

Legal bases:

Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 on the EU Ecolabel¹

and

Commission Decision 2010/709/EU of 22 November 2010 establishing the European Union Ecolabelling Board².

1. Membership

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| 1. Competent Bodies of Member States of the European Union (one per Member State) | 5. EEB |
| 2. Competent body of Iceland | 6. BEUC |
| 3. Competent body of Liechtenstein | 7. CEA-PME |
| 4. Competent body of Norway | 8. Business Europe |
| | 9. EUROCOOP |
| | 10. EUROCOMMERCE |

The Commission may adapt membership of the EUEB as appropriate.

2. The tasks for EUEB

The EUEB will undertake the following tasks:

- i. Agree on a Working Plan with the Commission including a strategy and a non-exhaustive list of product groups (Art. 7.4)
- ii. Following consultation, provide opinion on which product groups will be developed and by whom (Art. 7.1)
- iii. Contribute to criteria development (Art. 5, Art. 8.2) by:
 - a. providing guidance on the strategic approach to Ecolabel criteria development
 - b. discussing the output of the working group on specific product groups and on the drafts during the criteria development process
 - c. giving its position on specific significant questions during criteria development by product group and on cross-cutting issues relevant to all product groups
 - d. giving its position on the final proposal of criteria documents to the Commission

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32010R0066:EN:NOT>

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32010D0709:EN:NOT>

- e. issuing recommendations on minimum environmental performance requirements (Art. 5) based on outputs from EU Ecolabel criteria development/revision process
- iv. Provide opinion on the development of Ecolabel criteria for food and feed products (Art. 6.5)
- v. Contribute to any review of the implementation of the EU Ecolabel scheme (Art. 5)

3. *Modus operandi:*

Meetings

- The EUEB will meet at least twice a year to discuss Ecolabel criteria planning, revision and development.
- The EUEB will additionally meet at least once a year to discuss strategic and horizontal issues related to the working of the Ecolabel
- In order to prepare special topics, EUEB may set up smaller management groups that will report to the EUEB.
- Depending on topics, there may be open or closed meetings. Open meetings will be open to any stakeholder who wishes to attend. Closed meetings will be limited to EUEB members. A member can nominate another participant to represent him/her. For specific points EUEB members may invite expert(s) with the agreement of the President.
- Commission shall send out all documents subject to a vote at a RC to the members of the EUEB at least 28 days before the EUEB meeting.
- The minutes of the EUEB meeting shall be sent out to the members of the EUEB 15 days after the meeting.

President and Vice-President - Elections

- The EUEB will nominate and elect its President and up to two Vice-Presidents by a simple majority, for a period of up to two years. These appointments will be for named people, not organisations. Should the President or Vice-President be unable to continue with their work a new election will be held.
- President and Vice-President elections will be held separately. Voting will take place anonymously and will require more than fifty percent of EUEB members to be present. Each EUEB member will have one vote.

- If there is only one candidate for the position of President of the EUEB then he/she must be elected by simple majority.
- If there are two candidates for the position of President of the EUEB then the candidate winning a simple majority of votes will be considered elected.
- If there are more than two candidates and if no single candidate wins more than half of the total votes, then the two candidates with the most first round votes will proceed to a final round.
- For Vice-President(s) if there are one or two candidates, each candidate will need to be individually elected by simple majority. If there are more than two candidates, then the two candidates with the most first round votes will be individually elected by simple majority.
- The election of the President and Vice President(s) will be overseen by the Commission and the representative of the Member State of the President of the EU at the time. If the Member State that holds the presidency of the Council of the EU stands for the elections for the President or the Vice-President of the EUEB then the Commission will nominate another Member State to oversee the election.

If there is no candidate for the President or the Vice-President of the EUEB, then the Competent Body of the Member State holding the presidency of the Council of the EU will be asked to act as President/Vice-President of the EUEB. If no presidential candidate is found, the Commission will act as President.

President and Vice-President – Functions

- The President will chair the EUEB meetings and represent the EUEB in its functions. Should the President be temporarily unable to undertake his/her functions then he/she will nominate a Vice-President to do so.
- Together the President and Vice-Presidents will set the agenda and timings for the meetings, in consultation with the Commission.
- The Commission will assist them in organising the meetings, ensuring secretariat functions are made available for the direct use of the President should he/she need them.

Decision making other than the election of the President

- In undertaking its tasks in point 2 of this document, the EUEB will strive to make decisions by consensus, however, if no consensus is possible then the President may call for a vote to be held to confirm the position of the EUEB. In this case each Member of the EUEB will have one vote and the issue will be considered 'the opinion of the EUEB' based on a qualified majority, where more than fifty percent of EUEB Members need to be present. Voting positions will be included in the minutes of the EUEB meetings and made publically available. Written voting will also be possible, in which case a qualified majority of members of the EUEB will be required to form 'the

opinion of the EUEB'. For this written vote to be valid more than fifty percent of the EUEB Members must respond within four weeks.