



# **Rules of Procedure**

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# European Statistical Governance Advisory Board

## Rules of Procedure

### *Article 1*

#### **Role of the Chair**

1. The Chair is required to present the Annual Report to the following bodies: ESS Committee, Economic and Financial Committee (Council), Committee on Economic and Monetary Affairs (Parliament).
2. The Chair represents ESGAB in meetings, seminars, and conferences that are directly relevant to the work of ESGAB. Where the Chair is unable to attend, he/she shall identify another member of ESGAB to attend in his/her place.
3. Where the Chair is unable to attend all or part of a regular meeting of ESGAB, he/she shall identify who should chair the meeting in his/her absence. Where the inability to attend is unexpected, such that the Chair cannot identify a replacement, the temporary Chair shall be determined by vote by those ESGAB members attending.
4. The Chair shall make a signed declaration of interests and informs the Secretariat of any changes which affect his/her role as a member e.g. a potential conflict of interest.
5. The Chair shall provide a summary curriculum vitae and photograph for publication on the ESGAB homepage.
6. In January of each year, the Chair shall discuss with each member of the Board a set of issues related to that member's contribution as a Member and his/her satisfaction with the operations of ESGAB.
7. Mid-way through the three-year term of office, there will be an informal review of the work of the Board.
8. At the end of the three-year term of office, the Chair shall conduct, with the support of the Secretariat, a formal Board Effectiveness Review.

### *Article 2*

#### **Role of the Members**

1. Members attend and participate in all meetings of ESGAB. In case of absence, Members should inform the Secretariat ahead of the meeting.
2. Members contribute to the drafting of the Annual Report, Opinions, ESGAB statements, working documents and requests from the Chair for advice on relevant issues.
3. Members shall make a signed declaration of interests and inform the Secretariat of any changes which affect their role as a member e.g. a potential conflict of interest.
4. Members shall provide a summary curriculum vitae and photograph for publication on the ESGAB homepage.
5. If a member is not able to contribute to the work of the Board or is considering resignation before the expiry of his/her term of office, he/she shall inform the Chair as soon as possible. The Chair, after consultation with the other Board members and with the Secretariat, shall decide how to proceed to ensure the effectiveness of the Board's work.

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### *Article 3*

#### **Meetings and Documents**

1. Meetings of the Board are convened by the Chair, either on his/her own initiative, or at the request of a simple majority of members.
2. The agenda will include an item where ESGAB members meet in the absence of the Commission (Eurostat).
3. The Secretariat shall draw up a draft agenda under the responsibility of the Chair and send it to the members of the Board.
4. The agenda shall be adopted by the Board at the start of the meeting.
5. The Secretariat shall send the invitation to the meeting to the Board members no later than thirty calendar days before the date of the meeting.
6. The Secretariat shall send drafts on which the Board is consulted and all other working documents to the Board members no later than seven calendar days before the date of the meeting.
7. In urgent or exceptional cases, the time limits for sending the documentation mentioned in 5. and 6. above may be reduced to three calendar days before the date of the meeting by agreement of the Chair and the Secretariat.
8. The Commission (Eurostat) shall be represented as an observer.
9. Experts or observers with special expertise may be invited to attend ESGAB meetings where appropriate and/or necessary.

### *Article 4*

#### **Sub-Groups of Members of the Board**

1. Sub-Groups may be set up to examine specific questions on the basis of terms of reference defined by the Board; they shall be disbanded as soon as they have fulfilled those terms of reference.
1. The Sub-Groups shall report to the Board.

### *Article 5*

#### **Opinions of the Board**

2. The Board's Opinions and press releases, as well as the Annual Report to the European Parliament and the Council, shall be prepared in English.
3. As far as possible, the Board shall adopt its Opinions or Reports by a consensus. In the event of a vote, the consensus is obtained by a simple majority of the members.
4. Disagreement of a member or members on a particular Opinion shall be mentioned when publishing that Opinion, however, without stating the name of the disagreeing member(s).

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5. If necessary, the Board's Opinion on a specific question may be developed via a written procedure. To this end, the Secretariat sends the Board members the drafts on which the Board is being consulted and any other working documents. However, if a simple majority of Board members asks for the question to be examined at a meeting of the Board, the written procedure shall be terminated without result and the Chair shall convene a meeting of the Board as soon as possible.

### *Article 6*

#### **Secretariat**

1. The Board shall be assisted by a Secretariat, which shall be provided by the Commission but which must act independently thereof. The Board's Secretary shall be appointed by the Commission after consulting the Board. The Secretary shall act on the instructions of the Board and may liaise with Eurostat's internal services as far as relevant for the purposes of the Board.
2. Once annually, ESGAB shall have a meeting item to review the operation of the Secretariat, including such matters as its capacity to meet the requirements of the Board and its independence from Eurostat. This discussion will take place in the absence of both the Commission (Eurostat) and the Secretariat.

### *Article 7*

#### **Meeting Records**

1. Meeting records consist of an internal record and minutes. The internal record is confidential for the Board's own use only. The minutes are public. The minutes do not mention the individual position of the members during the Board's deliberations.
2. Meeting records and minutes summarising the discussion on each point on the agenda and the opinions delivered by the Board are drafted by the Secretariat under the responsibility of the Chair. For discussions related to point 6.2 above, the Chair shall task a member to prepare any minutes required from that item.
3. After approval by the Chair, the draft meeting records and the minutes shall be transmitted electronically to the Board members within 14 calendar days of the meeting. In the absence of written observations received by the Secretariat in the following 14 calendar days, the meeting records and the minutes are deemed to have been approved. In case of a disagreement, a new deadline for tacit approval starts from the transmission of the revised document.

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### *Article 8*

#### **Transparency and Accountability to Stakeholders**

1. The principles and conditions concerning public access to the Board's documents are the same as laid down in Regulation (EC) No 1049/2001<sup>1</sup>. It is for the Board to take a decision on requests for access to those documents.
2. The Board's deliberations are confidential.
3. The minutes of the Board meetings are published online on the ESGAB homepage.
4. Meetings are convened with relevant stakeholders as required on the Code of Practice and issues related to statistical governance in the European Statistical System. These stakeholders can include heads of national statistical institutes, national statistical boards, ESAC members, etc.

### *Article 9*

#### **Protection of Personal Data**

1. All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EC) No 45/2001<sup>2</sup>.

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<sup>1</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, 31.5.2002, p. 43).

<sup>2</sup> Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. (OJ L 8, 12.1.2001, p. 1)