

Community of Practice for Better Self- and Co-regulation: rules of procedure.

1. Working methods

1.1 Community of Practice (CoP) has two working methods: discussion on a dedicated web-based platform and meetings.

2. Governance

2.1. A Chair is elected by a majority of members of the CoP, for a duration of 1 year, renewable.

2.2. The Chair is assisted by a steering committee selected from volunteers to reflect the different segments of society engaging in the CoP. The membership of the committee will be proposed by the Chair, consulting the Secretariat and endorsed by the CoP.

2.3. The Commission services provide the CoP secretariat and sit ex officio in the steering committee.

3. Dedicated web-based platform

3.1. The web-based platform is the CoP forum for discussion, publication of documents and contributions. It will provide private collaborative as well as public spaces.

3.2. The secretariat will manage and moderate the dedicated web-based platform.

4. Meetings

4.1. The Chair will convene meetings of the CoP, either on its own initiative, or at the request of a simple majority of the members.

4.2. The secretariat shall post the invitation to the meeting of the CoP and the draft agenda on the web-based platform no later than thirty calendar days before the date of the meeting. All members will be notified of this post by emails.

4.3. The secretariat will publish meeting materials, including documents on the web-based platform.

4.4. Meetings of the CoP shall be held in Brussels.

5. Summary minutes of the meetings

5.1. Summary minutes on the discussion on each point on the agenda and the opinions delivered by the CoP shall be drawn up by the secretariat under the responsibility of the Chair. The minutes shall not attribute the different opinions and ideas to their respective author.

6. Protection of personal data

6.1. All processing of personal data for the purpose of these procedures shall be in accordance with Regulation (EC) No. 45/2001¹.

7. Reimbursement of costs

7.1. Members of the CoP participate in meetings for free and at their own costs.

7.2. In exceptional cases, the Commission may provide reimbursement of costs for members from academia and non for profit organizations, in accordance with the rules on governing the reimbursement of expenses of external experts.²

¹ Regulation (EC) 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 free movement of such data. (OJ L 8, 12.01.2001, p.1)

² Commission decision of 5 December 2007 Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.