

## **RULES OF PROCEDURE OF THE GROUP OF DIRECTORS-GENERAL FOR INDUSTRIAL RELATIONS**

THE GROUP OF DIRECTORS-GENERAL FOR INDUSTRIAL RELATIONS,

Having regard to the Commission Decision of 27 March 2002 concerning the creation of a group of Directors-General for Industrial Relations<sup>1</sup>,

Having regard to the standard rules of procedure published by the Commission<sup>2</sup>,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

### *Article 1*

#### **Convening of meetings and agenda**

1. Meetings of the group shall be convened by the Chairman, either on his own initiative or at the request of a simple majority of members.
2. The secretariat shall prepare a draft agenda under the responsibility of the Chairman and send it to the members of the group.
3. The agenda shall be adopted by the group at the start of the meeting.

### *Article 2*

#### **Transmission of documents to group members**

1. The secretariat shall send the invitation to the meeting and the draft agenda to the group members no later than 30 calendar days before the date of the meeting.
2. The secretariat shall send the working documents to the group members no later than 14 calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time-limits for sending the documents mentioned in paragraphs 1 and 2 may be reduced to seven calendar days before the date of the meeting.

### *Article 3*

#### **Functioning of the group**

1. The group shall adopt by a consensus the rules of procedure, the agenda and the minutes of the meetings as well as the decisions to establish sub-groups.

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<sup>1</sup> OJ L 91, 6.4.2002, p. 30

<sup>2</sup> SEC (2005) 1004 Annex III

*Article 4*

**Sub-groups**

1. Subject to the Commission's agreement, the group may establish sub-groups to consider specific questions on the basis of a mandate drawn up by the group. The sub-groups shall be dissolved once they have completed their mandate.
2. The sub-groups shall report to the expert group.

*Article 5*

**Admission of third parties**

The Commission representative may invite experts or observers<sup>3</sup> to participate in the work of the group or the sub-groups where appropriate and/or necessary.

*Article 6*

**Secretariat**

The Commission shall provide the secretariat for the group and for any sub-groups established in accordance with Article 4(1) of these rules of procedure.

*Article 7*

**Summary minutes of the meetings**

Summary minutes of the group's discussions at each meeting shall be drafted by the secretariat under the responsibility of the Chairman. The minutes shall not mention the position taken by individual members during the group's deliberations. They shall be adopted by the group.

*Article 8*

**Attendance list**

At each meeting the secretariat shall draw up, under the responsibility of the Chairman, an attendance list.

*Article 9*

**Correspondence**

1. Correspondence relating to the group shall be addressed to the Commission, for the attention of the Chairman.
2. Correspondence intended for group members shall be sent to the e-mail addresses provided by them for that purpose.

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<sup>3</sup> Observer status may be used in particular to invite representatives of non-Member States or of other European or international institutions to participate in the group's deliberations.

## *Article 10*

### **Confidentiality**

1. The group's deliberations shall be confidential.
2. Information obtained as a result of attending group or sub-group meetings shall not be divulged where the Commission declares such information to relate to confidential matters.

## *Article 11*

### **Transparency**

1. The principles and conditions concerning public access to the group's documents shall be the same as laid down in Regulation (EC) No 1049/2001<sup>4</sup>. It shall be for the Commission to take a decision on requests for access to these documents.
2. The Commission services shall publish the minutes referred to in Article 7 of these Rules of Procedure on the Internet after they have been adopted by the group.

## *Article 12*

### **Protection of personal data**

All processing of personal data for the purposes of these rules of procedure shall be in accordance with the provisions of Regulation (EC) No 45/2001<sup>5</sup>.

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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, 31.5.2002, p. 43).

<sup>5</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).