



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate C - Sustainable Resources Management, Industry & Air
ENV.C.1 - Sustainable Production and Consumption

**Procedure for Regular Meetings on the Implementation of the
Commission's Communication on Integrated Product Policy
(COM(2003) 302) and the Sustainable Consumption and Production
and Sustainable Industrial Policy Action Plan (COM (2008) 397)**

1. OBJECTIVE

The Meetings' objective is to monitor and promote the implementation of the Commission's Communication on Integrated Product Policy¹ and the Sustainable Consumption and Production and Sustainable Industrial Policy Action Plan² within the European Union. More particularly it will advise the Commission how to attain the objectives set out by both Communications. It will also be a forum for the Commission to report to the Members on its activities, and for the Members to do likewise.

2. COMPOSITION

A representative of the European Commission will chair the meetings.

Member States may nominate a maximum of one representative per meeting. They should be nominated by the Permanent Representation to the EU.

EFTA and Candidate countries are also invited. Their representatives should be nominated by the country's mission to the EU.

A representative from each of the following organisations may also attend:

- ANEC
- BEUC
- BUSINESSEUROPE
- CEN
- ECOS
- ETUC
- ERRT
- EURO CHAMBERS
- Eurocommerce
- EEB
- IEEP
- UEAPME

They should be nominated officially by the organisation's secretary general, or equivalent.

3. SECRETARIAT

The European Commission will provide the secretariat. It is responsible for:

- Preparing the agenda and circulating documents
- Taking and writing the minutes of the meeting

¹ COM(2003) 302 final, Communication from the Commission to the Council and the European Parliament - Integrated Product Policy - Building on Environmental Life-Cycle Thinking; See Point 7 page 18 "[The Commission] it will also chair **regular meetings** where both Member States' and Stakeholders' representatives attend".

² COM(2008) 397 final

- Publishing the minutes on the Commission's SCP website.

For meetings in Brussels, it will also be responsible for organising the meeting room.

4. MEMBERS

Members will be requested to make an oral report on their activities regarding IPP and SCP at the meetings, concentrating on a particular theme if stated in advance in the agenda. This should ideally be supplemented with written information.

5. FREQUENCY AND DURATION

Meetings will take place at least twice a year. The Commission will inform the members of the likely dates, as far in advance as possible, and in any case eight weeks before the meeting.

The meetings will normally last for one day.

6. LOCATION

Meetings will generally take place in Brussels.

7. LANGUAGE

Meetings will take place in English. Interpretation into additional languages will be provided if possible.

8. EXPENSES

The Commission will provide travel expenses for the one representative of each EU Member State for regular meetings in Brussels. For experts, expenses may be refunded if budget allows.

9. DECISION TAKING

Discussions in the Meetings serve to advise the Commission. The Commission is not bound by this advice. Members may request that their position on certain issues be recorded in the minutes.

10. INVITATION OF EXPERTS

Experts may be invited by the Chair to attend the relevant parts of the Meeting on particular themes. Members may submit suggestions for experts to the Chair.

11. WORKING GROUPS

The chair, after discussion in the Meetings, may set up working groups, which it may chair.

These must have a clear mandate, a limited duration and a defined membership.

At each meeting, a report must be made on progress. Once their mandate is fulfilled, the outcome of the working groups must be discussed in the subsequent Regular Meeting.

12. DOCUMENTS AND ISSUES FOR DISCUSSION

Members wishing to discuss topics and/or documents at a Meeting must send these to the Chair six weeks in advance of Meetings. The Chair will then decide on whether they will be discussed. The Secretariat must circulate the agenda and associated documents prior to the meeting. The Secretariat will attempt to send these documents 4 weeks in advance.

The Secretariat may submit the draft minutes for approval to Members of the Regular Meetings by e-mail. Once distributed Members have one calendar month in which to react, otherwise they are considered to have given their tacit approval. Should the draft minutes meet with considerable problems, they should be put on the agenda of the subsequent meeting.

13. TRANSPARENCY

The Secretariat will ensure that all documents for discussion and the minutes of meetings are placed on the Commission's CIRCA website³, established for this purpose. The Secretariat will also place a summary of the likely future activities and issues to be discussed at the regular meetings on the website, insofar as these are foreseeable.

³ http://circa.europa.eu/Public/irc/env/ipp_regmeeting/library