RULES OF PROCEDURE OF THE COMMISSION EXPERT GROUP ON THE
REGULATION (EU) 2016/679 AND DIRECTIVE (EU) 2016/680

Having regard to the creation of the group by DG Justice and Consumers,
Having regard to the standard rules of procedure of expert groups\(^1\),
HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

\textit{Point 1}

Operation, composition and mandate of the group

1. The group shall act at the request of DG Justice and Consumers.
2. The group is composed of EU Member States' authorities and the authorities of Iceland, Liechtenstein, Norway and Switzerland (‘members’). It is chaired by the representative of DG Justice and Consumers.

\textit{Point 2}

Convening a meeting

1. Meetings of the group are convened by the Chair either on his/her own initiative, or at the request of a simple majority of members after DG Justice and Consumers has given its agreement.
2. Meetings of the group shall be held on Commission premises.

\textit{Point 3}

Agenda

1. The secretariat shall draw up the agenda under the responsibility of the Chair and send it to the members. Members may propose items no less than fifteen working days before the relevant meeting.
2. The agenda shall be adopted by the group at the start of the meeting.

\textit{Point 4}

Documentation to be sent to group members

1. The secretariat shall send the invitation to the meeting and the draft agenda to the members no later than twenty one calendar days before the date of the meeting.

\(^1\) C(2016) 3301 (Annex 3).
2. The secretariat shall send documents on which the group is consulted to the members no later than fourteen calendar days before the date of the meeting.

3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraph 2 may be reduced to five calendar days before the date of the meeting.

Point 5

Invited experts

DG Justice and Consumers may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group on an ad hoc basis.

Point 6

Involvement of the European Parliament

1. In accordance with the Framework Agreement on relations between the European Parliament and the Commission, DG Justice and Consumers will send the European Parliament the same documentation it sends to national authorities.

2. At the European Parliament's request, DG Justice and Consumers may invite Parliament to send experts to attend meetings of the group.

Point 7

Secretariat

DG Justice and Consumers (Unit C3 Data Protection) shall provide secretarial support for the group.

Point 8

Minutes of the meetings

Minutes on the discussion on each point on the agenda shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.

Point 9

Attendance list

1. At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the authorities to which the participants belong.

2. Members may appoint representatives in the group on an ad hoc basis, depending on the meeting agenda of the group.
Point 10

Correspondence

1. Correspondence relating to the group shall be addressed to DG Justice and Consumers, for the attention of the Chair, preferably only to the following e-mail address: JUST-C3-DPR-GROUP@ec.europa.eu.

2. Correspondence for members shall be sent to the e-mail address which they provide for that purpose.

Point 11

Transparency

1. The group shall be registered on the Register of expert groups.

2. As concerns the group composition, the following data shall be published on the Register of expert groups:

   (a) the name of Member States appointing experts in the group;

   (b) the name of third countries appointing experts in the group.

3. DG Justice and Consumers shall make available all relevant documents, including the agendas, the minutes and the participants’ submissions on the Register of expert groups. In particular, DG Justice and Consumers shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes as approved by the members. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001

Point 12

Access to documents

Applications for access to documents held by the group shall be handled in accordance with Regulation (EC) No 1049/2001.

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Point 13

Deliberations

In agreement with DG Justice and Consumers, the group may, by simple majority of its members, decide that deliberations shall be public.

Point 14

Reimbursement of travel expenses

Travel expenses of one representative per member, including Member States, Iceland, Lichtenstein, Norway and Switzerland, will be reimbursed by the Commission for participation in the meetings of the group, on the basis of a first class railway ticket or an economy class air ticket.

Point 15

Protection of personal data

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