



EUROPEAN COMMISSION
Internal Market and Services Directorate-General
KNOWLEDGE-BASED ECONOMY
Regulated professions

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**GROUP OF COORDINATORS FOR THE RECOGNITION
OF PROFESSIONAL QUALIFICATIONS**

Draft rules of procedure

Meeting of 30 January 2008

RULES OF PROCEDURE OF THE GROUP OF COORDINATORS FOR THE RECOGNITION OF PROFESSIONAL QUALIFICATIONS

THE GROUP OF COORDINATORS FOR THE RECOGNITION OF PROFESSIONAL QUALIFICATIONS,

Having regard to the Commission Decision of 19 March 2007 setting up the group of coordinators for the recognition of professional qualifications¹, and in particular Article 1 thereof,

Having regard to the standard rules of procedure published by the Commission²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Convening a meeting

1. Meetings of the group are convened by the Chair, either on its own initiative, or at the request of a simple majority of members after the Chair has given its consent.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.

Article 2

Agenda

1. The Chair shall draw up the agenda and send it to the members of the group.
2. The agenda shall be adopted by the group at the start of the meeting.

Article 3

Forwarding of documents to group members

1. The Chair shall send the invitation to the meeting and the draft agenda to the group members, in accordance with Article 12(2), no later than fifteen calendar days before the date of the meeting.
2. The Chair shall send drafts on which the group is consulted to the group members, in accordance with Article 12(2), no later than fifteen calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in 1 and 2 may be reduced to five calendar days before the date of the meeting.

¹ OJ L 79 of 20.03.2007, p. 38.

² Commission Staff Working Paper: "Framework for Commission's Expert Groups: horizontal rules and public register" – Annex I. SEC(2005)1004.

Article 4

Opinions of the group

1. As far as possible, the group shall adopt its opinions or reports by a consensus.
2. Where necessary, a vote shall take place by a simple majority of component members.

Article 5

Sub-groups

1. With the consent of the Chair, the group may in accordance with Article 4 set up sub-groups to examine specific questions on the basis of terms of reference defined by the group; they shall be disbanded as soon as they have fulfilled those terms of reference.
2. The sub-groups shall report to the group.

Article 6

Admission of third parties

1. The Chair may invite experts or observers with special expertise on a matter on the draft agenda to participate in the group's or sub-groups' work, including deliberations, where appropriate and/or necessary.

In particular, representatives of the Member States of the European Economic Area and of Switzerland may be invited as observers.
2. With the Chairman's permission, the group members may be accompanied by experts, at the expense of the Member State concerned.
3. Experts or observers are not present when the group adopts an opinion or report.

Article 7

Written procedure

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

Article 8

Secretariat

The Chair shall provide secretarial support for the group and any sub-groups created under Article 5(1) above.

Article 9
Summary minutes of the meetings

Summary minutes on the discussion on each point on the agenda and the opinions delivered by the group are drafted by the Chair within a reasonable deadline. The minutes are adopted by the group.

Article 10
Attendance list

At each meeting, the Chair shall draw up an attendance list specifying, where appropriate, the authorities, organisations or bodies to which the participants belong.

Article 11
Prevention of conflicts of interest

1. At the start of each meeting, any person whose participation in the group's deliberations would raise a conflict of interest on a specific item on the agenda shall inform the Chair.
2. Experts invited in a personal capacity shall sign a declaration certifying that their participation will not result in conflicts of interest.
3. In the event of such a conflict of interest, the person shall abstain from discussing the items on the agenda concerned and from any vote on these items.

Article 12
Correspondence

1. Correspondence relating to the group shall be addressed to the Chair.
2. Correspondence for group members shall be sent to the e-mail address which they provide for that purpose.

Article 13
Transparency

1. The principles and conditions concerning public access to the group's documents are the same as laid down in Regulation (EC) No 1049/2001³. It is for the Commission to take a decision on requests for access to those documents.
2. The group's deliberations are confidential.
3. In agreement with the Chair, the group may, by a simple majority of its members, decide to open its deliberations to the public.

Article 14

³ 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).

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 45/2001⁴.

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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).