

# STRATEGIC ADVISORY BOARD

# **RULES OF PROCEDURE**

# RULES OF PROCEDURE OF THE STRATEGIC ADVISORY BOARD

The Strategic Advisory Board,

Having regard to Decision C(2007)4644 of 22 October 2007 and in particular Article 4.5,

# HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

#### Article 1

# Convening a meeting

Meetings of the group are convened by the Chair.

# Article 2

# Agenda

- 1. The secretariat shall draw up the agenda under the responsibility of the Chair 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 secretariat shall send the invitations to the meeting and the draft agenda to the group members twenty calendar days before the date of the meeting.
- 2. The secretariat shall send drafts on which the group is consulted and all other working documents to the group members no later than fourteen calendar days before the date of the meeting.
- 3. In urgent or exceptional circumstances, the time limits for sending the documentation mentioned in 1 and 2 may be reduced.

#### Article 4

# **Conclusions of the group**

As far as possible, the conclusions or reports of the group shall be adopted by a consensus.

#### Article 5

# **Admission of third parties**

- 1. The Commission representative may invite experts or observers with special expertise on a matter on the draft agenda to participate in the group's work where appropriate and/or necessary.
- 2. Experts or observers are not present when the group adopts conclusions or a report.

# Article 6

# Written procedure

If necessary, the group's conclusions on a specific question may be delivered via a written procedure. To this end, the secretariat sends the group members the documents on which the group is being consulted and any other working documents. The secretariat will give a reasonable delay of at least 20 working days for replies.

# Article 7

# **Secretariat**

The Commission shall provide secretarial support for the group.

# Article 8

# **Summary minutes of the meetings**

Summary minutes on the discussion on each point on the agenda and the conclusions of the group are drafted by the secretariat under the responsibility of the Chair. The minutes do not mention the individual position of the meeting during the group's deliberations. These minutes are adopted by the group.

# Article 9

#### Attendance list

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

#### Article 10

# Prevention of conflicts of interest

- 1. At the start of each meeting, any member 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. Members appointed 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 member shall abstain from participating in the deliberations on the items on the agenda concerned.

#### Article 11

# Correspondence

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

# Article 12

# **Transparency**

- 1. The principles and conditions concerning public access to the group's documents are the same as laid down in Regulation (EC) no. 1049/2001<sup>1</sup>. It is for the Commission to take a decision on requests for access to those documents.
- 2. The group's deliberations are confidential.

<sup>&</sup>lt;sup>1</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)

3. In agreement with the Commission, the group may decide to open its deliberations to the public.

# Article 13

# **Protection of personal data**

All processing of personal data for the purposes of these rules or procedure shall be in accordance with Regulation (EC) No  $45/2001^2$ .

<sup>&</sup>lt;sup>2</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).