

**RULES OF PROCEDURE OF THE GROUP OF EXPERTS:
SCIENTIFIC ADVISORY BOARD ON EU DEVELOPMENT POLICY**

THE BOARD, THE SCIENTIFIC ADVISORY BOARD ON EU DEVELOPMENT POLICY (SAB),

Having regard to the standard rules of procedure of expert groups,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Convening a meeting

1. Meetings of the Board are convened by the Commission on behalf of the Commissioner.
2. Joint meetings of the Board with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. Meetings of the Board shall be held on Commission premises whenever possible.

Article 2

Agenda

1. The secretariat (DEVCO/A1) shall draw up a draft agenda under the responsibility of the Chair and send it to the members of the Board.
2. The agenda shall be adopted by the Board at the start of the meeting.

Article 3

Documentation to be sent to group members

1. The secretariat shall send the invitation to the meeting and the draft agenda to the Board members no later than thirty calendar days before the date of the meeting.
2. The secretariat shall send documents on which the Board is consulted to the Board 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 1 and 2 may be reduced to five calendar days before the date of the meeting.
4. The secretariat on behalf of the Commissioner, may also send documents/papers to the Board members for comment/feedback.

Article 4

Not Applicable

Opinions of the group

1. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
2. In the event of a vote, the outcome of the vote shall be decided by a simple majority of the members.

Article 5

Not Applicable

Sub-groups

1. In agreement with the services of the Commission, the Board may be joined by a specific set up sub-group(s) to examine specific questions on the basis of terms of reference defined by the Board; such sub-groups shall be disbanded as soon as their mandate is fulfilled.
2. The sub-groups shall report to the Board.

Article 6

Admission of third parties

The Commission, on behalf of the Commissioner may invite on an ad hoc basis experts from outside the Board with specific competence in a subject on the agenda to participate in the reflections of the Board.

Article 7

Not applicable

Written procedure

1. If necessary, the group's opinion or recommendation on a specific question may be delivered via a written procedure. To this end, the secretariat sends the group members the document(s) on which the group is being consulted.
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 Commission shall provide secretarial support for the Board.

Article 9

Record of the meetings

A record of the meetings held with the Commissioner shall be drafted by the secretariat under the responsibility of the Chair. The minutes shall not mention the individual position of the members during the Board's discussions.

Article 10

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 11

Conflicts of interest

1. Should a conflict of interest in relation to an expert arise, the Commission services may exclude this expert from the Board or a particular meeting thereof or they may decide that the expert in question shall abstain from discussing the items on the agenda concerned and from any vote on these items.
2. At the start of each meeting, any expert whose participation in the Board's reflections would raise a conflict of interest shall inform the Chair.
3. Conflicts of interest shall be reported in writing, e.g. in the record of the Board's meeting.

Article 12

Correspondence

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

Article 13

Access to documents

Applications for access to documents held by the expert Board will be handled in accordance with Regulation (EC) No 1049/2001⁴ and detailed rules for its application¹.

Article 14

Confidentiality of deliberations

1. The Board's deliberations shall be confidential.

Article 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 45/2001².

¹ 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, 31.5.2001, p. 43).

² Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94. ⁶ 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).