

# **RULES OF PROCEDURE OF THE HIGH-LEVEL EXPERT GROUP ON ARTIFICIAL INTELLIGENCE**

THE HIGH-LEVEL EXPERT GROUP ON ARTIFICIAL INTELLIGENCE,

Having regard to the creation of the group by DG CONNECT,

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

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

## **Operation of the group**

The group shall act at the request of DG CONNECT.

Members of the group will strive to attend all meetings of the group. When a group member fails to attend two meetings in a row, DG CONNECT can replace such member with an expert from the established reserve list.

Point 2

## **Secretariat**

DG CONNECT shall provide secretarial support for the group.

Point 3

## **Convening a meeting**

1. Meetings of the group are convened by DG CONNECT.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.

Point 4

## **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.

#### Point 5

##### **Documentation to be sent to group members**

1. The secretariat shall send the date of planned meetings to the group members no later than 30 calendar days before the date of the meeting. A draft agenda of the meeting shall be sent no later than 7 calendar days before the date of the meeting. The secretariat shall send documents on which the group is consulted to the group members no later than 7 calendar days before the deadline to provide comments or before the date of the respective meeting.
2. In urgent or exceptional cases, the time limits mentioned in paragraph 1 above may be reduced.

#### Point 6

##### **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 simple majority of the members. The members that have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

#### Point 7

##### **Working Groups**

1. The group will comprise two Working Groups which shall focus on one of the two respective deliverables of the group. All final work products prepared by one of the two Working Groups pursuant to their respective deliverables shall be adopted by the group as a whole, which will have the possibility to comment on these work products before their adoption.
2. DG CONNECT shall appoint a Chair for each Working Group (i.e. Vice-Chairs of the group). These Chairs shall report to the Chair of the group.

#### Point 8

##### **Workshops**

1. With the assistance of the secretariat and upon the agreement of DG CONNECT, the Working Groups will organise workshops to which all experts of the group as well as members of the reserve list as established by DG CONNECT will be invited.
2. DG CONNECT can invite members of the European AI Alliance to attend such workshops on an ad hoc basis. The Working Group responsible for organising the relevant workshop can suggest such members of the European AI Alliance to DG CONNECT.

Point 9

**Invited experts**

DG CONNECT may invite members of the European AI Alliance with specific expertise with respect to a subject matter on the agenda to take part in the work of the group, Working Group or workshops on an ad hoc basis.

Point 10

**Observers**

1. Public entities and organisations with a public role may be granted observer status in the group, in compliance with the horizontal rules, by direct invitation of DG CONNECT. They shall nominate their representative.
2. Observers and their representative may be permitted by the Chair to take part in the discussions of the group and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

Point 11

**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, with the agreement of DG CONNECT, the Chair shall convene a meeting of the group as soon as possible.

Point 12

**Minutes of the meetings**

Minutes on the discussion on each point on the agenda and on the opinions delivered by the group shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair who approves them. Prior to their approval, the group will have the possibility to provide their comments on the minutes in accordance with the time limits set out under Point 5.

#### Point 13

##### **Attendance list**

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

#### Point 14

##### **Conflicts of interest**

1. The Chair of the group shall, at the first meeting of each calendar year, remind all members appointed in a personal capacity of their obligation to promptly inform the DG CONNECT of any relevant change in the information previously provided, including as regards upcoming activities, in which case they must immediately submit a newly completed declaration of interests describing the change, in order to enable the DG CONNECT to assess it in due course, in compliance with the horizontal rules.
2. Should a conflict of interest in relation to an expert appointed in a personal capacity arise, DG CONNECT shall take all appropriate measures, in compliance with the horizontal rules.
3. Conflicts of interest shall be reported in writing, e.g. in the minutes of the group's meeting. Information registered must be adequate, relevant and not going beyond what is necessary for the purpose of the management of the conflict of interest.

#### Point 15

##### **Correspondence**

1. Correspondence relating to the group shall be addressed to DG CONNECT, Directorate A, 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.

#### Point 16

##### **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 individuals appointed in a personal capacity;
  - (b) the name of individuals appointed to represent a common interest; the interest represented shall be disclosed;
  - (c) the name of member organisations; the interest represented shall be disclosed;
  - (d) the name of other public entities;
  - (e) the name of observers;
  - (f) the name of organisations' representatives and other public entities representatives.
3. DG CONNECT shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or via a link from the

Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, DG CONNECT shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. 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) N° 1049/2001.

#### Point 17

##### **Access to documents**

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

#### Point 18

##### **Confidentiality of Deliberations**

1. The group's deliberations shall be confidential.
2. In agreement with DG CONNECT, the group may, by simple majority of its members, decide that deliberations shall be public.