



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

Directorate D - Logistics, maritime & land transport and passenger rights  
**D.1 - Maritime transport & logistics**

Brussels,  
MOVE D1/MK

## **RULES OF PROCEDURE OF THE COMMISSION EXPERT GROUP ON MARITIME TRANSPORT SUSTAINABILITY– THE EUROPEAN SUSTAINABLE SHIPPING FORUM (ESSF)**

Adopted on 27 November 2013

The Commission Expert Group on maritime transport sustainability – The European Sustainable Shipping Forum (ESSF), hereinafter referred to as the 'ESSF'

Having regard to the Commission Decision<sup>1</sup> of 24.9.2013 on setting-up the ESSF

Having regard to the standard rules of procedure established by the Commission,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

### *Article 1*

#### **Convening a meeting**

1. The Chair convenes meetings of the ESSF, either on its own initiative or at the request of a simple majority of members after the Commission's service has given its agreement.

### *Article 2*

#### **Agenda**

1. The secretariat shall draw up the draft agenda under the responsibility of the Chair, and send it to the members of the ESSF for comments.
2. The agenda shall be adopted by the ESSF at the start of the meeting.

### *Article 3*

#### **Forwarding of documents to the ESSF members**

1. The secretariat shall send the invitation to the meeting and the draft agenda to the ESSF members no later than thirty calendar days before the date of the meeting.
2. The secretariat shall send documents on which the ESSF is consulted to the ESSF members no later than fourteen calendar days before the date of the meeting.

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<sup>1</sup> Commission Decision of 24.9.2013 on setting-up the group of experts on maritime transport sustainability – The European Sustainable Shipping Forum (ESSF) - C(2013) 5984 final.

3. In urgent or exceptional cases, the time limits for sending the documentation mentioned under Articles 2 and 3 may be reduced to five working days before the date of the meeting.

#### *Article 4*

##### **Positions expressed by the ESSF**

1. As far as possible, the ESSF shall adopt its opinions or recommendations by a consensus of the members of the ESSF, which are present or represented by their alternates. If this is not the possible, simple majority voting will apply on the basis of one present member-one vote.

#### *Article 5*

##### **Sub-groups**

1. With the consent of the Chair, the ESSF may set up sub-groups to examine specific questions on the basis of terms of reference proposed by the Commission services. Such sub-groups shall be disbanded as soon as their mandate is fulfilled.
2. The sub-groups shall report to the ESSF.

#### *Article 6*

##### **Admission of third parties**

1. The Chair may invite on an ad-hoc basis experts from outside the ESSF to participate in the work of the ESSF or its sub-groups where appropriate. In addition, the Chair may give observer status to individuals, organisations and candidate countries.

#### *Article 7*

##### **Written procedure**

1. If appropriate, the ESSF opinion or a recommendation on a specific question may be established via a written procedure, under the initiative of the Chair. To this end, the secretariat sends to the ESSF members the documents on which the ESSF is being consulted. The response period shall be limited to thirty calendar days. Any ESSF member who does not express his opposition within this time period is considered to have given his tacit agreement.
2. However, if a simple majority of the ESSF members requests that the question is examined at a meeting of the ESSF, the written procedure shall be terminated without result and the Chair shall convene a meeting of the ESSF as soon as possible.

#### *Article 8*

## **Secretariat**

1. The Commission shall provide the secretariat support for the ESSF.

## *Article 9*

### **Summary minutes of the meetings**

1. Summary minutes of the meetings and of the opinions or recommendations delivered by the ESSF are drafted by the secretariat under the responsibility of the Chair. The minutes shall not mention the individual positions of the members during the ESSF's deliberations.
2. The draft minutes are sent to the members of the group no later than thirty working days after the meeting.
3. The draft minutes are approved by the group at the following meeting. In advance, members of the group may send written comments to the Chair. The group shall be informed of this. If there are any disagreements, the proposed amendment shall be discussed by the group. If the disagreement persists, the proposed amendment shall be annexed to the minutes.

## *Article 10*

### **Transparency**

1. Applications for access to the ESSF documents will be handled in accordance with Regulation (EC) No 1049/2001<sup>2</sup> and detailed rules for its application.
2. The deliberations of the ESSF shall be confidential.
3. In agreement with the Chair, the ESSF may, by a simple majority of its members present decide to open its deliberations to the public.

## *Article 11*

### **Protection of personal data**

1. All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EC) No 45/2001<sup>3</sup>.

## *Article 12*

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<sup>2</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 L145, 31.5.2001, p.43).

<sup>3</sup> Regulation (EC) No 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).

### **Correspondence**

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