

RULES OF PROCEDURE OF THE RURAL NETWORKS' ASSEMBLY

Adopted by the Assembly of the EUROPEAN NETWORK FOR RURAL DEVELOPMENT and of the EUROPEAN INNOVATION PARTNERSHIP NETWORK at its first meeting on 26 January 2015.

Amended by means of written procedure launched the 17 July 2015 with the deadline of 4 September 2015, adding *Article 15*

RULES OF PROCEDURE OF THE RURAL NETWORKS' ASSEMBLY

THE ASSEMBLY OF THE EUROPEAN NETWORK FOR RURAL DEVELOPMENT
AND OF THE EUROPEAN INNOVATION PARTNERSHIP NETWORK,

Having regard to Chapter II of Commission Implementing Decision 2014/825/EU of 20 November 2014 setting up the organisational structure and operation for the European network for rural development and for the European Innovation Partnership network and repealing Decision 2008/168/EC¹,

Having regard to the standard rules of procedure of expert groups²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Scope

These rules of procedure complement the operation rules of the Assembly of the European network for rural development and of the European Innovation Partnership network (hereinafter referred to as 'the Assembly') as set up in Decision 2014/825/EU, for, amongst other, convening a meeting, the agenda, documents to be sent to Assembly members, proposals of the Assembly, minutes, professional secrecy.

Article 2

Convening a meeting

1. Meetings of the Assembly are convened by the Chair, either on its own initiative, or at the request of a simple majority of members after the Director General for Agriculture and Rural Development has given its agreement.
2. Joint meetings of the Assembly with other groups may be convened to discuss matters falling within their respective areas of responsibility.

Article 3

Agenda

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

¹ OJ L 334 of 21.11.2014, p. 98.

² SEC (2010) 1360.

Article 4

Documents to be sent to Assembly members

1. The secretariat shall send the invitation to the meeting and the draft agenda to the Assembly members no later than thirty calendar days before the date of the meeting.
2. The secretariat shall send documents to be discussed by the Assembly to the Assembly members no later than seven calendar days before the date of the meeting.

Article 5

Proposals of the Assembly

1. As far as possible, the Assembly shall adopt its proposals or opinions by consensus.
2. In the event of a vote, the consensus is obtained by a simple majority of the members.

Article 6

Written procedure

1. If necessary, the Assembly's proposals or opinions on a specific question may be delivered via a written procedure. To this end, the secretariat sends the Assembly members the document(s) on which the Assembly is being consulted.
2. However, if a simple majority of Assembly members asks for the question to be examined at a meeting of the Assembly, the written procedure shall be terminated without result and the Chair shall convene a meeting of the Assembly as soon as possible.

Article 7

Secretariat

The Commission shall provide secretarial support for the Assembly and any sub-groups created under Article 5(2) of Decision 2014/825/EU.

Article 8

Summary minutes of the meetings

Summary minutes on the discussion on each point on the agenda 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 Assembly's deliberations.

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

Conflicts of interest

1. Should a conflict of interest in relation to a member arise, the Commission services may exclude this member from the Assembly or a particular meeting thereof or they may decide that the member 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 member whose participation in the Assembly's work would raise a conflict of interest shall inform the Chair.
3. Conflicts of interest shall be reported in writing, e.g. in the summary minutes of the Assembly's meeting.
4. Paragraphs 1, 2 and 3 shall also apply to deliberations taken by the Assembly in written procedure.

Article 11

Correspondence

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

Article 12

Access to documents

Applications for access to documents held by the Assembly will be handled in accordance with Regulation (EC) No 1049/2001³ and detailed rules for its application⁴.

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).

⁴ Commission Decision 2001/937 of 5.12.2001 (OJ L 345 of 29.12.2001, p. 94).

Article 13

Confidentiality of deliberations

The deliberations in the Assembly shall be non-confidential except if a simple majority of the members of the Assembly, after having heard the Directorate General for Agriculture and Rural Development, decides otherwise.

Article 14

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 45/2001⁵.

Article 15

Reimbursements

The Commission shall reimburse travel and subsistence expenses incurred by governmental and non-governmental organisations and bodies for their participation in the meetings of the assembly, steering group and sub-groups. This Article shall apply from 26 January 2015.

⁵ 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).