Platform operations: Rules of procedure and sub-group mandates

EU Platform on FLW 1st meeting

17 February 2022

European Union

Rules of procedure

- Clarify how the Platform will function in the next 5 years (e.g. meetings, adopting opinions, sub-groups' operations, transparency aspects etc.)

- Introduce role of co-chairs for greater engagement of members in Platform's work and outputs

- In line with the Commission's standard rules of procedure of expert groups

- To be adopted today

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Platform meetings

- Called by the Chair or by a majority of members (with agreement of DG SANTE)

- Agenda – update on EU actions, contributions from members

- Meeting documents sent in advance via e-mail and Teams

- Meeting tools: WebEx or Interactio (plenary meetings), Teams (sub-group meetings)

- AGM tool – to register participants for meetings – connection link is sent only to registered members, usually one day before!

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Approving Platform deliverables

As far as possible, the Platform shall adopt its opinions, recommendations or reports by consensus (Rules of procedure)

e.g. Platform's key recommendations for action

- Co-creation process, document validated by written procedure

- includes as Annex a list of actions, which were not adopted as key recommendations
of the Platform due to the lack of consensus amongst the members

Recommendations for Action in Food Waste Prevention

Developed by the EU Platform on Food Losses and Food Waste

12 December 2019

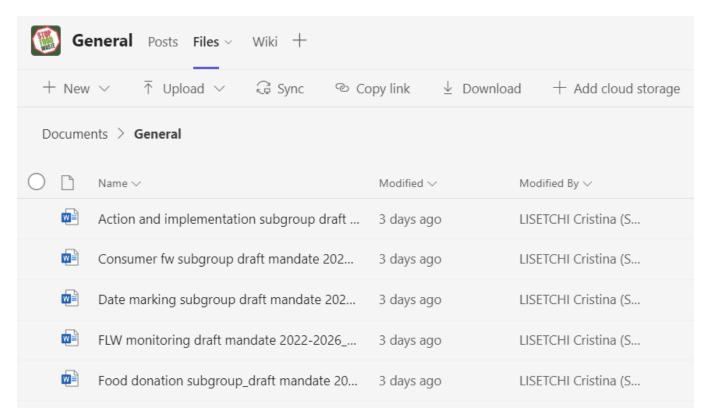# Sub-groups

Focussed on specific topics/areas of work:

- Food loss and waste monitoring

- Date marking and food waste prevention

- Food donation

- Consumer food waste prevention

- Action & implementation

Membership: max. 40 organisations/sub-group; max. 3 sub-groups/ organisation

On-line form: express your interest in membership by 24.02

Adopting the sub-group mandates: process and timeline

- 1st discussion on the draft mandates with organisations interested in co-chairing: 25 January

- Commission reviews mandates in light of input received

- Revised mandates shared with the Platform via e-mail/Teams

Adopting the sub-group mandates: process and timeline

- 1st meeting of the Platform: 17 February

  - discussion with the whole membership

  - adoption of the Rules of Procedure

- Written comments on mandates, changes in sub-group membership, confirm requests to co-chair: by 24 February

- Commission consolidates all input, defines the final mandates (including membership): early March

- First sub-group meetings, set in coordination with co-chairs: starting March

Sub-group mandates

We need your input on:

- Objectives

- Principal tasks

- Co-chairing calendar

Please comment directly on the documents in Teams, by 24.02

Co-chairing sub-group meetings

'Sub-group meetings dedicated to specific topics may be co-chaired by DG SANTE and Platform members, as appointed by DG SANTE based on their expertise and expressed interest* to coordinate work related to their field of expertise. Co-chairs appointed from among the Platform membership may also request to hold meetings of their respective sub-groups, propose agenda items and topics for discussion.

Sub-group meetings dedicated to specific topics are expected to take place twice-yearly and may in addition be convened on an 'as needed' basis.'

(Rules of procedure)

*Co-chairing will be done through rotation, for those members who have expressed an interest in acting as co-chair in their application form (Annex IV). Expressions of interest in co-chairing may be updated during the course of the Platform's mandate.

Role and responsibilities of co-chairs

- Propose agenda items and topics for discussion; format for discussion (break-out groups, world café etc.)

- Manage the discussion during the meeting, together with the Commission co-chair

- Contribute to the meetings calendar (call for more targeted discussions in smaller groups)

- Propose and lead the development of the sub-group's deliverables

- Present a short overview of the sub-group's work and discussion at Platform plenary meetings

- Other (tbc)

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Platform meetings

- Other experts may participate to Platform meetings on an *ad hoc* basis, depending on the topics discussed

- Observer role

- Meeting summary reports by the Commission, published on the Food waste website (including participants list)

Transparency

The Platform and its sub-groups are registered on the Register of Commission expert groups, where we publish:

- (a) the name of Member States' authorities;

- (b) the name of other public entities other than Member States' authorities;

- (c) the name of member organisations; the interest represented shall be disclosed;

- (d) the name of observers.

Registration in the Transparency Register is required in order to maintain status of Platform member

Communication

Important information sent via e-mail

Using Teams to:

- Co-create documents

- Stay in touch with other members

- Start discussions

- Organise and file working documents

Food waste website

Food Waste

EU actions against food waste

EU Platform on Food Losses and Food Waste

Action and implementation

Date marking and food waste

Food Donation

Food waste measurement

Food Waste – communication materials

The Commission has prepared communication materials in all languages related to food waste reduction.

Good practices

The Commission supports the exchange of best practices in food waste prevention through the EU Platform on Food Losses and Food Waste and its...

Resources library

Dissemination of information is very important in the Commission's approach to tackling food waste in co-operation with the EU countries and...

International Day of Awareness of Food Loss and Waste

The European Commission joins FAO and other relevant organisations in the global call to action against food loss and waste.

EU Food Loss and Waste Prevention Hub

Join a growing community of experts and practitioners working to prevent and reduce food losses and food waste!

Resources

News

EU Member States

About

Contact us

European Commission

Food waste website

EU Platform on Food Losses and Food Waste

Key recommendations for action

The recommendation of the Platform aim to tackle food waste.

Platform meetings

View minutes and presentations from the meetings of the platform.

Platform members

See the lists of Members from public entities and private stakeholders.

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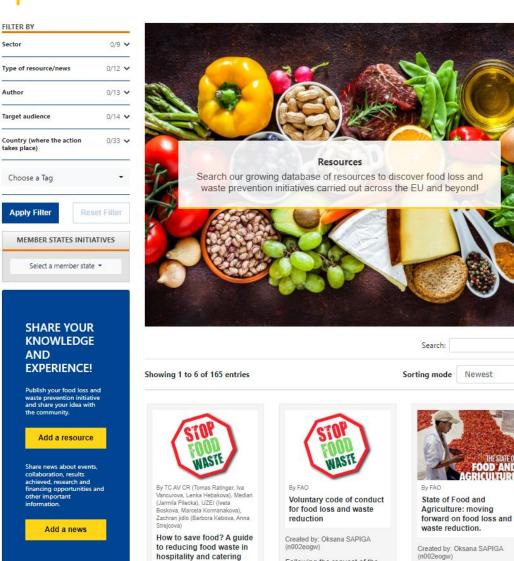About the platform

Learn more

Related links

About the platform

The EU and the EU countries are committed to meeting Sustainable Development Goal (SDG) EN ••• 12.3, adopted in September 2015, which targets to halve per capita food waste at the retail and consumer level by 2030, and reduce food losses along the food production and supply chains. The most recent estimates of European food waste levels (FUSIONS, 2016) reveal that 70% of EU food waste arises in the household, food service and retail sectors, with production and processing sectors contributing the remaining 30%.

Tackling food waste means **working together with all key players from public and private sectors** in order to better identify, measure, understand and find solutions to deal with food waste. There is not one single cause with one solution because the food chain is a complex and dynamic system. All actors in the food chain need to work together to find solutions, from farmers, processors, manufacturers and retailers through to consumers themselves. Policy makers, research scientists, food banks and other NGOs also play an important role.
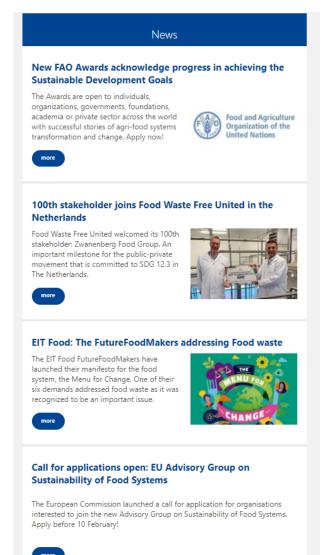
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The Hub and its monthly newsletter

Almost 2000 subscribers to the Hub's newsletter

200+ resources and news

Find us on Twitter @EU_Food

Include the #FoodWasteEU hashtag in your communications

Keep in touch

http://ec.europa.eu/food/safety/food_waste_en

https://ec.europa.eu/food/safety/food_waste/eu-food-loss-waste-prevention-hub/

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Thank you

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