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At its plenary meeting of 5 July 2005,

the Advisory Group on

the Food Chain and Animal and Plant Health

adopted its rules of procedure in accordance with Article 4(5) of Commission Decision 2004/613/EC of 6 August 2004 concerning the creation of an advisory group on the food chain and animal and plant health.

Rules of procedure of the Advisory Group on the Food Chain and Animal and Plant Health

THE ADVISORY GROUP ON THE FOOD CHAIN AND ANIMAL AND PLANT HEALTH

Having regard to the Commission Decision concerning the creation of an advisory group on the food chain and animal and plant health¹, and in particular Article 4(5) thereof,

Having regard to the standard rules of procedure published by the Commission²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Convening a meeting

1. Meetings of the Group are convened by the Commission, either on its own initiative, or at the request of a simple majority of Group members after the Commission has given its consent.
2. Joint meetings of the Group with other groups may be convened to discuss issues coming within their respective areas of responsibility.
3. Each member of the Group shall decide on the composition of its delegation and inform the Commission accordingly before each meeting.

Article 2

Agenda

1. The Secretariat shall draw up the agenda and submit it to the Group members. It may place a point on the agenda at the request of a Group member. If such a request is made after the draft agenda has been sent by the Secretariat, the notice given must be sufficient for the Group to prepare adequately.
2. The agenda shall be adopted by the Group at the start of the meeting.

¹ OJ L 275, 25.08.2004, p. 17

² OJ C [xxx], [date], p. [xxx]

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 Group members no later than 30 calendar days before the date of the meeting.
2. Drafts on which the Group is consulted and all other working documents shall be sent by the Secretariat to the Group members no later than 14 calendar days before the date of the meeting.
3. In cases of urgency, the time limits for sending the documentation mentioned in 1 and 2 above may be reduced to five calendar days before the date of the meeting.

Article 4

Working groups

1. The Commission may set up working groups to examine particular issues either on its own initiative or in response to a proposal by one or more Advisory Group members. These working groups shall be set up on the basis of a specific remit and shall be dissolved as soon as this remit has been completed.
2. The working groups shall report to the full Advisory Group.

Article 5

Admission of third parties

1. The Commission may invite experts or observers, including representative bodies from non-member States, with special expertise in a matter entered on the draft agenda, to participate in the work where appropriate and/or necessary.

Article 6

Secretarial support

The Commission shall provide secretarial support for the Advisory Group and any working groups created in accordance with Article 4(1) above.

Article 7

Minutes of the meetings

Draft minutes summarising the discussion of each point on the agenda shall be drawn up and sent to the Group members by the Secretariat.

The Group members shall send any comments they may have on the draft minutes to the Commission in writing for use in producing the final minutes.

Article 8

Attendance list

At each meeting, the Secretariat shall draw up an attendance list specifying, where appropriate, the organisations or bodies to which the participants belong.

Article 9

Correspondence

1. Correspondence relating to the Group shall be addressed to the Secretariat.
2. Correspondence for Group members shall be sent to the [e-mail] address which they provide for the purpose.

Article 10

Transparency

1. The draft agenda, the minutes and all other working documents for each meeting shall be published on the Commission's website, subject to the confidentiality rules laid down by Article 5 of Decision 2004/613/EC.
2. The principles and conditions concerning public access to the Group's documents shall be as laid down in Regulation (EC) No 1049/2001³. It is for the Commission to take a decision on requests for access to these documents.

Article 11

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 45/2001.⁴

Done at Brussels, [date]

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 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).