

**RULES OF PROCEDURE OF THE EUROPEAN COMMUNITY OF PRACTICE
ON PARTNERSHIP (ECOPP) FOR SHARED MANAGEMENT FUNDS UNDER
THE COMMON PROVISIONS REGULATION AND COMMON
AGRICULTURAL POLICY**

THE EUROPEAN COMMUNITY OF PRACTICE ON PARTNERSHIP,

Having regard to Article 18 of the European Code of Conduct on Partnership (Commission Delegated Regulation no 240/2014), that continues to apply for the 2021-2027 programming period,

Having regard to the creation of the group by the agreement of the shared-management Directorates-General (Regional and Urban Policy; Employment, Social Affairs and Inclusion; Maritime Affairs and Fisheries; Agriculture and Rural Development; Migration and Home Affairs) covering the following funds: European Regional Development Fund/Cohesion Fund/Just Transition Fund, European Social Fund Plus, European Maritime, Fisheries and Aquaculture Fund, European Agricultural Guarantee Fund, the European Agricultural Fund for Rural Development, Asylum, Migration and Integration Fund /Internal Security Fund/ Border Management and Visa Instrument,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation of the group

The group shall act at the request of its Chair. The Chair of the group shall be provided by the Commission Directorates-General under the Common Provisions Regulation (Regulation EU no 2021/1060) on a 6-month rotational basis.

Point 2

Convening a meeting

1. Meetings of the group are convened by the Chair, either on its own initiative, or at the request of a simple majority of members.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. In principle, meetings of the group shall be held at least once per year, on Commission premises or in the form of virtual or hybrid meetings, depending on the circumstances. In agreement with the Commission's representatives, the group may decide to hold ad hoc meetings outside of Commission premises.

Point 3

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 4

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 thirty calendar days before the date of the meeting.
2. The secretariat shall send documents on which the group is consulted to the group members no later than fourteen calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraphs 1 and 2 may be reduced to five calendar days before the date of the meeting.

Point 5

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 6

Sub-groups

1. The group will set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by the group. Sub-groups shall report to the group and they shall be dissolved as soon as their mandate is fulfilled.
2. Sub-groups should be chaired by specific Members appointed by the sub-groups.

Point 7

Invited experts

The Commission's representatives may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group on an *ad hoc* basis.

Point 8

Observers

1. Organisations may be granted an observer status, by direct invitation from the Chair.
2. Organisations appointed as observers shall nominate their representatives.
3. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group.

Point 9

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 shall send 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 the Chair shall convene a meeting of the group as soon as possible.

Point 10

Secretariat

DG Regional and Urban Policy shall provide secretarial support for the group and any sub-groups.

Point 11

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. The minutes shall not mention the individual position of the members during the group's deliberations.

Point 12

Attendance list

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the organisations, Member States' authorities or other public entities to which the participants belong¹.

¹ The names of the representatives of organisations, Member States' authorities or other public entities may be included only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation 2018/1725.

Point 13

Alternate members

1. In principle, all ECoPP members should attend all the meetings, including sub-groups, in order to contribute to better exchanges of experience and mutual learning.
2. In duly justified cases, the ECoPP members can appoint alternate members to replace them during the plenary and/or sub-group meetings. The appointment of the alternate member can happen for individual meetings or be permanent (in case of EU-level organisations that paired up with one of their local partners). Members and their alternate members share the same single vote.

Point 14

Correspondence

1. Correspondence relating to the group shall be addressed to Directorate-General Regional and Urban Policy, 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 15

Transparency

1. The secretariat of the group shall make available all relevant documents, including the agendas, the minutes and the participants' submissions on a dedicated website. In particular, the secretariat 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 possible 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° 1049/2001².

Point 16

Access to documents

Applications for access to documents held by the group shall be handled in accordance with Regulation (EC) No 1049/2001³.

² These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

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, 31.5.2001, p. 43).

Point 17

Deliberations

In agreement with the Chair, the group may, by simple majority of its members, decide that deliberations shall be public.