

European Multi-Stakeholder Platform on ICT Standardization

Meeting: 26 March 2012

Title document: *Rules of Procedure*

Document for:

Information	
Decision	
Discussion Disclaimer: This document presents DRAFT Rules of Procedure. The final Rules of Procedure are subject to the adoption of Regulation COM(2011) 315 final) by Council and European Parliament.	✓

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European multi-stakeholder platform on ICT standardisation

Draft

Rules of procedure

The "Platform" [European Multi-stakeholder Platform on ICT Standardisation],
Having regard to the Commission Decision setting up the group [2011(C349)04],
Having regard to the standard rules of procedure of expert groups¹,
Has adopted the following rules of procedure:

Article 1

Operations

The group shall be chaired by DG ENTR and DG INFSO.

Article 2

Convening a meeting

- (1) Meetings of the Platform are convened by the Commission either on its own initiative or at the request of a simple majority of members after the Commission's service has given its agreement.
- (2) Meetings of the Member States and EFTA representatives to discuss matters of particular concern to the Member States or EFTA countries, may be convened at the request of the Commission or at the request of Member States; such meetings should preferably be held on the same day as the Platform meeting.
- (3) Joint meetings of the Platform with other groups may be convened to discuss matters falling within their respective areas of responsibility.
- (4) The Platform shall meet minimum 2 times a year.

Article 3

Secretariat

¹ SEC(2010) 1360 final

- (1) The Commission shall provide secretarial support for the Platform and any of its sub-groups created under article 7(1).
- (2) The working language of the Platform shall be English; all documents delivered by the secretariat to the Platform shall be English. If a document should have to be translated, the original language version shall be provided for information.

Article 4

Agenda

- (1) The secretariat shall draw up the agenda and send it to the members of the Platform.
- (2) The agenda shall be adopted by the Platform at the start of the meeting.

Article 5

Documentation to be sent to Platform members

- (1) All documentation shall be done electronically.
- (2) The secretariat shall send the invitation to the meeting and the draft agenda to the Platform members no later than three calendar weeks before the date of the meeting.
- (3) The secretariat shall send documents on which the Platform is consulted to the Platform members no later than two calendar weeks before the date of the meeting.
- (4) The secretariat shall send out documents on which the Platform has to express an opinion, including written procedures, no later than three weeks before the date of the meeting or at the end of the written procedure.
- (5) In urgent or exceptional cases, the time limits for sending the documentation mentioned in 2 and 3 may be reduced to one calendar week before the date of the meeting; the time limits for sending documents on which the Platform has to express an opinion may be reduced to two weeks.

Article 6

Written procedure

If necessary, the Platform's opinion or recommendation on a specific question may be delivered via a written procedure. This includes electronic procedure. To this end, the secretariat sends the Platform members the document(s) on which the Platform is being consulted.

Article 7

Opinions of the Platform

- (1) The Platform shall adopt its opinions, recommendations or reports by consensus.
- (2) At the request of a participant in the meeting any dissenting view(s) expressed by this participant shall be clearly recorded in the meeting minutes.
- (3) The representatives participating in the Platform activities on behalf of the members will express the views of the member.

Article 8

Sub-groups

- (1) In agreement with the services of the Commission, the Platform may set up sub-groups to examine specific questions on the basis of terms of reference defined by the Platform; such sub-groups shall be disbanded as soon as their mandate is fulfilled.
- (2) The sub-groups shall report to the Platform.

Article 9

Admission of third parties

- (1) The Commission may invite on an ad hoc basis experts and other interested parties such as sector specific organisations (e.g. eHealth, eTransport etc) with specific competence in a subject on the agenda to participate in the work of the Platform or its sub-groups.
- (2) In addition, the Commission may give observer status to individuals, organisations as defined in Rule 8(3) of the horizontal rules on expert groups, and candidate countries.

Article 10

Summary minutes of the meetings

Summary minutes on the discussion on each point on the agenda and the opinions delivered by the Platform shall be drafted by the secretariat. Unless otherwise requested, the minutes shall not mention the individual position of the experts during the Platform's deliberations. The minutes shall be adopted by the Platform.

Article 11

Attendance list

At each meeting, the secretariat shall draw up an attendance list, attached to the minutes of the meeting specifying, where appropriate, the authorities, organisations or bodies to which the participants belong.

Article 12

Conflicts of interest

- (1) Should a conflict of interest in relation to a member arise, the Commission services may exclude this member particular from Platform meetings or they may decide that the member in question shall abstain from discussing the items on the agenda concerned.
- (2) At the start of each meeting, any member whose participation in the Platform'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 Platform's meeting.
- (4) Paragraphs 1, 2 and 3 shall also apply to deliberations taken by the Platform in written procedure.

Article 13

Correspondence

- (1) Correspondence relating to the Platform shall be addressed to the secretariat of the Platform by email. (email address)
- (2) Correspondence for Platform members shall be sent to the e-mail address which they provide for that purpose.
- (3) The Commission will provide the technical tools to facilitate and support the work of the Platform and its communication policy.
- (4) The Secretariat shall keep an online repository of all documents which is accessible to all members of the Platform.

Article 14

Access to documents

Applications for access to documents held by the Platform will be handled in accordance with Regulation (EC) No 1049/2001² and detailed rules for its application³.

Article 15

Communication policy and Transparency

- (1) The agendas and minutes of the meetings and final versions of documents discussed and submitted shall be published on the internet.
- (2) As appropriate, wide consultation on the identification process of fora and consortia specifications, will be organised via electronic tools.
- (3) It is the responsibility of each member of the Platform to ensure information flow to its respective constituency.

² 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).

³ Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94.

Article 16

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 45/2001⁴.

⁴ 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).