

RULES OF PROCEDURE
OF THE EUROPEAN UNION OFFSHORE OIL AND GAS AUTHORITIES GROUP

THE EUROPEAN UNION OFFSHORE OIL AND GAS AUTHORITIES GROUP (EUOAG),

Having regard to Commission Decision 2012/C 18/07 setting up the Group¹,

Having regard to the standard rules of procedure of expert Groups²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Chair

1. The European Union Offshore Authorities Group (EUOAG) shall be chaired by a representative of the Commission.
2. The Commission shall appoint a representative of a Member of the Group as Co-Chair, after consulting the Members of the Group. The Co-Chair will join the Chair in chairing the meetings, in the preparation of the agenda and the necessary documentation and in the preparation of the meetings. The Co-Chair will be appointed for a duration of one year and his/her appointment may be renewed.

Article 2

Convening a meeting

1. Meetings of the Group are convened by the Chair, either on his own initiative, or at the request of a simple majority of Members after the Commission's service has given its agreement.
2. Joint meetings of the Group with other Groups may be convened to discuss matters falling within their respective areas of responsibility.
3. Meetings of the Group and its subgroups shall be normally held on Commission premises.
4. Upon request and by the decision of the Chair, in particular in case of an emergency, the meeting of the Group or sub-Group may be organized by using electronic means such as video-conferencing.

¹ Commission Decision 2012/C 18/07 of 19 January 2012 on “Setting up of the European Union Offshore Oil and Gas Authorities Group.

² C(2010) 7649 final, SEC(2010) 1360 final.

Article 3

Representation of Member State Authorities

1. The Member States authorities shall nominate their representatives pursuant to Article 4 of Commission Decision 2012/C 18/07. Each Member State may have up to two representatives.
2. The names of the representatives and possible alternate representatives of Member States' Authorities shall be communicated to the Chair. Where a nominated representative cannot attend the meeting he or she may be replaced by an alternate representative.

Article 4

Secretariat

The Commission shall provide secretarial support for the Group and any sub-Groups created under Article 7(1) below.

Article 5

Agenda and documentation to be sent to Group Members

1. The secretariat shall draw up the draft agenda under the responsibility of the Chair and send it to the Members of the Group. Members may suggest additional points in the agenda.
2. The agenda shall be adopted by the Group at the start of the meeting.
3. 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.
4. 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.
5. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraphs 3 and 4 may be reduced to five calendar days before the date of the meeting.

Article 6

Opinions of the Group

1. As far as possible, the Group shall adopt its opinions, recommendations or reports by consensus. When not possible, the particular issue will be put to the vote of the Group.
2. In the event of a vote, the outcome of the vote shall be decided by a simple majority of the Members.

Article 7

Subgroups

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

Article 8

Participation of third party experts

1. The Chair may invite, on an ad hoc basis and after discussion in the Group as appropriate, relevant experts from outside the Group with specific competence in a subject on the agenda to participate in the work of the Group or sub-Groups.
2. Participation of experts pursuant to paragraph 1 may be limited to a part of the meeting of the Group or its subgroups as appropriate.
3. In addition, the Chair, after discussion in the Group as appropriate, may give permanent or temporary observer status to individuals, organisations or representatives of third countries.

Article 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 sends the Group Members the document(s) on which the Group is being consulted. Unless otherwise specified by the Chair, the Members of the Group will have three weeks to express their opinion and reply to the secretariat. No reply within the specified period will signify approval of the proposed document.

2. However, if a simple majority of Member States who have nominated representatives 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.

Article 10

Summary minutes of the meetings

Summary minutes on the discussion on each point on the agenda and the opinions delivered by the Group shall be drafted by the secretariat under the responsibility of the Chair. Except where specifically requested, the minutes shall not mention the individual positions of the Members during the Group's deliberations. The minutes shall be adopted by the Group.

Article 11

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 12

Conflicts of interest with third party experts

1. Should a conflict of interest in relation to an expert arise, the Chair may exclude this expert from the Group or a particular meeting thereof or he may decide that the expert 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 expert whose participation in the Group'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 Group's meeting.
4. Paragraphs 1, 2 and 3 shall also apply to deliberations taken by the Group in written procedure.

Article 13

Correspondence

1. Correspondence relating to the Group shall be addressed to the Commission, 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.

Article 14

Access to documents

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

Article 15

Confidentiality of deliberations

1. The Group's deliberations shall be confidential.
2. In agreement with the Commission's services, the Group may, by a unanimous vote of its Members, decide to open its deliberations to the public.

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 45/2001⁵.

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).

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

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).