

ENSREG WG Rules of Procedure

HLG_p(2012-21)_116

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Article 1 - Purpose

1.1. The ENSREG may set up expert working groups (WG) to study specific subjects, under the established ENSREG working programme.

The ENSREG shall define the terms of reference and rules of procedures of these groups.

These groups shall be disbanded as soon as their tasks have been fulfilled.

1.2. The WGs shall report to the ENSREG.

Article 2 - WG Membership

2.1. Each EU Member State and the European Commission may nominate a maximum of two Members to a WG.

These individuals shall have competence in the tasks covered by the WG.

Nominations shall be sent to the ENSREG Secretariat in writing, through the corresponding ENSREG Member.

2.2. Representatives, from:

- EEA Member States,
- States candidates for EU accession,
- other European countries,
- international organisations (e.g. International Atomic Energy Agency - IAEA),

may be invited as Observers to a WG.

Nominations shall be sent to the ENSREG Secretariat in writing, through the corresponding ENSREG Observer.

2.3. WG Members may be accompanied by experts as appropriate for specific tasks on a case by case basis. The WG Secretariat shall be informed in writing of the attendance of any experts, at least two weeks prior to the WG meeting, for administrative reasons.

2.4. The WG Members' and Observers' names shall be published on the public section of CIRCABC and on the ENSREG web site.

2.5. WG Members and WG Observers may terminate their membership at any time by informing the WG & ENSREG Secretariats in writing thereof. Replacements shall follow the procedure set out in Art. 2.1 and, respectively, Art. 2.2.

Article 3 - WG Chairperson

3.1. ENSREG shall designate the Chairperson of the WG from among its Members, for the duration of the WG activities.

3.2. The WG Chairperson shall report on the progress of the work of the WG to the ENSREG meetings, as required by the ENSREG Chairperson.

3.3. The WG Chairperson shall provide inputs related to the activity of the WG, for the ENSREG Report to the Council of the EU and the European Parliament, as required by the ENSREG Chairperson.

Article 4 - Meetings

4.1. The WG meetings shall be convened by the WG Chairperson. They shall take place at the premises of the European Commission (Brussels or Luxembourg).

4.2. The WG Chairperson shall establish a draft agenda for the meeting, which shall be uploaded on the WG section of the CIRCABC web site, by the WG Secretariat.

The agenda shall be adopted by the WG at the start of the meeting. The adopted agenda shall be uploaded on the WG section of the CIRCABC web site, by the WG Secretariat.

4.3. The WG shall communicate its work to ENSREG via working documents (WD).

The WD shall have the status "draft" or "final".

The "draft" status shall apply to the WD under development by the WG.

The "final" status shall apply to the WD endorsed by the WG.

The "draft" and "final" WD shall be uploaded on the WG section of the CIRCABC web site, by the WG Secretariat.

The "final" WD shall be further transmitted by the WG Secretariat, under the responsibility of the WG Chairperson, to the ENSREG Secretariat, for the consideration of ENSREG.

4.4. The WG Secretariat shall prepare "draft" minutes of each WG meeting and send them to the WG Chairperson for approval, not later than ten days after the meeting.

The "draft" minutes shall be uploaded on the WG section of the CIRCABC web site, by the WG Secretariat, once approved by the WG Chairperson.

WG Members may submit written comments on the "draft" minutes to the WG Secretariat, within two weeks. The WG Secretariat shall include these written comments in the "draft" minutes and shall transmit this resulting document to the WG Chairperson for consideration. Thereafter, under the responsibility of the WG Chairperson, the minutes shall be considered "approved".

The "approved" minutes shall be uploaded on the WG section of CIRCABC web site, by the WG Secretariat.

4.5. At each meeting the WG Secretariat shall draw up an attendance list.

Article 5 - Deliberations

5.1. The WG Chairperson and the WG Members shall make every reasonable effort to facilitate consensus.

5.2. In its deliberations, the WG shall respect the national and EU legislation regarding secrecy and confidentiality.

5.3. Where the WG Secretariat or the WG Chairperson informs the WG that a certain item of the Agenda or a question raised is of a confidential nature, WG Members as well as other attendees shall be under obligation not to disclose information which has come to their knowledge through the work of the WG.

The WG Chairperson may request in such cases that only WG Members be present at meetings.

5.4. In urgent matters, the WG Chairperson may seek agreement to a position or reasoned opinion by electronic procedure.

In such cases, the WG Chairperson shall ensure that each Member is aware that an agreement or reasoned opinion is sought by electronic procedure and shall set out clearly the time-scale for comments and the consequences of failure to respond within that time-scale.

Agreement to a position or reasoned opinion using electronic procedure also requires consensus.

5.5. In the event the WG remains divided on an issue, the WG Chairperson may authorize a summary paper stating the different positions on the issue; the paper shall be annexed to the minutes of the meeting and subject to the minutes procedure laid down under Art. 4.4.

In the case of dissenting opinions, WG Members shall have the right to formulate their position which shall also be annexed to the minutes.

Article 6 - Consultation and transparency

6.1. The WG may publish on the WG section of the CIRCABC web site documents which assist ENSREG to understand the work of the WG.

Article 7 - WG Secretariat

7.1. The European Commission shall provide the Secretariat of the WG.

7.2. The functions of the WG Secretariat shall be:

- to organise the WG meetings;
- to circulate the meeting agenda and documentation;
- to draft and circulate the minutes of the meetings;
- to set up and maintain the WG section of CIRCABC web site, upon the request and advice of the WG Chairperson.

Article 8 - Publication and Modification of the WG Rules of Procedure

8.1. These Rules of Procedure shall be made public on the ENSREG web site.

8.2. The ENSREG may deliberate on amendments of these Rules of Procedure or adopt additional rules to facilitate its operations only if ENSREG Members representing two thirds of the EU Member States are present.