



EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion
Labour Mobility
Free Movement of Workers, EURES

Brussels, August 2016

EURES COORDINATION GROUP (I)

6-8 June 2016

Brussels, BELGIUM

**RULES OF PROCEDURE OF THE EURES
COORDINATION GROUP**

RULES OF PROCEDURE FOR THE EURES COORDINATION GROUP

The Members of the EURES Coordination Group, hereafter ECG,

Having regard to Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013 and in particular Article 14 thereof,

Having regard to the standard rules of procedure of expert groups¹

HAVE ADOPTED -THE FOLLOWING RULES OF PROCEDURE:

Point 1 *Convening a meeting*

1. Meetings of the ECG are convened by the Chair, the Head of the European Coordination Office (ECO), either on its own initiative, or at the request of a simple majority of members of this group.
2. The ECG shall meet at least twice a year.
3. The regular meetings of the ECG shall take place in Brussels, unless a Member State offers to organise the meeting, for instance in connection with the presidency of the Council of the European Union.
4. Ad-hoc meetings of the ECG may take place outside Brussels.

Point 2 *Agenda*

1. The Chair shall draw up the agenda, after having consulted the ECG representatives and the representatives of the European social partners on the topics they would like to address at the meeting, in particular for topics for mutual learning.
2. Following the working methods of the ECG established in document ECG/2016/I/4, the agenda shall make a distinction between:
 - (a) Points for decision making such as on the functioning of the ECG, its meetings and the mandates of working groups

¹ C (2016) 3301 (Annex 3)

- (b) Points for coordination such as on services, communication activities or data collection;
- (c) Points for consultation such as on the preparation of contents of implementing acts;
- (d) Points for mutual learning such as on exchange of best practices;
- (e) Other points relevant for the functioning of the EURES network including cooperation with the PES network established by Decision No 573/2014/EU (hereafter the PES network) and representatives of social partners.

Point 3

Documentation to be submitted to the members

1. The Chair shall submit the invitation and the draft agenda well in advance of the meeting and no later than forty calendar days before the date of the meeting.
2. The chair shall submit the documents relating to points for decision making and consultation in advance of the meeting, and no later than twenty calendar days before the date of the meeting.
3. Other documents related to the meeting shall, as far as possible, be submitted within the same time-limit referred to under paragraph 2.
4. The same time-limits will be applicable for ad-hoc ECG meetings.

Point 4

Representation

1. The participation at ECG meetings is based on one representative per National Coordination Office (the NCO).
2. The representative of the NCO may delegate participation in a meeting to another person, having duly informed the Chair.
3. A maximum of four representatives (two representing employers and two representing workers) of the European social partners shall be considered observers of the ECG and shall be invited to attend each meeting.
4. Representatives/a liaison representative of the PES network shall be invited by the Chair as observer(s) .
5. With the Chair's permission, the delegations may be accompanied by an additional representative of the EURES national network or another expert, if appropriate depending on the nature of the agenda.

6. Within a reasonable time and no later than five calendar days before the date of a meeting, the following information shall be communicated to the Chair:
 - (a) the composition of each delegation;
 - (b) the names and functions of additional representatives or other experts accompanying the delegations and the reasons for which their presence is required.
7. The reimbursement of travel expenses by the Commission shall be paid in accordance with the applicable rules, subject to budgetary funds provided for this purpose. The travel expenses shall not cover accommodation or daily allowances. The reimbursement of travel expenses shall be done on the basis of one person per delegation.

Any exception to these rules must be authorised by the chair in advance of the meeting.
8. A delegation may represent a maximum of one other ECG representative for the purpose of taking a position on the points for decision making, coordination and consultation. The latter shall inform the Chair of this before the meeting.

Point 5
Working groups

1. In agreement with the Chair, the ECG may create working groups to examine particular issues and for a specific period of time. The working groups shall be chaired by a representative of the Commission or by an ECG representative.
2. The ECG shall agree on a mandate for working groups and their duration. The working groups shall report back to the ECG.

Point 6
Decision-making

1. The ECG shall take decisions by simple majority of the total number of Member States on the points for decision making, coordination and consultation.
2. If necessary, the ECG's decision, opinion or recommendation on a specific point may be delivered via a written procedure. To this end, the ECO sends the ECG members the document(s) on which the group is being consulted. The absence of reply within the established deadline will be considered as tacit agreement. The time limit to reply shall not be shorter than 16 calendar days.
3. However, if a simple majority of its members asks for the question to be examined at an ECG meeting, the written procedure shall be terminated without result and the Chair shall put the question in the agenda of the next ECG meeting.

Point 7
Third parties and experts

1. The representatives of the National Coordination Offices of EFTA/EEA countries shall be invited to attend the meetings of the ECG, in accordance with respectively the Agreement on the European Economic Area and the Agreement between the European Community and its Member States, of the one part, and the Swiss Confederation, of the other, on the free movement of persons.

These representatives will participate in the meetings in accordance with the respective Agreements.

2. Representatives of acceding countries shall be invited to attend the meetings of the Coordination groups from the date of signature of the Treaty of accession.
3. The ECG may decide to invite representatives of other third parties or other experts to talk on particular matters, on initiative of the Chair or at the request of a member of the group.

Point 8
Secretarial support

1. The ECO shall provide secretarial support for the ECG and working groups meetings.
2. The NCO hosting an ad-hoc ECG meeting outside Brussels shall assist the ECO with the secretarial support for the meeting.
3. The NCO whose ECG representative is chairing a working group shall assist the ECO with the secretarial support for the meeting.

Point 9
Minutes of meetings

1. The minutes of each ECG meeting shall be drawn up under the responsibility of the Chair.
2. The ECG and European social partners representatives shall have the right to ask for their position to be recorded in the minutes.
3. The Chair shall draw up an outcome report briefly describing each item on the agenda and the results. The outcome report shall not mention the individual position of representatives in the discussions unless requested by a member of the ECG.
4. The Chair shall submit the outcome report within ten calendar days and the minutes within thirty calendar days of the ECG meeting.

Point 10
Transparency

1. The ECG shall be registered on the Register of expert groups.

As concerns the group composition, the following data shall be published on the Register of expert groups:

- (a) the name of member organisations
 - (b) the name of observers
2. The ECO shall make available all relevant documents, including the agendas, the minutes and the participants' submissions on the Register of expert groups. Exceptions to publication shall only be foreseen 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° 1049/2001.²

Point 11
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 affairs, 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)