

DECISION OF THE EFTA-ALBANIA JOINT COMMITTEE

No. 1 of 2013

(Adopted on 5 February 2013)

ESTABLISHING THE RULES OF PROCEDURE OF THE EFTA-ALBANIA
JOINT COMMITTEE

THE JOINT COMMITTEE,

Having regard to the Free Trade Agreement between the EFTA States on the one part, and the Republic of Albania (hereinafter referred to as “Albania”), on the other, signed in Geneva on 17 December 2009, hereinafter referred to as “the Agreement”,

Noting that paragraph 5 of Article 31 of the Agreement provides that the EFTA-Albania Joint Committee (hereinafter referred to as "the Joint Committee") shall establish its rules of procedure,

DECIDES:

Article 1

The Rules of Procedure of the EFTA-Albania Joint Committee are established as set out in the Annex to this Decision.

Article 2

This Decision shall enter into force on the date of its adoption.

RULES OF PROCEDURE OF THE EFTA-ALBANIA JOINT COMMITTEE

Article 1

Composition

1. The Joint Committee shall be composed of representatives of the Parties, as provided for in paragraph 1 of Article 31 of the Agreement.
2. The Joint Committee shall be chaired jointly by a representative of the EFTA States and a representative of Albania.

Article 2

Secretariat of the Joint Committee

1. A representative of the EFTA Secretariat and a representative of Albania shall act jointly as the Secretariat of the Joint Committee (hereinafter referred to as “the Secretariat”).
2. Notifications to the Joint Committee in accordance with the provisions of the Agreement shall be carried out through the Secretariat.

Article 3

Meetings

1. The Joint Committee shall meet whenever necessary upon mutual agreement but normally every two years.
2. Special meetings shall be held upon written request of a Party. Such a meeting shall take place within 30 days of receipt of the request, unless the Parties agree otherwise.
3. Each Joint Committee meeting shall be held in a place and on a date mutually agreed by the Parties. The location of the regular meetings of the Joint Committee shall, unless the Parties agree otherwise, alternate between the EFTA Headquarters in Geneva and Albania. The Parties may agree to hold a Joint Committee meeting by video- or teleconference.
4. The Secretariat shall submit to the Parties the names and titles of the delegates from both sides before each Joint Committee meeting.
5. Representatives of the EFTA Secretariat may attend the Joint Committee meetings.

6. Unless the Joint Committee decides otherwise, its meetings shall not be open to the public.

Article 4

Agenda

A provisional agenda for each meeting shall be drawn up by the Secretariat after consultation with the Parties. It shall be circulated to the Parties no later than 14 days before the meeting. The agenda shall be adopted by the Joint Committee at the beginning of each meeting. Additional items may be included in the agenda if the Parties so agree.

Article 5

Joint Reports

1. The Secretariat shall draft a Joint Report of the Joint Committee meeting. The Joint Report shall, as a general rule, contain the following:

- (a) a summary of the statements made by the Parties, in particular those whose inclusion in the Joint Report has been especially requested;
- (b) the decisions, recommendations and declarations adopted by the Joint Committee, as well as other conclusions reached on specific issues;
- (c) all documentation formally presented by a Party and agreed to be included as annexes to the Joint Report; and
- (d) a list of participants.

2. The Joint Report shall be drawn up by the Secretariat and circulated to the representatives of the Parties for written approval. It should be approved no later than three months after the date of the meeting.

Article 6

Decisions and recommendations

1. Decisions and recommendations adopted by the Joint Committee shall bear a number, the date of adoption and a title referring to their subject matter.
2. Each Party may publish in its respective official publications the decisions and recommendations adopted by the Joint Committee.
3. Where a matter is urgent and a meeting cannot be held, or under other special circumstances, the Joint Committee may adopt its decisions or make its recommendations by written procedure, if so agreed by the Parties. In such cases, the Secretariat shall circulate the proposed draft decisions or recommendations for approval and adoption.

Article 7

Expenses

Expenses in connection with the organisation of a Joint Committee meeting shall be borne by the Party that hosts the meeting.

Article 8

Official language

The working language of the Joint Committee shall be English.
