

Ref. 23433

22 October 2009

Annex

DECISION OF THE EFTA-LEBANON JOINT COMMITTEE

No. 1 of 2009

(Adopted on 8 October 2009)

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

THE JOINT COMMITTEE,

Having regard to paragraph 4 of Article 31 of the Agreement between the EFTA States and the Republic of Lebanon ("the Agreement"), providing that the EFTA-Lebanon Joint Committee shall establish its rules of procedure,

DECIDES:

1. The Rules of Procedure of the EFTA-Lebanon Joint Committee are established as set out in the Annex to this Decision.
 2. This Decision shall enter into force with immediate effect.
 3. The Secretary-General of the European Free Trade Association shall deposit the text of this Decision with the Depositary.
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RULES OF PROCEDURE OF THE EFTA-LEBANON JOINT COMMITTEE

Article 1

Chair

1. The EFTA-Lebanon Joint Committee (hereinafter referred to as “the Joint Committee”) shall be chaired in turn by a representative of an EFTA State and by a representative of Lebanon.
2. The Chairperson shall be designated at the beginning of each meeting and remain in office until the following meeting.

Article 2

Meetings

1. The Joint Committee shall, upon request of any Party, meet whenever necessary, but normally every two years.
2. Each meeting of the Joint Committee shall be held in a place and on a date mutually agreed by the Parties. The meetings of the Joint Committee shall alternate between Lebanon and an EFTA State or, on mutual agreement of the Parties, be held as a video- or teleconference.
3. No later than 14 days before the beginning of the meeting, the Parties shall exchange the names and titles of the members of their delegations, including their Heads of Delegation.
4. Unless the Joint Committee decides otherwise, its meetings shall not be public.
5. The Secretary-General of EFTA and his representatives may attend the meetings of the Joint Committee.

Article 3

Agenda

1. A provisional agenda for each meeting shall be drawn up by the Secretariat of the Joint Committee on the basis of suggestions by the Parties. It shall be circulated to the Parties no later than 14 days before the beginning of the meeting. Additional items may be placed on the agenda if the Parties so agree.

2. The Agenda shall be adopted by the Joint Committee at the beginning of the meeting.

Article 4

Joint minutes

1. The Joint Minutes of the meeting held by the Joint Committee shall be drawn up by the Secretariat of the Joint Committee and circulated to the Parties for written approval. They should be approved no later than three months after the date of the meeting.
2. The Joint Minutes shall contain, as a general rule, the following:
 - (a) a summary of the statements made by the Parties, including those whose inclusion in the Joint Minutes have been especially requested by the Joint Committee;
 - (b) the decisions, recommendations and declarations agreed by the Joint Committee as well as the conclusions reached on specific issues;
 - (c) all the documentation formally presented by the Parties during the Joint Committee meeting and agreed to be joined to the Joint Minutes;
 - (d) a list of all the officials that participated in the Joint Committee meeting, including the Head of Delegation of each Party.

Article 5

Decisions and recommendations

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

Article 6

Secretariat

1. An official of the EFTA Secretariat and an official of the Ministry of Economy and Trade in Lebanon shall act jointly as the Secretariat of the Joint Committee.
2. All exchange of correspondence between the Parties shall be carried out through the Secretariat.

Article 7

Official language

The working language of the Joint Committee shall be English.

Article 8

Expenses

Expenses in connection with the organisation of meetings and reproduction of documents shall be borne by the Party that hosts the meeting.

Article 9

Notifications

Notifications addressed to the Joint Committee in accordance with the provisions of the Agreement shall be made through the Secretariat of the Joint Committee.
