

DECISION OF THE CANADA-EFTA JOINT COMMITTEE

No. 1 of 2010

(Adopted on 17 November 2010)

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

THE JOINT COMMITTEE,

Having regard to the Free Trade Agreement between Canada and the EFTA States (hereinafter collectively referred to as “the Parties”) that entered into force on 1 July 2009 (hereinafter referred to as “the Agreement”),

Whereas paragraph 6 of Article 26 of the Agreement provides that the Canada-EFTA Joint Committee (hereinafter referred to as “the Joint Committee”) shall establish its rules of procedure,

DECIDES:

Article 1

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

Article 2

This Decision shall enter into force with immediate effect.

RULES OF PROCEDURE OF THE CANADA-EFTA JOINT COMMITTEE

Article 1

Composition

1. The Joint Committee shall be composed of representatives of the Parties.
2. The Joint Committee shall be chaired jointly by a representative of Canada and a representative of one of the EFTA States.
3. Representatives of the EFTA Secretariat may attend the Joint Committee meetings.

Article 2

Secretariat of the Joint Committee

1. A representative of Canada and a representative of the EFTA Secretariat shall act jointly as the Secretariat of the Joint Committee (hereinafter referred to as “the Secretariat”).
2. All exchange of correspondence between the Parties as well as 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 normally convene once a year for a regular meeting. The Parties may agree on longer intervals between the meetings.
2. Special meetings upon request of a Party shall take place within 30 days of receipt of the request.
3. Each Joint Committee meeting shall be held in a place and on a date mutually agreed by the Parties. The host of regular meetings of the Joint Committee shall normally alternate between Canada and the EFTA States. The Parties may mutually agree to hold a Joint Committee meeting by video- or teleconference.
4. The Secretariat shall exchange the names and titles of the delegates from both sides before each Joint Committee meeting.
5. Unless the Joint Committee decides otherwise, its meetings shall not be public.

Article 4

Agenda

1. 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. Any Party may propose the inclusion of any additional item related to the Agreement.
2. The agenda shall be adopted by the Joint Committee at the beginning of each meeting.

Article 5

Joint Reports

1. The Secretariat shall draft a Joint Report of the Joint Committee meeting. The Joint Report shall generally 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 agreed 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 specifying the Head of Delegation of each Party.
2. The Joint Report shall be drawn up by the Secretariat and be 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.

Article 7

Expenses

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

Article 8

Official language

The working language of the Joint Committee shall be English.
