

E U R O P E A N F R E E T R A D E A S S O C I A T I O N

Distribution: EFTA/SG

Ref. 5677
1 Annex
12 November 2004

DECISION OF THE JOINT EFTA-SINGAPORE COMMITTEE

No. 1 of 2004

(Adopted on 26 May 2004)

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

THE JOINT COMMITTEE,

Having regard to the Free Trade Agreement between the EFTA States on the one part, and the Republic of Singapore (hereinafter referred to as “Singapore”), on the other, signed in Egilsstadir, Iceland, on 26 June 2002, hereinafter referred to as “the Agreement”,

Whereas:

Paragraph 6 of Article 55 of the Agreement provides that the EFTA-Singapore Joint Committee shall establish its rules of procedure,

DECIDES:

Article 1

The Rules of Procedure of the EFTA-Singapore 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 EFTA-SINGAPORE JOINT COMMITTEE

Article 1

Presidency

The EFTA-Singapore Joint Committee (hereinafter “the Joint Committee) shall be presided over in turn by a representative of an EFTA State or by a representative of the Ministry of Trade and Industry of Singapore.

Article 2

Meetings

- (1) The Joint Committee shall meet whenever necessary but normally once every two years.
- (2) Each session of the Joint Committee shall be held in a place mutually agreed by the Parties.
- (3) Unless the Joint Committee decides otherwise, its meetings shall not be public.
- (4) The Secretary-General of EFTA and his representatives may attend the meetings of the Joint Committee.

Article 3

Agenda

A provisional agenda for each meeting shall be drawn up by the Secretaries 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. The Agenda shall be adopted by the Joint Committee at the beginning of each meeting. An item other than those appearing in the agenda may be placed on the agenda if the Parties so agree.

Article 4

Secretariat

An official of the Secretary General of the EFTA and an official of the Ministry of Trade and Industry of Singapore shall act jointly as Secretaries of the Joint Committee.

Article 5

Documents

When the deliberations of the Joint Committee are based on written supporting documents, such documents shall be numbered and circulated as documents of the Joint Committee by the Secretaries of the Joint Committee.

Article 6

Official language

The working language of the Joint Committee shall be English.

Article 7

Minutes

A draft summary record of the deliberations and of any decisions adopted by the Joint Committee shall be drawn up and circulated to the representatives of the Parties for approval. The draft summary record shall be approved at the latest eight weeks after the date of the meeting.

Article 8

Decisions and recommendations

- (1) Decisions and recommendations of the Joint Committee shall bear a number and a title referring to their subject matter.
- (2) 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. A written procedure consists of an exchange of notes between the two Secretaries, acting in agreement with the Parties.

Article 9

Expenses

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

Article 10

Notifications

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