



EUROPEAN FREE TRADE ASSOCIATION CONSULTATIVE COMMITTEE

Ref. 14-46784
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RULES OF PROCEDURE

Adopted in connection with the CC's 95th meeting on 25 March 1996, revised in connection with the CC's 151st meeting on 14 March 2007, and the CC's 211th meeting on 20-23 November 2018.

I - MEETINGS

Rule 1:

The election of a Chair and two Vice-Chairs, as provided for in paragraph 3 of the terms of reference, shall normally take place on the occasion of the autumn meeting with the Chair of the Council at Ministerial level referred to in paragraph 4 of the terms of reference. Their term of office shall be one year. Due regard shall be paid to the rotation of chairmanship between the two sides of industry; between the countries represented in the Committee that so wish; and between the member organisations of the Committee that so wish. Due regard shall also be paid to gender equality.

Rule 2:

The Chair shall decide the time and place of meetings. In respect of meetings with the Ministerial Chair and with the Ministers referred to in paragraph 4 of the terms of reference, the decision shall be taken by the Ministerial Chair. Meetings shall be convened by the Secretary-General by informing all Member States and circulating a provisional Agenda not less than two weeks in advance.

II - ATTENDANCE

Rule 3:

Before each meeting, each Member State shall notify the Secretary-General the names of those six Members and/or alternate members designated by it, as well as of any experts attending the meeting as observers.

Rule 4:

Representatives of Member States on the Council, representatives of the EFTA States in the Standing Committee, the Secretary-General, representatives of the Economic and Social Committee of the EC and representatives of the Bureau of the Committee of Members of Parliament of the EFTA States may attend the meetings of the Committee and take part in its deliberations.

Rule 5:

Representatives of BUSINESSEUROPE and of the European Trade Union Confederation (ETUC) shall be invited to participate in meetings of the Consultative

Committee as permanent speaking observers. The Secretary-General extends the invitations.

III - CONDUCT OF THE MEETINGS

Rule 6:

The conduct of the deliberations shall be in the hands of the Chair. The Chair or one of the Vice-Chairs of the Committee shall, if the business so requires, take contact with the Chair of the Council, the Chair of the Standing Committee and/or the Secretary-General, to bring to their knowledge any issue requiring urgent attention.

Rule 7:

The Committee shall establish every half year a calendar of meetings.

Rule 8:

The Committee may approve texts by written procedure.

IV - EEA-RELATED MEETINGS AND SUBSIDIARY BODIES

Rule 9:

Nine members of the Consultative Committee or their alternates, coming from EFTA States for which the EEA Agreement has entered into force, shall be appointed by the Consultative Committee as the participants on the EFTA side in the EEA CC. The Consultative Committee may at any time change the appointment of the EFTA participants to the EEA CC. CC members/alternates/observers coming from EFTA States not contracting Parties to the EEA, may attend with up to two observers per country.

Rule 10:

The Consultative Committee shall be represented in the Bureau of the EEA-Consultative Committee by the Chair and the two Vice-Chairs provided that these come from EFTA States Party to the EEA Agreement. In case one of them comes from an EFTA State not Party to the EEA Agreement, he shall be replaced by another member of the Consultative Committee.

Rule 11:

Meetings of the Consultative Committee shall be prepared by the Chair and the two Vice-Chairs.

Rule 12:

The Consultative Committee may set up working groups as required. It shall appoint the Chairs of such working groups. The Committee may also have recourse to outside consultants/experts.

Rule 13:

The Committee or the Council may mandate the Economic and Social Sub-Committee to carry out specific studies in respect of matters of relevance to the European Economic Area.

V - WORKING LANGUAGE

Rule 14:

The working language of the Committee shall be English.

Rule 15:

At the meetings of the Consultative Committee, simultaneous interpretation shall be provided if requested by a Member State. The costs are to be borne by the Member State requesting it. Such a request shall be made to the Secretariat not later than six weeks before the meeting.

Rule 16:

Documents of the Committee shall be drawn up in English.

VI - PARTICIPATION IN THE WORK OF THE ECONOMIC AND SOCIAL COMMITTEE OF THE EC

Rule 17:

Within the framework of the European Economic Area representatives of the Consultative Committee may participate in the work of the Economic and Social Committee of the EC, and vice-versa, when mutual benefits can be derived therefrom, especially by avoiding duplication of work in the two Committees ("osmosis procedure").

Rule 18:

For such tasks, the Chair and Vice-Chairs of the Consultative Committee shall from among the members, alternate members or experts of the Consultative Committee appoint the representatives of the Consultative Committee.

Rule 19:

When performing the tasks referred to in rule 17 the persons appointed in accordance with rule 18 represent the Consultative Committee and not the organizations designating them.

Rule 20:

The representatives of the Consultative Committee participating in the work of the Economic and Social Committee of the EC in accordance with rule 17 shall draw up a report for the benefit of the Consultative Committee.

VII - BUDGETARY PROCEDURES

Rule 21:

Special accounts, to be set up within the budget allocated to the Consultative Committee, may be drawn upon for the activities referred to in rules 12 and 17.

Rule 22:

The representatives of the Consultative Committee, which participate in the work of the Economic and Social Committee of the EC in accordance with rule 17 at the request of

the Consultative Committee, shall be entitled to refund of transport expenses and per diem, in accordance with Rules and Regulations concerning travel applicable within EFTA. This provision shall also apply to consultants, if required because the organizations designating members to the Consultative Committee do not dispose of the necessary specific expertise.

Rule 23:

The Secretary-General shall, after decision thereon by the Chair and the Vice-Chairs of the Consultative Committee, give the necessary travel authorization for the representatives of the Committee entitled to a refund according to rule 22. Upon completion of the travel the representatives shall submit to the Secretary-General the travel documents substantiating their claims.
