

**ANNEX XXI**

REFERRED TO IN ARTICLE 8.1

RULES OF PROCEDURE OF THE EFTA-TURKEY JOINT  
COMMITTEE



## ANNEX XXI

### REFERRED TO IN ARTICLE 8.1

#### RULES OF PROCEDURE OF THE EFTA-TURKEY JOINT COMMITTEE

##### Article 1

###### ***Composition and Chair***

1. Unless otherwise specified, the Joint Committee's composition, functions, and competence are as described in Article 8.1 (Joint Committee) of the Agreement.
2. The Joint Committee shall be chaired jointly by a representative of an EFTA State and by a representative of Turkey.

##### Article 2

###### ***Contact Points of the Joint Committee***

1. The Parties designate, as specified in Article 8.2 (Contact Points) of the Agreement, the following contact points:
  - (a) For Turkey, the Ministry of Economy or its successor; and
  - (b) For the EFTA States, the EFTA Secretariat.
2. All the notifications to and the communications within the Joint Committee in accordance with the provisions of the Agreement shall be carried out through the contact points.

##### Article 3

###### ***Meetings***

1. Each meeting of the Joint Committee shall be held on a date mutually agreed by the Parties.
2. The location of the meetings of the Joint Committee shall, unless the Parties agree otherwise, alternate between the EFTA Headquarters in Geneva and Turkey. The Parties may agree to hold a Joint Committee meeting by video or teleconference.
3. The Parties will exchange the names and titles of the delegates before each Joint Committee meeting.
4. The Joint Committee shall consist of government officials of the Parties. Representatives of the EFTA Secretariat may attend the meetings of the Joint Committee.

5. Unless the Joint Committee decides otherwise, its meetings shall not be open to the public. The Joint Committee may invite, by agreement between the Parties, academics, experts from private sector or representatives from non-governmental organizations to attend its meetings in order to provide information on particular subjects.

#### Article 4

##### *Agenda*

A provisional agenda for each meeting shall be drawn up by the hosting Party on the basis of suggestions by the Parties. It shall be circulated to the other Parties no later than 14 days before the meeting. The agenda shall be adopted by the Joint Committee at the beginning of each meeting. At the meeting, additional items may be included in the agenda, if the Parties so agree.

#### Article 5

##### *Official Language*

The working language of the Joint Committee shall be English. All working documents, minutes and decisions shall be in English.

#### Article 6

##### *Minutes*

1. Draft minutes of each meeting shall be drawn up by the host Party. The minutes shall, as a general rule, contain the following:

- (a) a summary of the statements and conclusions reached on specific issues;
- (b) decisions, recommendations and declarations adopted by the Joint Committee adopted by the Joint Committee;
- (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 draft agreed minutes shall be submitted to the Joint Committee for approval at the end of the meeting. If the approval is not possible during the meeting, the agreed minutes shall be approved by the Parties no later than three months after the date of the meeting.

Article 7

*Decisions and ~~R~~ecommendations*

1. Decisions and recommendations adopted by the Joint Committee shall bear a number and a title referring to their subject matter.
2. Each Party may publish the decisions and recommendations adopted by the Joint Committee.
3. The Joint Committee may adopt decisions or make recommendations by written procedure, if so agreed by the Parties.

Article 8

*Expenses*

Each Party shall cover its own expenses relating to meetings of the Joint Committee. Expenses in connection with the organisation of meetings, shall be borne by the Party that hosts the meeting.

Article 9

*Amendments*

These rules may be amended by a decision of the Joint Committee.

---