

# **RULES OF PROCEDURE OF THE EUROPEAN MULTI-STAKEHOLDER FORUM ON ELECTRONIC INVOICING**

THE GROUP [European Multi-stakeholder Forum on Electronic Invoicing],

Having regard to the Commission Decision setting up the group [C (2010) 8467 final],

Having regard to the standard rules of procedure of expert groups<sup>1</sup>,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

## *Article 1*

### **Operations**

The group shall be chaired by the Commission services.

## *Article 2*

### **Convening a meeting**

1. Meetings of the group are convened by the Commission, either on its own initiative or at the request of a simple majority of members after the Commission's service has given its agreement.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. Meetings of the group shall be held on Commission premises.

## *Article 3*

### **Agenda**

1. The secretariat shall draw up the agenda and send it to the members of the group.
2. The agenda shall be adopted by the group at the start of the meeting.

## *Article 4*

### **Documentation to be sent to group members**

1. The secretariat shall send the invitation to the meeting and the draft agenda to the group members no later than two calendar weeks before the date of the meeting.
2. The secretariat shall send documents on which the group is consulted to the group members no later than ten calendar days before the date of the meeting.

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<sup>1</sup> SEC(2010) 1360 final

3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in 1 and 2 may be reduced to five calendar days before the date of the meeting.

#### *Article 5*

### **Opinions of the group**

1. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
2. Any dissenting views shall be clearly expressed.

#### *Article 6*

### **Sub-groups**

1. In agreement with the services of the Commission, the group may set up sub-groups to examine specific questions on the basis of terms of reference defined by the group; such sub-groups shall be disbanded as soon as their mandate is fulfilled.
2. The sub-groups shall report to the group.

#### *Article 7*

### **Admission of third parties**

The Commission may invite on an ad hoc basis experts from outside the group with specific competence in a subject on the agenda to participate in the work of the group or sub-groups. In addition, the Commission may give observer status to individuals, organisations as defined in Rule 8(3) of the horizontal rules on expert groups, and candidate countries.

#### *Article 8*

### **Written procedure**

If necessary, the group's opinion or recommendation on a specific question may be delivered via a written procedure. To this end, the secretariat sends the group members the document(s) on which the group is being consulted.

#### *Article 9*

### **Secretariat**

The Commission shall provide secretarial support for the group and any sub-groups created under Article 5(1) above.

#### *Article 10*

## **Summary minutes of the meetings**

Summary minutes on the discussion on each point on the agenda and the opinions delivered by the group shall be drafted by the secretariat. The minutes shall not mention the individual position of the members during the group's deliberations. The minutes shall be adopted by the group.

### *Article 11*

## **Attendance list**

At each meeting, the secretariat shall draw up an attendance list specifying, where appropriate, the authorities, organisations or bodies to which the participants belong.

### *Article 12*

## **Conflicts of interest**

1. Should a conflict of interest in relation to an expert arise, the Commission services may exclude this expert from the group or a particular meeting thereof or they may decide that the expert in question shall abstain from discussing the items on the agenda concerned and from any vote on these items.
2. At the start of each meeting, any expert whose participation in the group's work would raise a conflict of interest shall inform the Chair.
3. Conflicts of interest shall be reported in writing, e.g. in the summary minutes of the group's meeting.
4. Paragraphs 1, 2 and 3 shall also apply to deliberations taken by the group in written procedure.

### *Article 13*

## **Correspondence**

1. Correspondence relating to the group shall be addressed to the Commission.
2. Correspondence for group members shall be sent to the e-mail address which they provide for that purpose.

### *Article 14*

## **Access to documents**

Applications for access to documents held by the expert group will be handled in accordance with Regulation (EC) No 1049/2001<sup>2</sup> and detailed rules for its application<sup>3</sup>.

*Article 15*

**Transparency**

The agendas and minutes of the meetings shall be published on the internet. The Commission will also publish, in the original language of the document concerned, any report, position paper or opinion of the group.

*Article 16*

**Protection of personal data**

All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EC) No 45/2001<sup>4</sup>.

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<sup>2</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

<sup>3</sup> Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94.

<sup>4</sup> Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. (OJ L 8, 12.1.2001, p. 1).