

ANNEX 2

Standard rules of procedure for Working Groups and sub-groups

RULES OF PROCEDURE OF THE [*Name of group*]

The [*name of group*],

Having regard to ED Decision setting up the group [...],

Having regard to the horizontal rules on the creation and operation of Frontex Working Groups and sub-groups and the standard rules of procedure of Working Groups and sub-groups¹,

Has adopted the following rules of procedure:

Article 1

Chair

The group shall be chaired by a representative of the Agency.

Article 2

Secretariat

Division / Unit [...] of the Agency shall provide secretarial support for the group.

Article 3

Convening a meeting

1. Meetings of the group are convened by the Chair either on his or her own initiative, or at the request of a member.

¹ ED Decision [...].

2. Joint meetings of the group with other groups may be convened to discuss matters falling into mandates of all involved groups.
3. In principle, meetings should be held online whenever possible. When required by matters foreseen in the agenda, the meeting may be organised in physical or hybrid formats. In any case online participation should always be offered, unless the sensitivity of matters foreseen in the agenda does not allow for online participation. If possible, physical and hybrid meetings shall be organised in the Frontex Headquarters while keeping the number of physically present participants as limited as possible.

Article 4

Agenda

1. The secretariat shall draw up an agenda for each meeting under the responsibility of the Chair and send it to the members of the group.
2. Insofar as possible, informational points should be covered by written information provided in advance of the meeting.
3. The agenda shall be adopted by the group at the start of each meeting.

Article 5

Documentation to be sent to group members

1. The secretariat shall draw up a tentative calendar of meetings of the group as early as possible in each calendar year.
2. The secretariat shall send the invitation to the meeting to the group members no later than thirty calendar days before the date of the meeting.²
3. The secretariat shall send the draft agenda and meeting documents no later than fourteen calendar days before the date of the meeting.
4. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraphs 1 and 2 may be reduced to five calendar days before the date of the meeting.

Article 6

Conclusions of the group

1. The group shall strive to reach consensus on its opinions, recommendations or reports. In case consensus cannot be reached, the group shall report on the issues of disagreement.
2. The chair may consult the group on a specific question in writing. To this end, the secretariat sends the group members the document(s) on which the group is being consulted and determines a deadline for responding that is not less than ten calendar days.

² In case of Member States Authorities the invitation shall be addressed to NFPOCs.

Article 7
Invited participants

The group may invite individuals, organisations or other entities with specific expertise in relation to a subject matter on the agenda to take part in a meeting of the group or sub-group on an ad hoc basis.

Article 8
Minutes and reporting

1. Minutes of the meetings shall be drafted by the secretariat under the responsibility of the Chair. The minutes shall focus on the most relevant points and possible issues of disagreement within the group.
2. Once per year, at the latest by 31 March, the Chair of the group shall report to the Executive Director on the main activities and results of the group and its sub-groups and technical expert groups. The report shall be drafted by the secretariat under the responsibility of its Chair taking into account the reports from the sub-groups and technical expert groups. The report shall be shared with the NFPOCs.

Article 9
Correspondence

1. Correspondence relating to the group shall be addressed to [...], for the attention of the Chair.
2. Correspondence for group members shall be sent to the NFPOCs and other e-mail addresses which the group members provide for that purpose.