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NOTE

from: Spanish delegation

to: Working Party on e-Law (e-Justice) and (e-Law)

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Subject: General guidance for the organisation and work of the informal groups

1. The e-Justice Strategy for 2014-2018 stipulates in paragraph 59 that "*if necessary, informal groups of the Member States involved in specific projects can meet in order to make progress in these areas of work (...)*". It is therefore proposed to define a methodology for the work of the informal groups which will assume responsibility for the various lines of action proposed.
2. The aim is to have an agreed methodology that makes it possible to establish clear standard methods for all the informal groups so that action is more effective and the resources set aside for each line of action are better used.

**GENERAL GUIDANCE FOR THE ORGANISATION AND WORK
OF THE INFORMAL GROUPS**

1. The following general guidelines should serve to steer action in the informal groups. Participation in such informal groups is on a voluntary basis for the Member States, depending on their particular interest in the subject matter to be discussed. **The Commission will be associated with the work of all such informal groups and invited to their meetings**
2. The fact that the starting point will be lines of action which have been agreed and prioritised guarantees the interest of the Member States, making it easier for them to take the lead and achieve a high level of involvement.

I. ESTABLISHMENT PHASE

3. The Working Party on e-Law (e-Justice) will define the **scope** for the work to be carried out by the informal group and the representative of the Member State which will be the leader of the informal group.
4. All Member States will be informed through the appropriate channels (as a rule, by e-mail) of the date of the informal meeting, of the provisional agenda, of the objective pursued and will be provided with all possible background information to be presented to the meeting.
5. Member States will be requested to state if they are interested in taking part in such an informal meeting and, where applicable, indicate the contact person(s) who will represent the Member State in question. Interested Member States may submit specific items for the agenda.
6. The informal group can also meet via multi-video conferencing, if all participants so agree. In such a case, the technical means, resources and estimated time frames, as well as any other relevant information, will be laid down in advance
7. The General Secretariat of the Council will be closely and continually involved in the work of the informal groups. In particular, it will serve as a channel of communication in order to encourage synergies and make best use of available resources.

II. REPORTING TO THE WORKING PARTY ON E-LAW (E-JUSTICE)

8. The working group leader (or any of the participants, where so agreed) may be invited to present a draft work plan if the Working Party on e-Law (e-Justice) considers it necessary to find out more about the work being conducted.
9. The informal group will be reporting back to the Working Party on e-Law (e-Justice) in writing or orally at least once during each six-month Presidency.

III. WINDING-UP OF THE INFORMAL GROUP

10. The group will be wound up when it has served the purpose for which it was established.
