

**RULES OF PROCEDURE
OF
THE EXPERT GROUP ON THE COMMON PROVISIONS REGULATION FUNDS
(CPR EXPERT GROUP)**

THE EXPERT GROUP ON THE COMMON PROVISIONS REGULATION FUNDS (CPR EXPERT GROUP), (hereinafter referred to as ‘the group’),

Having regard to Commission Decision setting up the group¹,

Having regard to the standard rules of procedure of expert groups²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation of the group

The group shall act at the request of its Chair with the agreement, depending on the meeting agenda of the group, of DG Regional and Urban Policy, DG Employment, Social Affairs and Inclusion, DG Maritime Affairs and Fisheries, DG Migration and Home Affairs, and DG Agriculture and Rural Development, in compliance with the Commission’s horizontal rules on expert groups³ (‘the horizontal rules’).

Point 2

Convening a meeting

1. Meetings of the group are convened by the Chair, with the agreement, depending on the meeting agenda of the group, of the DGs referred to in Point 1, either on its own initiative, or at the request of a simple majority of members after the above DGs concerned have given their agreement.
2. Joint meetings of the group with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. In principle, meetings of the group shall be held on Commission premises or in the form of online or hybrid meetings, depending on the circumstances.

Point 3

Agenda

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

¹ C(2021) 7888

² C(2016) 3301 (Annex 3).

³ C(2016) 3301.

Point 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 fourteen calendar days 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 fourteen calendar days before the date of the meeting.
3. 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.

Point 5

Opinions of the group

1. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
2. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. Members who have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations or reports.

Point 6

Sub-groups

1. DG Regional and Urban Policy, in agreement, where appropriate and depending on the issue at stake, with the other DGs referred to in Point 1, may set up sub-groups for the purpose of examining specific questions on the basis of terms of reference defined by the DGs concerned. Sub-groups shall operate in compliance with the Commission's horizontal rules and shall report to the group. They shall be dissolved as soon as their mandate is fulfilled.
2. The members of sub-groups that are not members of the group shall be selected via a public call for applications, in compliance with the horizontal rules⁴.

Point 7

Invited experts

DG Regional and Urban Policy, in agreement, where appropriate and depending on the issue at stake, with the other DGs referred to in Point 1, may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group or sub-groups on an *ad hoc* basis.

⁴ C(2016) 3301, Articles 10 and 14(2).

Point 8

Observers

1. Individuals, organisations and public entities other than Member States' authorities may be granted an observer status, in compliance with the horizontal rules, by direct invitation.
2. Organisations and public entities appointed as observers shall nominate their representatives.
3. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and sub-groups and provide expertise. However, they shall not have voting rights and shall not participate in the formulation of recommendations or advice of the group and its sub-groups.

Point 9

Written procedure

1. If necessary, the group's opinion or recommendation on a specific question may be delivered via a written procedure. To this end, the secretariat shall send the group members the document(s) on which the group is being consulted.
2. However, if a simple majority of group members asks for the question to be examined at a meeting of the group, the written procedure shall be terminated without result and the Chair shall convene a meeting of the group as soon as possible.

Point 10

Secretariat

DG Regional and Urban Policy shall provide secretarial support for the group and any sub-groups.

Point 11

Minutes of the meetings

Minutes on the discussion on each point on the agenda and on the opinions delivered by the group shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.

Point 12

Attendance list

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the organisations, Member States' authorities or other public entities to which the participants belong.⁵

⁵ The names of the representatives of organisations, Member States' authorities or other public entities may be included only subject to their prior freely given, specific, informed and unambiguous consent, in compliance with Article 3(15) and Article 7 of Regulation (EU) 2018/1725.

Point 13

Correspondence

1. Correspondence relating to the group shall be addressed to DG Regional and Urban Policy, for the attention of the Chair. Electronic correspondence relating to the group shall be addressed to the group's functional mailbox.
2. Correspondence for group members shall be sent to the e-mail address(es) which they provide for that purpose⁶.

Point 14

Transparency

1. The group and its sub-groups shall be registered on the Register of Commission expert groups and other similar entities ('the Register of expert groups').
2. As concerns the group composition, the following data shall be published on the Register of expert groups:
 - (a) the name of Member States' authorities;
 - (b) the name of observers.
3. DG Regional and Urban Policy shall make available all relevant documents, including the agendas, the minutes and the participants' submissions, either on the Register of expert groups or *via* a link from the Register to a dedicated website, where this information can be found. Access to dedicated websites shall not be submitted to user registration or any other restriction. In particular, DG Regional and Urban Policy shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be possible where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001⁷.

Point 15

Access to documents

Applications for access to documents held by the group shall be handled in accordance with Regulation (EC) No 1049/2001⁸.

⁶ When correspondence is addressed electronically to all the members of the group, it will be submitted to all the e-mail addresses provided by members for that purpose.

⁷ These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

⁸ 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).

Point 16

Deliberations

In agreement, depending on the meeting agenda of the group, with the DGs referred to in Point 1, the group may, by simple majority of its members, decide that deliberations shall be public.