

RULES OF PROCEDURE OF THE SPECIAL GROUP OF NATIONAL FOCAL POINTS FOR THE EUROPEAN DEFENCE FUND

THE NETWORK OF NATIONAL FOCAL POINTS FOR THE EUROPEAN DEFENCE FUND (NFP-EDF) (the ‘special group’),

Having regard to the creation of the group by DG ‘Defence Industry and Space’ of the European Commission (DG DEFIS),

Having regard to the informal character of the special group,

Having regard to the standard rules of procedure of expert groups¹.

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation of the special group

The special group shall act at the request of DG DEFIS, in accordance with the ‘Minimum Standards and Guiding Principles for the NFP network’ (‘Guiding Principles’).

Point 2

Convening a meeting

1. Meetings of the special group are convened by the Chair (DG DEFIS), either on its own initiative, or at the request of a simple majority of members and its acceptance by the Chair.
2. Joint meetings of the special group with other groups may be convened to discuss matters falling within their respective areas of responsibility.
3. In principle, meetings of the special group shall be held on Commission premises, virtually, or in hybrid form, depending on the circumstances.

Point 3

Agenda

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

¹COMMISSION DECISION establishing horizontal rules on the creation and operation of Commission expert groups, C(2016) 3301, Annex 3.

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 14 calendar days before the date of the meeting.
2. In urgent or exceptional cases, the time limit for sending the documentation mentioned above may be reduced to five calendar days before the date of the meeting.

Point 5

Members of the special group

1. The NFPs and their alternates designated by the Member States and Associated Countries shall be considered members of the group and may attend the meetings of the group.
2. One member per Member State and Associated Country is eligible to receive reimbursement of costs related to participation to meetings organised by the Commission. The reimbursement of travel expenses (for all members), and subsistence expenses (for private-sector members) by the Commission shall be made in line with the Guiding Principles and the provisions of the Commission Decision of 5 December 2009 on rules on the reimbursement of expenses².

Point 6

Invited experts

DG DEFIS may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the special group on an *ad hoc* basis.

Point 7

Observers

1. Organisations/public entities appointed by the Chair as observers shall nominate their representatives to the group.
2. Observers and their representatives may be permitted by the Chair to take part in the discussions of the special group and provide expertise.

Point 8

Secretariat

DG DEFIS shall provide secretarial support for the special group with respect to the organisation of meetings set up by the Commission.

²COMMISSION DECISION of 5 December 2007 Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity

Point 9

Minutes and summary records of the meetings

Minutes of the discussion on each point on the agenda of the group meetings shall be drafted by the secretariat under the responsibility of the Chair. Summary reports shall be published on the dedicated EDF-NCP web page.

Point 10

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.

Point 11

Correspondence

1. Correspondence relating to the special group shall be addressed to DG DEFIS at DEFIS-EDF-NFP-SUPPORT@ec.europa.eu
2. Correspondence to group members shall be sent to the e-mail addresses which they have provided following their nomination.

Point 12

Transparency

1. The special group shall ensure an equivalent degree of transparency to that applicable to expert groups, through a dedicated webpage: [Network of European Defence Fund National Focal Points](#)³.
2. As concerns the group composition, the following data of the NFPs shall be published on this dedicated webpage: title, name, surname, professional email addresses, professional phone number, website, ministry/national organisation, country.
3. DG DEFIS shall make available relevant documents, including the summary records, on this dedicated website. 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) N° 1049/2001⁴.

³ https://ec.europa.eu/defence-industry-space/network-european-defence-fund-national-focal-points-nfp-0_en

⁴ 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.

Point 13

Access to documents

Applications for access to documents held by the special group shall be handled in accordance with Regulation (EC) No 1049/2001⁵.

⁵ 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).