



Consolidated version dated 3 March 2010

RULES OF PROCEDURE FOR THE WORKING GROUPS OF THE FOOD SCP ROUND TABLE

I. SETTING-UP AND COMPOSITION

As per the Terms of reference of the Food SCP Round Table four Working Groups are established, called WG hereafter:

WG1: Environmental Assessment Methodology

WG2: Environmental Information Tools

WG3: Continuous Environmental Improvement

WG4: International Initiatives and other aspects of sustainability

The WG shall consist of representatives appointed by the participating organisations of the Round Table.

These appointments must be communicated, in written form, to the Secretariat by the participating organisations of the Round Table. Any replacement must also be notified. Participating organisations are requested regularly to check and update the list of their representatives in the WGs.

The Steering Committee, in liaison with the WG Co-chairs shall ensure a balanced composition (between constituencies) and an adequate WG size. In view of this participation in WGs will be limited to one expert per organisation whenever a constituency has more than three members.

Only duly appointed members are allowed to participate in the meetings. However, by invitation of the Co-chairs of the WG, and in liaison with the Steering Committee, experts and/or other relevant persons may attend WG meetings.

The Steering Committee of the Round Table may propose to dissolve a WG.

II. CO-CHAIRS AND VICE-CHAIRS

As per the Terms of Reference and for each WG the European Commission¹ will appoint one of the Co-chairs. The other will be elected from among the constituencies of the participating organisations according to the procedure laid down in these rules and annex.

¹ The European Commission is a “Co-chairing” organisation as per the Terms of reference of the Food SCP Round Table.

A) Election

The WG will choose from among their members a Co-chair and one Vice-chair for a one-year term. Exceptionally, the WG may elect a second Vice-chair.

The Secretariat shall, in due time, communicate the deadline for submission of nominations.

When there is more than one candidate of the participating organisations to fill the position of Co-chair and/or Vice-chair of a WG, the WG shall elect its Co-chair and/or its Vice-chair from among its members by qualified majority in accordance with the procedure set out in annex.

The Co-chair and Vice-chair(s) of a WG can be re-elected. Election or a renewal of the terms for Co-chairs or Vice-chair(s) is done via a formal vote.

The elected Co-chair and Vice-chair(s) shall be confirmed² by the Steering Committee at its next meeting.

The names of the candidates and the election procedure shall be communicated at the same time as the letter of invitation to the meeting at which a WG has to proceed with an election.

B) Role of the Co-chairs

The two Co-chairs of the WG or, exceptionally, in their absence, the Vice-chair(s) shall, in co-operation with the Secretariat, prepare, set the agenda, convene and preside over the meetings.

In co-operation with the Secretariat, the Co-Chairs or, in their absence, the Vice-Chair(s):

- submit the results of the activities (e.g. progress report, minutes or any other WG document) of the WG to the decision making bodies of the Round Table;
 - contribute to the preparation of the calendar and agendas for the meetings of the WG;
 - participate in Steering Committee meetings as observers;
 - act as spokespersons for the WG in the Steering Committee and Plenary meetings of the Round Table. Therefore, as a rule, the Co-Chairs of a WG shall not at the same time Co-Chair of either the Steering Committee or the Plenary;
 - submit the Round Table positions concerning the WG to the relevant Services of the European Institutions as well as to other European or International organisations concerned by the subject.
- invite experts to the working group meetings as appropriate

The Co-Chairs and Vice-Chair(s) assume the responsibilities assigned to them as described in chapter III A) hereafter.

² As per the Terms of Reference of the Food SCP Round Table (article 4.2.1) the Steering Committee shall “confirm the Co-chairs of the Working Groups following the proposal made by the Working Group members”.

III. WORKING METHODS

A) WG

1. The WG shall meet when necessary, at the invitation of its Co-Chairs. Ad-hoc meetings may be requested by a qualified majority of the constituencies of a WG.
 2. The Secretariat shall, preferably 3 weeks prior to the meetings, circulate the provisional agenda, by e-mail, to the members of the WG as drawn up in co-operation with the Co-Chairs of the WG.
 3. Additional items may be added to the draft provisional agenda by any members of the WG, on the basis of an explanatory written document.
 4. All these documents must be transmitted to the Secretariat at least 10 days before the meeting so as to enable it to include them in due time.
 5. All members of WG shall confirm their participation in meetings to the Secretariat within the established deadlines.
 6. The WG may appoint persons responsible for the preparation of working documents.
 7. In agreement with the Steering Committee, the WG may also appoint rapporteurs to present the Round Table's views on specific issues in the meetings with relevant Services of the European Institutions as well as to other European or International organisations concerned by the subject.
 8. Ad hoc meetings may be convened to examine specific subjects (in accordance with the procedure set out in item A.1). They are presided by the Co-Chairs of the WG or the Vice-Chair(s) or (exceptionally) by a representative of a participating organisation appointed to this end.
 9. The WG may set up a limited number of "task forces", of limited duration, to address specific or sectoral questions. In these situations the Co-Chairs shall appoint a person responsible for the coordination of the activities of the "task force".
 10. These "task forces" shall aim to prepare draft contributions to the WG. The disbandment of the task force occurs when its objective(s) have been achieved.
 11. In situations where for technical or other reasons no meeting of a WG can be held, the Co-Chairs shall, in co-operation with the Secretariat, consult the WG by written procedure. Each member shall approve or amend the draft circulated by the Secretariat within the deadline set in the terms of the written consultation. If no answer is received, the draft will be deemed approved.
 12. The WG submit the results of its work and its reports/documents to the Steering Committee which, following further examination, may decide to submit them to the Plenary for final adoption.
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Brussels, 23 July 2009

**PROCEDURE FOR THE ELECTION
OF THE CO-CHAIR³ AND THE VICE-CHAIR(S)
OF THE FOOD SCP ROUND TABLE WORKING GROUPS**

1. Preliminary procedure

First, the group appoints two scrutineers to:

- . check those present;
- . distribute and collect the ballot papers;
- . count the ballot papers and the votes;
- . communicate the results to the Co-chairs.

The ballot papers prepared by the Secretariat are checked by the scrutineers.

2. Weighting of votes

In addition to EC representatives in the WG, who will have no voting rights, the members of the WG shall emerge from the following constituencies:

1. Suppliers to the agricultural sector
2. Farmers and agri-cooperatives
3. Agricultural trade
4. Food and drink industries
5. Packaging value chain
6. Transport & logistics operators
7. Retailers
8. End-of-life: packaging recovery organisations, waste industry
9. Consumer NGOs
10. Environmental/nature conservation NGOs

Each constituency will be entitled to 1 vote and qualified majority (two-thirds) will secure election of the candidate. In case a constituency is represented by more than one participating organisation, these shall agree on their constituency vote prior to the actual voting process.

In such a situation it is up to the participating organisations of a constituency to agree on their own rules for deciding on the constituency vote.

³ Originating from the participating organisations of the Round Table.

3. Voting procedure

- a. Only one choice must be made per ballot paper, failing which it will be considered void;
- b. The votes of constituencies that are absent will be considered as "abstentions" (blank ballot papers).
- c. Candidates may withdraw their nomination at any time.

4. Results

- a. The candidate with two-thirds of eligible votes or more is elected Co-chair⁴ for a period of one year.
- b. If there are two or more candidates and if there is no qualified majority after the first ballot, there is a second ballot between the two candidates with the highest number of votes, in accordance with the same procedure.
- c. If there is no qualified majority after the second ballot, the candidate with the highest number of votes is elected Co-chair.
- d. If the number of votes is equal, there is a new ballot.
- e. Non-elected candidates may stand for the post of Vice-chair.

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- The same procedure applies for the election of the Vice-chair(s).
 - If two Vice-chairs have to be elected and there are more than two nominations, the elected Vice-chairs will be the two candidates having received the biggest numbers of votes.

5. Steering Committee

As per the Terms of Reference of the Food SCP Round Table the Steering Committee shall confirm the Co-chairs of the Working Groups following the proposal made by the Working Group members at its next meeting.

⁴ Originating from the participating organisations of the Round Table.