



## **ROLES AND RESPONSIBILITIES OF THE ECA EXCOM IN RELATION TO ECA AND ERC**

*(prepared by the ECA Secretariat)*

### **Background**

During the April 2020 meeting, ExCom requested that the ECA Secretariat, together with the ERC Secretariat, draft an information document on the roles and responsibilities of the ExCom in relation to the regional Governing Bodies (ECA and ERC), the ERG and Members of the region.

ExCom Members were to share with the ECA and ERC Secretariats questions and issues to be touched upon in the information document. These questions and issues, as submitted to the ECA Secretariat, are presented in Annex 1.

The first initial draft of the “ExCom Information Document” is presented in Annex 2.

The ExCom is invited to:

- discuss the questions and issues raised by the ExCom, presented in Annex 1, and identify possible solutions or ways forward;
- review and provide guidance on the purpose and scope of the “ExCom Information Document”, first initial draft of which is presented in Annex 2;
- agree that the revised draft “ExCom Information Document” addressing the questions and issues raised by ExCom will be presented at the ExCom meeting in September 2020.

## Annex 1

**EXECUTIVE COMMITTEE'S COMMENTS TO INFORM THE PREPARATION  
OF AN 'INFORMATION PAPER' ON ITS ROLE AND RESPONSIBILITIES  
IN RELATION TO ECA AND ERC**

*(prepared by ExCom)*

**Introduction**

The general impression of the Executive Committee (ExCom) is that its role and responsibilities are inadequately described in the existing Rules of Procedures (RoPs) for the European Commission of Agriculture (ECA) and the European Regional Conference for Europe (ERC) and the Multi-year Programme of Work (MYPOW) 2016-2019 of the ERC. In the interest of improving the efficiency and effectiveness of the current, and future, ExComs, and in recognition of the complex and time consuming work of amending the RoPs of both ECA and ERC, the ExCom is requesting that the ECA Secretariat prepare an 'information paper' to complement the RoPs and the MYPOW addressing, in particular, the issues identified below.

**Role and responsibilities in relation to ECA – Rules of Procedures**

- **Background of the amendments and requirements, paragraph 4.** It is stated 'ECA governance is entrusted to its Executive Committee, which acts on behalf of the Commission during the inter-sessional period'

Question – explain what is meant by 'governance' in the context of the intersessional responsibilities of ECA.

Question – clarify the role and responsibilities of ExCom during the ECA session

- **Rule II, Officers, point 2.** It is stated 'the Chairperson, or in his absence a Vice-Chairperson, shall preside at the sessions of the Commission and exercise such other functions as may be required to facilitate the work of the Commission'

Correction – replace 'his' with 'his / her' for gender inclusivity.

Question – clarify what is meant by 'exercise such other functions as may be required to facilitate the work of the Commission', including providing examples.

- **Rule III, Executive Committee, point 2.** It is stated '...and exercise such other functions as may be required to facilitate the work of the Executive Committee'

Question – clarify what is meant by 'exercise such other functions as may be required to facilitate the work of the Executive Committee', including providing examples.

- **Rule III, Executive Committee, point 3.** clarify / provide further details –
  - Provide detail on the role and responsibilities of the Executive Committee as the 'Executive Body of ECA'.
  - Explain how the Executive Committee submits 'proposals concerning the general orientation of the Commissions activities and its programme of work'
  - Regarding the responsibility of the Executive Committee to 'investigate particular problems' – define what is meant by 'problem', who can raise a problem, how an investigation should be conducted and by whom, and how problems are to be resolved – including structure, governance and decision making responsibilities.

- Clarify how the Executive Committee is to ‘ensure implementation of the programme approved by the Commission’.
- Explain, in detail, how the Executive Committee is to ‘periodically inform all Members of the Commission, through the Director-General, of any decisions taken’ – specifically how the Chairperson / Vice-Chairpersons engages with the DG, and how the Committee engages with Members, both ERG and Central Asia (non ERG) Members.
- **Rule III, Executive Committee, point 4.** provide details of the ‘subsidiary bodies’ established by the Commission and their roles and responsibilities, and how the Executive Committee engages with these subsidiary bodies.
- **Rule III, Executive Committee, point 5.** define what is meant by ‘special problems’ (compared to previously mentioned ‘problems’).
- **Rule V, Agenda, point 1.** clarify / provide further details:
  - Explain in detail the process by which the Chairperson engages with the DG to agree the agenda.
  - Specifically, does the Executive Committee create the list of potential agenda items, and if so how, shortlist the agenda items prior to engaging the DG, engage ERG and Central Asia Members on the ECA agenda, and if so how and at what stages?
  - The text states ‘proposals of the Executive Committee’ - which suggests it is the role of the Executive Committee to propose the agenda?
- **Rule V, Agenda, point 3.** clarify how ‘any Member of the Commission may request the Director-General, at least three months before the opening of the session, to include specific items in the provisional agenda’, specifically the role and responsibilities of the Executive Committee as the Governing Body of ECA and the Committee with responsibility for engaging with the DG, including who has final say on the specific item / final agenda?

### **Roles and responsibilities in relation to ERC – Rules of Procedures**

- **Rule II, Sessions, point 3.** It is stated ‘The European Commission on Agriculture will hold separate meetings to ensure technical preparations for the technical segment of sessions of the Regional Conference’.

Question – provide clarification and further details on who convenes these meetings, when they take place, who will attend, and how the outcomes of these technical discussions feed in to the content of the ERC, taking particular account of the role of the Executive Committee as the Governing Body of ECA during the intersessional period.

- **Rule IV, Agenda and Documents, point 1.** It is stated ‘At least six months prior to the proposed date for the Regional Conference, the Regional Representative of the Organization in the region, after consultation with the Chairperson and the Vice Chairpersons, the elected rapporteur, and the Executive Committee of the European Commission on Agriculture, shall send a communication to the Members of the Regional Conference. The communication shall contain a brief outline of the programmes of the Organization of interest to the region and of the outcome of the previous session of the Regional Conference and invite Members to review suggestions made concerning the organization of the next session of the Regional Conference, with particular reference to a draft agenda of the session’.

Question – Explain in detail the process, role and responsibilities of the Executive Committee in the consultation process by which the communication is formed, including the finalisation of the text.

## Roles and responsibilities in relation to MYPOW

- **Background and overall objectives of the Regional Conference, point 3.** It is stated ‘The technical commissions of the region review technical aspects and issues of importance in the areas of agriculture (European Commission on Agriculture - ECA), forestry (European Forestry Commission - EFC) and fisheries (European Inland Fisheries and Aquaculture Advisory Commission - EIFAAC, and Central Asian and Caucasus Regional Fisheries and Aquaculture Commission - CACFish). The commissions review technical aspects and issues of importance to the region and their recommendations complement and inform discussions during the ERC on the Programme of Work, its strategic focus and the Regional Initiatives’.

Question – Provide a detailed description of the process, role and responsibilities of the Executive Committee in the identification of technical aspects and issues of importance in the region, how the Executive Committee carries out its review, how recommendations are prepared and presented in order to compliment and inform discussions at the ERC.

- **Background and overall objectives of the Regional Conference, point 4.** ‘The results of discussions and recommendations stemming from the ECA, EFC, EIFAAC and CACFish are to be used as a basis for preparation of the topics of the ERC for policy discussion and adoption as well as preparation of the priorities for the region’.

Question – Explain how this actually works in practice, detailing the step-by-step synchronisation of the ECA and ERC work areas to allow this to take place, how the technical inputs are prepared, considered, discussed and included, with specific reference to the role and responsibilities of the Executive Committee as the Governing Body of ECA during intersessional periods, including how the Executive Committee communicates with the membership of the Commission, through ERG and with Central Asia members.

- **Results, A. Priority setting, organisational structure, and budget planning – Activities:** ‘Review the decisions and recommendations from relevant technical commissions and meetings in the region and incorporate their findings in the ERC Report as appropriate’.

Question – How is this done, in practice, taking account of the specific role and responsibilities of the Executive Committee of ECA? Define the term ‘review’ in this context.

- **Results, A. Priority setting, organisational structure, and budget planning – Working methods:** ‘Collaboration among Members in the region through the ERC Chairperson, the Secretariat and the Executive Committees of the ECA, EFC, EIFAAC and CACFish during the intersessional period’ and ‘Regular contacts and informal consultations, as appropriate, among Members and between the ERC Chairperson and the Assistant Director-General/Regional Representative, including informal coordination meetings between the secretariats of the regional technical commissions (especially ECA, EFC, EIFAAC and CACFish), to foster dialogue during the intersessional period’.

Question – Explain the process by which this happens in practice.

- **Results, B. Monitoring of, and advice on, policy and regulatory matters – Indicators and targets:** ‘ECA, EFC, EIFAAC and CACFish advice on regional aspects of global policy and regulatory matters considered when defining the ERC session agenda’.

Question – Explain the process by which this happens in practice.

- **Results, B. Monitoring of, and advice on, policy and regulatory matters – Working methods:** ‘Collaboration among Members in the region through the ERC Chairperson, the Secretariat and the Executive Committees of the ECA, EFC, EIFAAC and CACFish during the intersessional period’.

Question – Explain the process by which this happens in practice.

- **Results, B. Work planning and working methods – activities:** ‘Consult with Members on agenda and format of the ERC through the Executive Committees of the ECA and the Europe Regional Group of Permanent Representatives (ERG)’.

Question – Explain the process by which this happens in practice. Outline how the consultation should take place in detail, including consultation with Central Asia members.

- **Results, B. Work planning and working methods – Working methods:** ‘Consultations among Members, through the ERC Chairperson and Executive Committees of the ECA and the ERG for continuity between biennial meetings with support from the secretariat’.

Question – Explain the process by which this happens in practice. Why are the non-ERG not included in the consultations?

- **Results, B. Work planning and working methods – Working methods:** ‘informal meetings of the ERG Chairperson and senior members of the secretariat, facilitated by the Independent Chairperson of the Council’.

Question – Explain the process by which this happens in practice. Also, should the Chairperson and vice-Chairpersons of ECA attend the regular informal meetings with the ICC?

#### **General requests:**

- Set out the agreed procedure for approving the minutes of each meeting of the Executive Committee, as proposed during the April meeting.
- Set out the process by which the Chairperson / Vice-Chairpersons will inform the ERG and Central Asia Members of the agenda and outcomes following each meeting of the Executive Committee.
- Correct the Report of the 41<sup>st</sup> session of the ECA which wrongly states that ‘The Commission elected Mr Paul Kiernan (Ireland) as a Chairperson of the Executive Committee, Ms Zora Weberova (Slovakia) as a First Vice-Chairperson and Mr Marios Georgiades (Cyprus) as a Second Vice-Chairperson of the Executive Committee...’ the referenced were elected Chairperson and Vice-Chairpersons of ECA, not the Executive Committee. This should be corrected on all existing and future reports.
- Clearly set out the procedures to be followed by ERG and non-ERG members who wish to nominate a representative for the Chairperson / Vice-Chairpersons of ECA or membership of the Executive Committee roles, including how the existing Chairperson and Vice-Chairpersons of ECA should inform the ERG and Central Asia members.
- Clarify the necessary arrangements for holding the meeting of the Executive Committee at the same time as ECA, i.e. specify that nominated members should attend ECA and be available to meet after the session concludes, and any elected members not in attendance should be available to join by virtual means to facilitate the first meeting of the Executive Committee.
- State the role and responsibilities of the Executive Committee, if any, in engaging with FAO technical committees (COAG, CCP, COFU and COFO) and Council Committees (Programme and Finance) and CFS.
- State the role and responsibilities of the Executive Committee, if any, in engaging with other Regional Groups.

## Annex 2

**ECA EXCOM INFORMATION DOCUMENT<sup>1</sup>***(draft)**(prepared by the ECA Secretariat)***1. Purpose**

The purpose of this document is to describe and clarify the arrangements and working modalities relating to the Executive Committee of the European Commission on Agriculture (hereinafter: ExCom) so that it can serve as a reference document, aiming at assisting current and future ExCom Members in fulfilling their mandate, as well as the ECA Secretariat in providing support to the ExCom activities.

The document should also serve transparency purposes, providing information on working procedures relating to the ExCom to the Members of the Europe and Central Asia region.

**2. Supporting documents**

The basis for the work of the ExCom are the following documents:

- Rules of Procedure of the Regional Conference for Europe (RoP of ERC)<sup>2</sup>
- Rules of Procedure of the European Commission on Agriculture (RoP of ECA)<sup>3</sup>
- Multi-year Programme of Work (MYPOW) of the ERC.<sup>4</sup>

**3. Working modalities relating to the ExCom****3.1 The ECA Secretariat<sup>[PW1]</sup>**

The ExCom performs its tasks with the support of the ECA Secretariat. The ECA Secretary is appointed by ADG/RR for Europe and Central Asia from among REU technical officers. The Secretary is supported by an assistant.

The ECA Secretariat provides administrative support for the work of ExCom, especially in terms of:

- coordination with the ECA Chairperson on the dates and locations for the meetings;
- preparation of meetings, meeting documents and meeting minutes;
- keeping the repository of all ExCom documents.

**3.2 Composition of the ExCom**

The composition and structure of the ExCom is determined by the RoP of ECA:

*“Rule III. Executive Committee*

- 1) The Executive Committee shall be composed of the Chairperson, the two Vice- Chairpersons of the Commission as ex officio members and six other members elected by the Commission from among the representatives.”*

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<sup>1</sup> This document was endorsed by the ExCom in ..... 2020 at the 38/x meeting. This document and its updated versions are posted on the ExCom website (<http://www.fao.org/europe/commissions/eca/executive-committee/en/>) by the ECA Secretariat.

<sup>2</sup> RoP of ERC: <http://www.fao.org/3/mj470e/mj470e.pdf>

<sup>3</sup> RoP of ECA: <http://www.fao.org/3/a-mu352e.pdf>

<sup>4</sup> MYPOW 2020-2023 of the ERC (draft): <http://www.fao.org/3/nc231en/nc231en.pdf>

### 3.3 ExCom Elections

#### 3.3.1 The time of elections

The RoP of ECA determines the time for the elections of the ExCom membership:

*“Rule III. Executive Committee*

*1) (...) Elections shall take place at the end of a regular session.”*

#### 3.3.2 Nominations

The RoP of ECA provides for the maximum time of service of ExCom members and for ensuring balance between the renewal and continuity of the memberships:

*“Rule III. Executive Committee*

*1) (...) The term of office of the elected members shall be for a period of two years and they shall be eligible for re-election for up to two additional two-year terms. (...) In order to ensure both rotation of members and continuity of service, when electing members of the Executive Committee, due consideration shall be given to the desirability of replacing no more than four members at the same time, and avoiding that the overall term of office of an individual, irrespective of the nature of his/her mandate, should exceed eight years.”*

Additionally to the provisions of the RoP of ECA, in 2019 it was agreed between the ECA Secretariat and the ECA Chairperson that the Chairperson would coordinate the process of the submission of nominations, and will notify the ECA Secretariat about the nominees. The ECA Secretariat should check whether the nominees meet the requirements specified by the RoP of ECA, and make the list of nominees available to the Members of ECA by posting it on the ECA website<sup>5</sup> at least 60 days prior to the ECA Session [PW2]. The list of nominees should contain information on the number of years and terms served in ExCom by each nominee.

#### 3.3.3 Other election procedures

The RoP of ECA provides for the following voting procedures applicable for the election of the membership of the ExCom.

*“Rule VI. Voting and procedure*

- 1) Each Member of the Commission shall have one vote.*
- 2) Decisions of the Commission shall be taken by a majority of the votes cast.*
- 3) Any Member of the Commission may request a roll-call vote, in which case the vote of each Member shall be recorded.*
- 4) The Commission may decide to vote by secret ballot.*
- 5) Election shall be decided by secret ballot, except that in the case of an election in which there are not more candidates than vacancies, the Chairperson may submit to the Commission that the appointment be decided by clear general consent.*
- 6) Formal proposals concerning items of the agenda and amendments to such proposals shall be submitted in writing to the Chairperson who shall provide for circulation of these texts to the representatives.*
- 7) In addition, the provisions of Rule XII of the General Rules of the Organization<sup>6</sup> shall apply mutatis mutandis.”*

### 3.4 Roles and responsibilities of the ExCom

In the roles and responsibilities of the ExCom the key part is the input of the ExCom into the preparation of the technical content for the sessions of ECA and ERC.

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<sup>5</sup> The European Commission on Agriculture: <http://www.fao.org/europe/commissions/eca/en/>

<sup>6</sup> Basic Texts of FAO, General Rules of the Organization, Rule XII. Quorum and Voting Arrangements at Meetings of Conference and Council, page 28-34: <http://www.fao.org/3/K8024E/K8024E.pdf>

Another important activity of the ExCom is the review of the implementation of REU's work plan in Europe and Central Asia.

#### 3.4.1 Responsibilities of the ExCom in ECA and ERC preparations

The scope of ExCom's roles and responsibilities is determined by relevant provisions in the following documents.

RoP of ERC:

*“Rule II. Sessions*

*(...) 3. Any number of separate meetings may be held during each session of the Regional Conference. The European Commission on Agriculture will hold separate meetings to ensure technical preparations for the technical segment of sessions of the Regional Conference. There will be also a policy segment, under such conditions as the Regional Conference may establish.”*

RoP of ECA:

*“Rule III. Executive Committee*

*(...) 3. The Executive Committee shall act on behalf of the Commission between sessions of the Commission, of which it is the executive body. In particular, it shall submit to the Commission proposals concerning the general orientation of the Commission's activities and its programme of work; it shall investigate particular problems and help to ensure implementation of the programme approved by the Commission.”*

REU MYPOW 2020-2023 [PW3](draft):

- “- collaboration among Members in the region through the ERC Chairperson, the secretariat and the Executive Committees of the ECA, EFC, EIFAAC and CACFish during the intersessional period;*
- regular contacts and informal consultations, as appropriate, among Members and between the ERC Chairperson and the Assistant Director-General/Regional Representative, including informal coordination meetings between the secretariats of the regional technical commissions (especially ECA, EFC, EIFAAC and CACFish), to foster dialogue during the intersessional period;*
- ECA, EFC, EIFAAC and CACFish advice on regional aspects of global policy and regulatory matters considered when defining the ERC session agenda.*
- collaboration among Members in the region through the ERC Chairperson, the secretariat and the Executive Committees of the ECA, EFC, EIFAAC and CACFish during the intersessional period.*
- consult with Members on agenda and format of the ERC through the Executive Committees of the ECA and the Europe Regional Group of Permanent Representatives (ERG);*
- consultations among Members, through the ERC Chairperson and Executive Committees of the ECA and the ERG for continuity between biennial meetings with support from the secretariat”*

As per the above documents, the role of ECA in relation to the technical work of FAO in the region is its coordination, planning and identification of priorities, through the Sessions of ECA and ERC, where ECA serves as the preparatory body for technical discussions and decision-making at ERC. The entire process of preparation of the technical content for the sessions is time-consuming, by its nature, so it cannot be fully conducted during the ECA session. For that reason, large part of this work is delegated to the ExCom, which *‘acts on behalf of the Commission between sessions of the Commission’*.



More specifically, within the ExCom work on the technical aspects of ECA and ERC, the scope of its tasks covers the identification of the main technical theme and other topics for the agenda of the ECA session.

#### 3.4.2 Preparations for ECA sessions

ECA sessions take place in Budapest every two years, usually at the end of September or beginning of October.

As recommended by the ECA Assessment conducted in 2017, each ECA session should have a main technical theme.

Identification of the main technical theme and endorsement of the draft annotated agenda for ECA sessions are the responsibility of the ExCom, as prescribed by the RoP of ECA:

*“Rule V. Agenda*

*1) The Director-General, in agreement with the Chairperson of the Commission, after having examined all proposals of the Executive Committee, shall prepare a provisional agenda for each session.”*

When identifying the main technical theme for an ECA Session, the ExCom usually takes into account the FAO’s main theme of the biennium, identified by the Conference.

Within the process of the preparation of the ECA Sessions, the ECA Secretariat, in cooperation with the REU management and the ERC Secretariat, develops proposals of the main technical theme for the coming Session. The proposals are discussed by the ExCom during the May/June or September meeting in the year preceding the ECA session.

Once the ExCom decides on the main technical theme, the ECA Secretariat develops the draft annotated agenda, including in it the main technical theme, along with standing ordinal items (adoption of the agenda, election of the rapporteurs, elections of the ExCom, etc.) and items relating to the cross-cutting issues on the FAO’s work plan in the region, such as gender issues. This draft agenda is presented to the ExCom at their meeting in October-November, for review and comments. It may be presented to the ExCom again in January-February, if so decided by the ExCom. After all comments have been addressed, the ExCom endorses the draft agenda. The endorsed agenda is the basis for the preparation of technical background documents that will support the discussions on the main technical theme and other technical themes at the ECA session.

The draft annotated agenda for the ECA Session, endorsed by the ExCom, along with an update on the preparation of background documents for the Session, is presented by the ECA Secretariat to the Members of the Region at the Informal Consultation, which takes place in the year of the ECA session, usually in May. At the Consultation, Members are invited to review the agenda and provide comments on the content of the individual agenda items.

The comments received during the informal Consultation are presented to the ExCom for review at the June ExCom meeting, and the ExCom decides on how the comments should be addressed.

#### 3.4.3 Preparations for ERC sessions

The ExCom is regularly updated at their meetings by the ERC Secretariat on the progress and current state of preparations for the ERC sessions. The ExCom is invited to note the updates. The ExCom Members may also provide comments on the preparations, or request additional related information.

The background papers for ERC sessions are made available directly to the Members of the Region, according to the provisions of the RoP of ERC.

#### 3.4.4 Review of the implementation of the REU's work plan in the region

Throughout their term, the ExCom is requested to review updates on the implementation of selected topics on REU's work plan. These updates are presented by relevant REU's technical officers. The ExCom is invited to review and discuss the updates and provide recommendations, as needed, on further implementation of the work plan.

### **3.5 Meetings**

#### 3.5.1 Work plans

The Excom conducts its activities primarily during meetings, which take place approximately three to four times a year. The ExCom meetings may be held in face-to-face mode, virtually, or both modalities may be used.

ExCom meetings take place in accordance with the work plan and meeting schedule.

The work plan lists the items foreseen to be discussed during the term of the ExCom, along with the approximate dates for their consideration.

The meeting schedule lists the planned meetings of the ExCom, along with the main topics to be discussed at each meeting.

The work plan and meeting schedule should be endorsed by the ExCom at the first meeting after the election, which takes place when ECA holds a session.

The work plan and meeting schedule may be modified as needed. Any amendments need to be endorsed by the ExCom. The endorsed meeting schedule constitutes the basis for the development of the agendas for the ExCom meetings.

The specific dates for the ExCom meetings are agreed between the ECA Secretariat and the ECA Chairperson, taking into account the availability of participants.

#### 3.5.2 Participation in meetings

The ExCom meetings provide a platform of cooperation between the Members of the Region and the FAO Regional Office for Europe and Central Asia (REU).

Apart from the ExCom members, the meetings should be regularly attended by the ECA Secretariat and the ERC Secretariat, and may be attended by the members of the REU management (ADG/RR, Deputy RR, RPL), as needed. Where technical items are presented for the review by the ExCom, relevant technical officers of REU presenting them are invited to attend the meeting (or part of it) by the ECA Secretariat.

The RoP of ECA do not allow observers at the ExCom meetings. Neither do they allow for ad-hoc replacement of an absent Member by a different person at a single meeting.

#### 3.5.3 Meeting documents

The documents for the ExCom meetings may be developed by the ECA Secretariat, ERC Secretariat, ExCom Members, or by REU officers. Usually, a meeting document is developed for each agenda point.

All documents are put in a standardized format by the ECA Secretariat. Where Power Point presentations are used, these are developed by the relevant speakers.

Each meeting document is identified by its unique number, e.g. ECA\_ExCom\_38/1-3, where:

- 'ECA\_ExCom' - is a constant element, which identifies the document as the document of the ECA Executive Committee;

- '38/1' - is the number of the meeting in the current biennium; '38' is the respective code for the biennium, while '1' (or 2, 3, etc.) is the serial number of the meeting;
- '3' - is the number of the document for the particular meeting.

The ECA Secretariat makes the meeting documents available to the participants by posting on the ExCom website.<sup>7</sup> Additionally, meeting documents are attached to meeting invitations sent to participants.

Meeting documents should be made available to the meeting participants at least seven days prior to the meeting.

#### 3.5.4 Invitations to the meetings

Once the date of a meeting is agreed, the meeting invitations are developed by the ECA Secretariat.

The invitations are sent on behalf of the ECA Secretary to all ExCom Members, to the ERC Secretariat, to the REU Management, and to invited experts, as appropriate, at least 7 days prior to the meeting. All available meeting documents (in .pdf format) are attached to the invitations.

All participants are requested to confirm their participation in the meeting, as soon as they receive the invitations.

#### 3.5.5 The conduct of the meetings

RoP of ECA:

*“Rule III. Executive Committee*

*2) The Chairperson of the Commission shall preside over the Executive Committee. In her/his absence, or in the event that the Chairperson is unable to exercise her/his functions for the remainder of the term, a Vice-Chairperson shall preside at the meetings of the Executive Committee and exercise such other functions as may be required to facilitate the work of the Executive Committee.”*

After the opening of the meeting the ExCom adopts the meeting agenda.

Rapporteurs are not selected for the ExCom meetings.

#### 3.5.5 Minutes of the meetings

The conduct and conclusions of the ExCom meetings are documented in the meeting minutes. The meeting agenda and the list of participants are attached to the minutes as annexes.

The template for the annex to the minutes containing the list of participants is presented in Annex 1.

The template for the annex to the minutes containing the meeting agenda is presented in Annex 2.

The template for a meeting document is presented in [Annex 3\[PW4\]](#).

The minutes are drafted by the ECA Secretariat and are sent to the Chair of the meeting for review by the ExCom and to the other meeting participants, within 14 days after the meeting. The comments submitted by the participants are considered by the ECA Secretariat, and incorporated into the minutes, as appropriate. The revised draft minutes are sent to the Chair of the meeting for confirmation.

The detailed procedures for the approval of the minutes are described in a separate document.

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<sup>7</sup> The ECA Executive Committee: <http://www.fao.org/europe/commissions/eca/executive-committee/en/>

The ECA Secretariat makes the approved minutes publically available on the ExCom website.<sup>8</sup>

**4. Other items**

To be added

**5. Final provisions**

Any amendments to this document may be agreed by the ExCom as needed.

This document and its updated versions shall be posted on the ExCom website<sup>8</sup> by the ECA Secretariat.

**6. ...**

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<sup>8</sup> The ECA Executive Committee: <http://www.fao.org/europe/commissions/eca/executive-committee/en/>

**Annex 1****EUROPEAN COMMISSION ON AGRICULTURE****3.../... MEETING OF THE EXECUTIVE COMMITTEE**

Day Month Year

FAO HQ, Rome, Italy / Online meeting

**LIST OF PARTICIPANTS**

	<b>Role</b>	<b>Country/Organization</b>	<b>Name</b>	<b>Present/Absent</b>
1.	ECA Chairperson		Mr/Ms Xxxxx XXXXXXXXXXXXX	Present/Absent
2.	ECA 1st Vice-Chairperson			
3.	ECA 2nd Vice-Chairperson			
4.	ExCom Member			
5.	ExCom Member			
6.	ExCom Member			
7.	ExCom Member			
8.	ExCom Member			
9.	ExCom Member			
10.		FAO REU		
11.		FAO REU		
12.		FAO REU		
13.		FAO REU		
14.		FAO REU		

**Annex 2****EUROPEAN COMMISSION ON AGRICULTURE****3.../... MEETING OF THE EXECUTIVE COMMITTEE**

Day Month Year

FAO HQ, Rome, Italy / Online meeting

**MEETING AGENDA**

No.	Agenda Item Title	Document No./Link	Presenter
	Opening of the meeting	-	XXXXXXXXXX
	Welcome to the participants	-	
1.	Adoption of the agenda		
2.	(...)		
3.	(...)		
4.	(...)		
5.	(...)		
...	(...)		
	Close of the meeting	-	