

RULES OF PROCEDURE OF THE FIT FOR FUTURE PLATFORM

The Commission expert group 'Fit for Future Platform',

Having regard to the Commission Decision establishing the Fit for Future Platform¹,

Having regard to the standard rules of procedure of expert groups (hereinafter 'the horizontal rules')²,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Operation of the group

The Fit for Future Platform (hereinafter 'the Platform') shall act at the request of its chair with the agreement of the Commission's Secretariat-General, in compliance with the horizontal rules.

Point 2

Convening a meeting

1. Meetings of the Platform are convened by the Chair either on its own initiative or at the request of a simple majority of members after the Secretariat-General has given its agreement.
2. Joint meetings of the Platform with other Commission expert groups, may be convened to discuss matters falling within their respective areas of responsibility.
3. Meetings of the Platform shall be held in principle, on Commission premises or, as necessary, by videoconference.

Point 3

Agenda

1. The Platform's secretariat shall draw up the agenda for every meeting, under the responsibility of the Chair and send it to the members of the Platform.
2. The agenda shall be adopted by the Platform at the start of the meeting
3. The members of the Platform may propose items for discussion for the agenda of the next meeting, in agreement with the Platform's secretariat.

¹ C(2020) 2977

² 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 Platform members no later than 15 calendar days before the date of the meeting.
2. The secretariat shall send documents on which the Platform is consulted to the members no later than 15 calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in 1 and 2 may be reduced to 7 calendar days before the date of the meeting.

Point 5

Digital Platform

The Platform will carry out its work electronically, to the extent possible. This will be facilitated by a digital tool put at its disposal and maintained by the secretariat.

Point 6

Annual work programme

The Platform shall approve the annual work programme by consensus. Should a vote be needed, the outcome of the vote shall be decided by simple majority of the members.

Point 7

Opinions of the group

1. As far as possible, the Platform shall adopt its opinions by consensus.
2. Should a vote be needed, the outcome of the vote shall be decided by simple majority of the members. Members who have voted against the majority opinion shall have the right to have a document summarising the reasons for their position annexed to the opinion.
3. The opinions will not indicate which members have expressed a certain view. The members who voted against the majority opinion can request to have their own references indicated in the document summarising the reasons for their position.
4. Each topic in the annual work programme will have a designated rapporteur in charge of the opinion. With the agreement of the Secretariat-General, each sub-group shall designate its rapporteurs by consensus, taking into account the field of activity and expertise of the members interested in taking the rapporteur responsibilities. The rapporteurs will coordinate the input from the sub-groups, draft the opinions and present them to the Platform plenary for discussion and adoption.
5. When drafting its opinions, the Platform should gather data, evidence and input from stakeholders and citizens, including, but not limited to, through the website ‘Have your say: Simplify!’³. The suggestions received through the website ‘Have your say: Simplify!’ will not be considered if:
 - a) relevant legislation is currently being examined by the European Parliament

³ <https://ec.europa.eu/info/law/better-regulation/have-your-say-simplify>

and Council as part of the legislative procedure;

- b) relevant legislation has been implemented for less than two years before the input is provided, as in this case it would be premature to draw conclusions on its implementation;
 - c) the issue brought up is a national responsibility or is an issue linked to national implementation in a specific Member State. However, if the issue in question occurs in several Member States, it might be considered;
 - d) the relevant issue is subject to a planned or on-going consultation of the social partners.
- 6. The secretariat will screen all suggestions received through ‘Have your say: Simplify!’ and identify to the Platform those that are related to simplification and burden reduction, including through digitalisation, and that do not fall into one of the situations referred to in point 7.4 (a)-(d).
 - 7. The secretariat will take into account these suggestions when proposing to the Platform topics for the annual work programme.
 - 8. The Platform will consider the information included in the suggestions as evidence under the relevant topics of the annual work programme, if relevant.

Point 8

Sub-groups

- 1. The Commission’s Secretariat-General may set up at most four sub-groups for the purpose of examining specific topics in the Platform’s annual work programme. Sub-groups shall operate in compliance with the horizontal rules and shall report to the Platform. They shall be dissolved as soon as their mandate is fulfilled.
- 2. One of the sub-groups will be composed of local and regional authorities. This sub-group will bring their direct experience with the implementation and impact of EU laws on the ground to the other sub-groups. The sub-group will also prepare one or more reports to the Platform on issues, where the local and regional expertise is essential, at the request of the Chair.
- 3. The members of the sub-group referred to in point 2 will be appointed by the Chair, at the proposal of the Committee of the Regions and in agreement with the Commission’s Secretariat-General.
- 4. The other sub-groups will be composed of members from the Stakeholder group and the Government group. The secretariat of the Platform will propose to the Platform members to be appointed as members in one or more sub-groups taking into account the field of activity of each member and the need to ensure a balanced representation of interests and expertise. The members may confirm or indicate a different interest to the secretariat.
- 5. At least one representative of the Committee of the Regions and of the European Economic and Social Committee shall be included in each sub-group.
- 6. Each sub-group will work on one or more topics of the annual work programme. Participants in the sub-group will provide their input on these topics.
- 7. A rapporteur may request the Chair to convene ad hoc working meetings of the sub-group to discuss specific issues that are relevant for drafting an opinion. Such meetings can only take place by videoconference.

8. Each sub-group can have access to the evidence and preparatory work of the other sub-groups.

Point 9

Invited experts

1. The Chair may invite on an ad hoc basis external experts with specific expertise in a subject on the agenda, including experts from local and regional authorities and their associations, to participate in a meeting of the Platform or its subgroups. The Chair will invite the EU SME Envoy to the plenary meetings.
2. In agreement with the Commission's Secretariat-General, the Committee of the Regions may invite representatives of the RegHub to the meetings of the Platform or its subgroups on an ad hoc basis.

Point 10

Written procedure

1. If necessary, the Platform's opinion may be delivered via a written procedure. To this end, the secretariat sends to the Platform members the document(s) on which it is being consulted.
2. However, if a simple majority of Platform members asks for the opinion to be examined at a meeting, the written procedure shall be terminated without result and the opinion will be deferred to next meeting of the Platform.

Point 11

Secretariat

The Commission's Secretariat-General shall provide secretarial support for the Platform and its sub-groups.

Point 12

Minutes of the meetings

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

Point 13

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.⁴

Point 14

Correspondence

1. Correspondence relating to the Platform shall be addressed to the Secretariat-General (SG-F4F@ec.europa.eu), for the attention of the Chair.
2. Correspondence for Platform members shall be sent to the e-mail address which

⁴ 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 2018/1725.

they provide for that purpose.

Point 15

Transparency

1. The Platform and its sub-groups shall be registered in the Register of Commission expert groups and other similar entities⁵ ('the Register of expert groups').
2. As concerns the composition of the Platform and of its sub-groups, the following data shall be published in the Register of expert groups:
 - (a) the name of Member States' authorities;
 - (b) the name of the EU bodies members of the Platform (Committee of the Regions and European Economic and Social Committee);
 - (c) the name of individuals appointed to represent a common interest; that interest shall be disclosed.
3. All relevant documents, including the agendas, the minutes and the participants' submissions, shall be made available 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 this dedicated website shall not be submitted to user registration or any other restriction. In particular, the agenda and other relevant background documents shall be published in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be allowed where disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001(14)(15).
4. The Platform shall have a dedicated website. This website shall also be used by the Platform to seek views of citizens and stakeholders on issues outlined in the annual work programme and to carry out its communication activities, in agreement with the Commission's Secretariat-General.

Point 16

Access to documents

Applications for access to documents held by the Platform shall be handled in accordance with Regulation (EC) No 1049/2001⁶.

Point 17

Deliberations

1. The Platform's deliberations shall be confidential.
2. In agreement with the Commission's Secretariat-General, the Platform may decide by a simple majority of its members, to open its deliberations to the public.

⁵ <https://ec.europa.eu/transparency/regexpert/>

⁶ 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).