

## **Rules of Procedure for the CIS Supervision Coordination Group**

### Art. 1 Tasks

1. The CIS Supervision Coordination Group ("Coordination Group") is a platform in which the data protection authorities responsible for the supervision of CIS, in accordance with Regulation (EC) No 766/2008<sup>1</sup> (hereafter CIS Regulation), cooperate in the framework of their responsibilities in order to ensure a coordinated supervision of CIS.
2. The Coordination Group shall:
  - (a) examine implementation problems in connection with the operation of CIS;
  - (b) examine difficulties experienced during checks by the supervisory authorities;
  - (c) examine difficulties of interpretation or application of the CIS Regulation;
  - (d) draw up recommendations for common solutions to existing problems, and
  - (e) endeavour to enhance cooperation between the supervisory authorities.

### Art. 2 Membership

1. The Coordination Group shall be made up of one representative from each of the national supervisory authorities for CIS from each Member State<sup>2</sup> and the European Data Protection Supervisor ("EDPS").
2. Each delegation shall have one vote.
3. Each member of the Coordination Group shall be designated by the supervisory authority which he represents. Where a Member State has designated more than one supervisory authority, they shall nominate a joint representative.
4. The authorities mentioned in the above paragraphs shall designate an alternate according to the same procedures. A second alternate may be designated if needed.
5. The authorities mentioned in the above paragraphs shall inform the secretariat of the names of these representatives.

### Art. 3 Chair

1. The Coordination Group shall elect a Chairperson and a Vice-Chairperson by means of a secret ballot.

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<sup>1</sup> Regulation (EC) No 766/2008 of the European Parliament and of the Council of 9 July 2008 amending Council Regulation (EC) No 515/97 on mutual assistance between the administrative authorities of the Member States and cooperation between the latter and the Commission to ensure the correct application of the law on customs and agricultural matters

<sup>2</sup> For the purpose of these rules of procedure, a "Member State" means any state participating in CIS.

2. The Chairperson and the Vice-Chairperson of the Coordination Group shall be elected by absolute majority of the delegations which are entitled to vote according to Article 2.
3. The term of office of the Chairperson and the Vice-Chairperson shall be two years and shall be renewable.

#### Art. 4 Secretariat

1. The Secretariat of the Coordination Group shall be provided by the EDPS.
2. The Secretariat shall prepare the work of the Coordination Group. The Secretariat shall assist the Coordination Group in the preparation of documents the group may produce.
3. Correspondence intended for the Coordination Group shall be addressed to the Secretariat.

#### Art. 5 Meetings

1. A meeting of the Coordination Group shall be organised at least once a year, in accordance with Art. 37 par. 4 of CIS Regulation.
2. The Secretariat of the Coordination Group shall invite each member not less than four weeks before the proposed date of the meeting and shall at the same time inform each alternate.
3. In an emergency, the period of four weeks specified above may be shortened, but in any event not to less than two weeks.
4. The agenda and any documents submitted for discussions shall as a rule be distributed to members at least one week before the meeting.

#### Art. 6 Agenda

1. Draft agendas shall be prepared by the secretariat in close cooperation with the Chairperson.
2. Additional items can be put on the agenda at the request of a member.
3. The Coordination Group shall approve the agenda when the meeting is opened.

#### Art. 7 Quorum

A meeting of the Coordination Group shall be valid if more than half of the delegations entitled to vote in accordance with Article 2 are present.

#### Art. 8 Decisions

1. The Coordination Group shall decide by a majority of the votes validly cast, abstentions being regarded as votes validly cast. The decisions of the Coordination Group shall include views, if any, expressed by the various members of the Coordination Group where the latter so request. In the event of a tie, the proposal shall be treated as not carried.

2. Decisions may be submitted to a vote by written procedure if decided unanimously by the Coordination Group. In urgent cases, a question may be submitted to a written vote at the initiative of the Chairman.
3. The draft which is subject to a written vote shall be sent by the Secretariat to the delegations entitled to vote. The members entitled to vote shall inform the Secretariat of their vote in writing within a fixed term which shall in no case be less than fourteen days. Failure to inform the Secretariat within this term shall be considered to be an abstention. The Secretariat shall inform the members of the results of the vote. The result of the vote is recorded in the minutes of the following meeting of the Coordination Group.
4. The written procedure initiated at the initiative of the Chairman shall be interrupted if one of the members entitled to vote requests within 5 days of receiving the draft that the draft be discussed during a meeting of the Coordination Group.

#### Art. 9 Other attendees

1. Besides the members and alternates, experts or observers invited pursuant to a decision of the Coordination Group may participate in the meetings for certain parts of the agenda.
2. Members of the Coordination Group may be assisted, at their own expense, by experts in whom they have confidence, for one or several meetings. The members shall inform the secretariat of the names of these experts.

#### Art. 10 Venue

1. The Coordination Group shall normally meet in Brussels.
2. In exceptional cases, the Coordination Group may decide to meet at another location in the European Union.

#### Art. 11 Minutes

1. The minutes of a meeting shall contain a summary record of the proceedings.
2. The Coordination Group shall decide on what issues a substantive minute of the discussions should be made.

#### Art. 12 Activity Report and Publicity

1. The Coordination Group shall draw up an activity report at least once every two years and shall decide on its distribution. A summary of the report should be translated into all official EU languages to enable effective distribution within the EU, unless the Coordination Group decides otherwise.
2. The minutes and any draft documents of the Coordination Group shall not be public documents unless the Coordination Group decides otherwise. Reports, recommendations and any other documents adopted by the Coordination Group shall be public, unless the Coordination Group decides otherwise.

#### Art. 13 Rapporteurs

The Coordination Group may appoint one or more of its members as rapporteur to prepare work on specific questions or to prepare the activity report referred to in Article 12.

#### Art. 14 Budget and costs

1. The EDPS shall service and bear the costs of the meetings.
2. The EDPS shall reimburse expenses in accordance with the EDPS Decision of 16 June 2008 on rules on the reimbursement of expenses incurred by persons from outside the EDPS services invited to attend meetings in an expert capacity.

#### Art. 15 Final provisions

1. Further working methods shall be developed where necessary.
2. These rules shall be amended according to the procedure laid down in Art.8

Brussels, 7 December 2010