

Rules of Procedure on the operation of Expert Networking Groups

According to Article 12 of the Rules of Procedure of the Management Board of the Agency for Support for BEREC (BEREC Office) = (hereinafter “MB RoP”), the Management Board (hereinafter “MB”) may decide to create Expert Networking Groups (hereinafter “ENG”). The ENGs should deliver expertise on specific matters requested by the BEREC Office. The present ENG Rules of Procedure (hereinafter “ENG RoP”) contain detailed rules to implement the above provisions.

1. Establishment and role of the ENGs

1. ENGs shall be established by a decision of the MB following a request of the Director of the BEREC Office when there is a need at the BEREC Office for additional expertise on a particular subject.
2. The Decision on the establishment of the ENGs shall be taken within the adoption of the Single Programming Document (multi-annual part) which should contain a list of ENGs to be created for a given period. However, the Management Board may decide to establish an ENG anytime by mean of an ad hoc Decision.
3. In the request the Director of the BEREC Office shall describe the purpose of the ENG, the relevant area of expertise of the ENG members and the duration of the mandate. In addition, the Director shall nominate the BEREC Office staff member to be appointed as Secretary of the concerned ENG.
4. The ENGs shall undertake tasks which are clearly defined and directly linked to the mandates received in the Single Programming Document or MB establishment Decision.
5. In case the ENG is created to support a specific project, the BEREC Office shall submit a Project Requirements Document (hereinafter: PRD), identifying the deliverables, the timetable of the project and the period for which the ENG shall be created.

2. ENGs’ Co-Chairs appointment process

1. In compliance with Article 12.2 of the MB RoP, two (2) Co-Chairs shall lead each ENG. The co-Chairs shall be appointed by the MB following the assessment procedure described below.
2. Following the Single Programming Document or MB decision to create an ENG, the Chairperson of the MB shall launch a call for interest for the position of the co-Chairs of the ENG concerned.
3. The Chairperson of the MB shall set a deadline for NRAs and the BEREC Office to submit candidacies within a standard term of ten (10) working days after the launch of the call for interest;
4. Candidacies for the position of co-Chairs shall be submitted to the Chairperson of the MB and to the Director, indicating in each case the name of the ENG, the name of the expert,

and enclosing her/his CV in the Europass format, which shall contain all necessary details to comparatively assess the candidates based on the selection criteria outlined below;

5. Each NRA and the BEREC Office can only submit one candidacy for each ENG;
6. If no candidature for the position of co-Chairs is received, a second call for interest shall be launched. If after the second call for interest no further candidatures are received to co-chair the ENG, the Chairperson of the MB will propose suitable experts from his/her NRA and the BEREC Office.
7. The Chairperson, Deputy Chairpersons of the MB, and the Director of the BEREC Office shall jointly perform the assessment for each candidate based on the following criteria:
 - a) Relevant professional experience and academic background in the area covered by the ENG;
 - b) Record of active participation in the ENG concerned and/or in BEREC WGs;
 - c) Project management skills and coordination activities carried out in an international environment.
8. The list of candidates shall be forwarded for information to the MB, the CN and BEREC Office Advisory Group (hereinafter "BAG") members with the consent of the applicants;
9. Within the standard term of 1 month after the deadline of the call for interest, the Chairperson of the MB shall, for each ENG, recommend following the assessment procedure the best expert for the position of co-Chairs;
10. In case an ENG co-Chair resigns, the same procedure as above shall apply with the following exceptions:
 - a) The call for interest shall be launched by the Chairperson of the MB as soon as possible after an ENG co-Chair resigns;
 - b) The Chairperson of the MB shall define an adequate timeframe for the conclusion of the selection process according to the circumstances, also in derogation to the above provisions, with a view to appointing the new co-Chair as soon as possible.
11. Without prejudice to the possibility to apply again to act as co-Chair of the same ENG, the mandate of the expert replacing the co-Chair who decides to terminate her/his mandate earlier than the end of the mandate, shall last for the remainder of the term of the replaced co-Chair.
12. In the event that an ENG co-Chair is unable to fulfil the duties of the position as co-Chair for a limited period of time, not exceeding half of the period foreseen for the respective mandate, owing to e.g. long sick leave, parental leave or similar, the ENG co-Chair, having informed the ENG, may submit to the Chairperson of the MB a proposal for a temporary suitable replacement. The Chairperson of the MB shall endorse such a replacement and inform the MB as soon as possible.

3. ENGs' co-Chairs, Secretaries and members' duties

Co-Chairs

1. ENG co-Chairs shall be responsible for the completion, in close cooperation with one another, of all tasks entrusted to the ENG, in line with the relevant schedule and for enabling a suitable exchange of ideas within the ENG on all the topics within its remit;
2. They shall coordinate the NRAs' resources and appropriately involve the BEREC Office's resources, in order to achieve the envisaged deliverables;

3. ENG co-Chairs may deliver presentations at Plenary meetings and seek guidance from the BAG or the MB on the work being performed by the ENG;
4. ENG co-Chairs shall be responsible for providing, as requested, information about the work in progress to the Chairperson of the MB, the relevant Deputy Chairpersons, the BAG Chair or the Director of the BEREC Office;
5. When acting as ENG co-Chairs, experts shall represent the views consolidated at ENG level; ENG co-Chairs shall clearly stipulate when they are delivering their personal or own NRA's views;
6. ENG co-Chairs shall ensure that, in case no consensus is reached at the ENG level, minority positions are taken, upon request of the concerned NRAs, to the BAG or at Plenary meetings in order to debate the different views from a broader perspective; ENG co-Chairs shall reflect such positions in the most appropriate way;

Members, drafters and contact points

1. ENG members are nominated by the NRAs, following the launch, by the BEREC Office, of the resources commitment exercise. Each NRA shall nominate a member or identify a contact point for every ENG.
2. The European Commission shall also be able to nominate its experts to the work of the ENG.
3. The members of the ENG shall actively take part in the information exchange and – if applicable – the drafting of deliverables and shall therefore commit to ensure a continuous and intensive participation.

Secretary

1. The BEREC Office staff member appointed as secretary of the concerned ENG shall be responsible for supporting the ENG co-Chairs in ensuring the smooth functioning of the ENG.
2. In particular, the Secretary shall be responsible for:
 - a) Bringing the knowledge of the relevant EU framework to the work of the ENG;
 - b) Upholding the legal requirements of BEREC Office documents, BEREC Regulation, Financial Regulation, Staff Regulation etc (where relevant);
 - c) Maintaining the effective records and administration;
 - d) Ensuring that meetings are effectively organised , if applicable;
 - e) Communication and correspondence.

4. ENGs' working patterns

3. ENGs may work in the different formats of their composition: sub-groups of experts working on specific tasks or full ENG;
4. The annual ENG's work shall be discussed at an early stage;
5. The invitation to a ENG virtual or physical meeting, together with a draft agenda indicating the main themes to be addressed and any other relevant documents on which views are sought, shall be distributed at least two (2) weeks before the meeting date, except in case particular circumstances prevent this deadline to be met;
6. Any draft materials progressively elaborated by the sub-groups shall be distributed according to the schedule defined at each meeting, first among the sub-groups and then, when sufficiently structured, among the full ENG;

7. As a general rule, the minutes of each meeting shall indicate the list of attendees, and a record of the conclusions and action points;
8. In case the ENG has been given the mandate to prepare a document for the adoption of the MB, the co-Chairs shall circulate the document sufficiently in advance to the BAG to allow any comments to be taken into account and, before the final draft is submitted to the MB for approval, to the CN for information;
9. The MB or the co-Chairs of the ENG may invite individual experts recognised as competent in the relevant field to participate in the ENG meeting, if necessary, on a case by case basis.

5. Review

These ENG RoP shall be kept in line with the MB RoP and reviewed accordingly or following a request from one of the members or participants without voting rights, or on the initiative of the Chairperson of the MB or the Director of the BEREC Office.