

**SCIENTIFIC AND TECHNICAL
RESEARCH COMMITTEE
Strategic Forum for International
S&T Cooperation**

Secretariat

CREST-SFIC 1354/09

NOTE

Subject : Rules of procedure of the Strategic Forum for International S&T Cooperation
(SFIC)

Delegations will find in Annex I the Rules of procedure of the Strategic Forum for International S&T Cooperation (SFIC) as adopted through written procedure on the 19 June 2009, together with the text of the CREST rules of procedure in Annex II.

RULES OF PROCEDURE FOR THE STRATEGIC FORUM FOR INTERNATIONAL S&T
COOPERATION (SFIC)

Following the adoption of Council Conclusions concerning a European partnership for international scientific and technological cooperation on 2 December 2008¹ and the constitutive meeting of SFIC on 18 February 2009², it has been agreed that the CREST Rules of procedure apply also to SFIC with the following modifications:

Article 1, paragraph 1, of CREST rules of procedure

SFIC shall consist of up to two representatives from each Member State and up to two representatives of the Commission.

Article 2, paragraph 1, of CREST rules of procedure

SFIC shall be chaired by one of its members representing a Member State designated for a period of two years (hereinafter "the Chair"). The Chair shall be designated by a simple majority of the representatives of Members, each Member having one vote.

Article 3 of CREST rules of procedure

The SFIC meets as a general rule not more than four times a year. It is convened by the Secretariat on the initiative either of the Chair or of at least five Members.

¹ Doc. 16763/08.

² Summary conclusions of the 1st meeting of the Strategic Forum for International S&T Cooperation (SFIC), held in Brussels on 18 February, doc. 1351/09.

Article 5 of CREST rules of procedure

The presence of the representatives of the majority of the Member States and the Commission is required to enable SFIC to adopt a formal opinion for items submitted in accordance with the procedures laid down in Article 4.

Article 11 of CREST rules of procedure

The proceedings of SFIC shall be confidential. Only documents with a CREST/SFIC number shall be published unless otherwise decided by SFIC.

Article 12 of CREST rules of procedure

The summary of conclusions of each meeting shall be prepared by the Secretariat and forwarded to the members of SFIC within 10 working days of the meeting. It shall be submitted to SFIC for approval electronically, via e-mail, before its next meeting.

Article 13 of CREST rules of procedure

All correspondence for SFIC shall be addressed to the Secretariat using the following electronic address: (crest.sfic@consilium.europa.eu).

SCIENTIFIC AND TECHNICAL RESEARCH COMMITTEE (CREST)
RULES OF PROCEDURE

Article 1

The Scientific and Technical Research Committee (CREST) shall consist of two representatives responsible for RTD policy from each Member State designated by their Government and two representatives of the Commission designated by the Commission.

Each delegation may, if it thinks fit, arrange to be assisted by advisers when examining certain items on the agenda; in the event of some of these advisers coming from non-government circles, it shall inform the Secretariat in advance who will inform the Chairman.

Notice of appointments or replacements of members shall be sent to the Secretariat who will notify the Chairman as well as the Governments of the Member States.

Article 2

The Committee shall be chaired by the Commission, as represented by the Director General of the Directorate-General of Science, Research and Development, who can, if need be, be replaced by his deputy or another high-level representative of the Commission.

The CREST Secretariat shall be provided by the General Secretariat of the Council.

In the framework of the orientations defined by the Committee, the Chairman is responsible for the overall guidance of the work of the Committee while the Secretariat ensures its proper running.

Article 3

The Committee meets as a general rule not more than six times a year. It is convened by the Secretariat on the initiative either of the Chairman or of at least five Member States.

Article 4

The Chairman shall draw up the provisional annotated agenda of each meeting which shall be submitted to the Members of the Committee at least three weeks before the beginning of each meeting, whereas documents related to items of the Agenda shall be submitted at least two weeks before the beginning of each meeting.

The draft agenda will include items concerned with the task of the Committee as defined in the Council Resolution of 28 September 1995. The Agenda may also include items for which requests by one Member State or the Commission as well as the relevant documentation have been forwarded to the Secretariat at least sixteen days before the beginning of each meeting.

The Agenda will be approved by the Committee at the beginning of each meeting.

By consensus, the Committee may derogate the abovementioned provisions.

Article 5

The presence of the representatives of at least eight Member States and the Commission is required to enable the Committee to adopt a formal opinion.

Article 6

Documentation to be submitted to the Committee shall include, where appropriate, a brief summary highlighting the key issues on which an opinion of CREST is requested.

Article 7

The Committee shall draw up and regularly update a provisional work programme.

The Committee may, on a case by case basis, nominate initiators or rapporteurs and, if necessary, establish ad hoc working parties which as far as possible will meet before or after regular meetings of the Committee. The proceedings of these working parties may be informal and under the responsibility of the Chair of each working party.

The Committee may delegate certain specific study tasks which have been defined beforehand to ad hoc consultative committees established by the conclusions of the Council on the coordination of research policies of 9 June 1995.

Article 8

In urgent cases opinions of the Committee may be adopted by means of a written procedure where this is agreed by all members of the Committee.

The written procedure shall be set in motion by the Secretariat, its time limit being fixed by the Chairman according to the urgency of each case.

Article 9

Opinions and reports of the Committee must be submitted for the approval of all its members; mention must be made of any possible minority views.

On exceptional occasions, when not all the delegations have been able to state their positions during the meeting at which the matter dealt with in the opinion or report arose, their views can be obtained by written procedure.

Article 10

The Committee and ad hoc working groups established following Article 7 may decide to take the advice of experts and invite observers to its meetings.

Article 11

The proceedings of the Committee and its working parties shall be confidential.

Article 12

The summary of conclusions of each meeting shall be prepared by the Secretariat and forwarded to the members of the Committee within 14 days of the meeting. It shall be submitted to the Committee for approval.

Article 13

All correspondence for the Committee shall be addressed to the Secretariat.

Documentation and correspondence from the Committee to delegations shall be transmitted through the Permanent Representations and mailed directly to the Members of the Committee.
