



Council of the  
European Union

Brussels, 9 November 2021  
(OR. en)

13672/21

EPF AM 24  
EPF OPS 3

**NOTE**

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From: General Secretariat of the Council

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To: Delegations

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Subject: EUROPEAN PEACE FACILITY - Rules of procedures  
of the EPF Committee

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Delegates will find attached the European Peace Facility Committee Rules of Procedure, as approved by the EPF Committee on 20 October 2021.



Council of the European Union

European Peace Facility  
The administrator for operations



European Commission

European Peace Facility  
The administrator for assistance measures

Having regard to Council Decision (CFSP) 2021/509, in particular Article 11(7) thereof,

Whereas on 20 October 2021 the Committee reached an agreement on a proposal from the Chair on its Rules of Procedure,

Whereas these Rules of Procedure are without prejudice to the provisions in Article 11 of Council Decision (CFSP) 2021/509 on the functioning of the EPF Committee,

DECIDES:

Article 1

The Rules of Procedure of the EPF Committee, as set out in the Annex, are hereby adopted.

Article 2

This Decision shall enter into force on the date of its adoption.

Done at Brussels,

David ĐUKANOVIĆ  
The Chair of the EPF Committee  
Qualified electronic signature by:  
HILDE MARIA L HARDEMAN  
Date: HARDEMAN 18:35:56 +02:00  
The administrator for assistance measures

  
Uwe HARMS  
The administrator for operations

## **RULES OF PROCEDURE OF THE EPF COMMITTEE**

### *Article 1*

#### **Venue and notice of meetings**

1. The Committee shall hold its meetings at the seat of the Council of the European Union. If exceptional circumstances so require, the Chair may propose to hold a meeting of the Committee elsewhere.
2. The Committee shall meet when convened by its Chair on his or her own initiative or at the request of one of its members, an administrator or an operation commander.
3. The Chair, in close cooperation with the administrators, shall prepare an indicative programme of Committee meetings for each six-month period. It shall be presented to the Committee at the beginning of each six-month period.

### *Article 2*

#### **Agenda**

1. The Chair shall draw up the provisional agenda for each meeting. The administrators shall send the provisional agenda to the members of the Committee, to the EEAS and to the Commission at least five working days before the meeting.
2. The provisional agenda shall contain items in respect of which a request for inclusion, together with any documents relating thereto, has been received by the Chair at least five working days before the meeting.
3. The provisional agenda shall be divided into separate parts relating respectively to items regarding operations ('EPF-OPS'), items regarding assistance measures ('EPF-AM') and items regarding both operations and assistance measures ('EPF-COMMON').
4. The agenda shall be adopted by the Committee at the beginning of each meeting. The inclusion in the agenda of an item other than those appearing on the provisional agenda shall require unanimity in the Committee.

### Article 3

#### **Confidentiality of deliberations**

The deliberations of the Committee shall be confidential except insofar as the Committee decides otherwise.

### Article 4

#### **Voting arrangements and quorum**

1. The Committee shall vote on the initiative of the Chair.
2. Where a vote is taken, any member of the Committee may act on behalf of no more than one other member who is absent.
3. The presence of a majority of the members of the Committee, entitled to vote is required for the Committee to vote.
4. The Committee may vote *ad referendum*, in which case the decision or other act in question is adopted unless a member of the Committee subsequently notifies the Chair, within the deadline set for such purpose, that the vote which he or she cast has to be withdrawn. If no such notification is received, the act in question shall be deemed to have been adopted on the date of the vote *ad referendum*.

### Article 5

#### **Written procedure**

1. In urgent matters, the Chair may propose the use of the written procedure. In such case, a written vote may be used if all the members of the Committee agree to that procedure and unless a member of the Committee requests a meeting of the Committee.
2. The responsible administrator, or both administrators where relevant, shall establish that a written procedure has been completed, and inform the members of the Committee of the outcome.

## *Article 6*

### **Minutes of meetings**

The minutes of each meeting of the Committee shall be drawn up by the administrators for the items pertaining to their respective responsibilities and shall be approved by the Committee. The minutes shall contain in respect of each item on the agenda:

- a reference to the documents submitted to the Committee;
- the decisions taken or the conclusions reached by the Committee;
- any statements whose entry has been requested by a member of the Committee.

## *Article 7*

### **Signing and entry into force of acts**

1. The texts of the decisions or other acts adopted by the Committee shall have a reference number and shall mention the date of their adoption. They shall be signed by the Chair and by the responsible administrator or both administrators where relevant.
2. Decisions and other acts of the Committee shall enter into force on the date of their adoption unless they specify otherwise.

## *Article 8*

### **The Chair and the efficient conduct of discussions**

1. The Chair shall be responsible for the application of these Rules of Procedure and for ensuring that the discussions of the Committee are conducted efficiently.
2. If a representative of the Member State exercising the Council Presidency is prevented from chairing a meeting of the Committee, he or she shall be replaced as Chair for that meeting by a representative of the Member State next exercising the Council Presidency.