

# **RULES OF PROCEDURE OF THE COOPERATION GROUP**

THE COOPERATION GROUP,

Having regard to the Commission Decision XXX setting up the procedural arrangements for the functioning of the Cooperation Group pursuant to Article 11(5) of Directive (EU) 2016/1148 of the European Parliament and the Council concerning measures for a high level of security of network and information systems across the Union<sup>1</sup> and in particular Article 9(1) thereof,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

## *Article 1*

### **Documentation to be sent to group members**

1. The secretariat shall send the invitation to the meeting and the draft agenda to the Group members well in advance of the meeting and no later than fourteen calendar days before the date of the meeting.
2. The secretariat shall send documents on which the group is being consulted to the Group members by e-mail and upload them on dedicated CIRCA website no later than fourteen calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in paragraph 1 and 2 may be reduced to five calendar days before the date of the meeting.

## *Article 2*

### **Written procedure**

1. If necessary, the group's opinion on a specific question may be delivered via a written procedure. To this end, the secretariat sends the group members the document(s) on which the group is being consulted.
2. However, if a simple majority of the group members asks for the question to be examined at a meeting of the group, the written procedure shall be terminated without result and the Chair shall convene a meeting of the group as soon as possible.
3. The Chair shall inform the members of the Group of the outcome of a written procedure in due time.

---

<sup>1</sup>OJ L 194, 19.7.2016, p.1

### *Article 3*

#### **Summary minutes of the meetings**

1. Summary minutes on the discussion on each point on the agenda and the opinions delivered by the group shall be drafted by the secretariat under the responsibility of the Chair. The secretariat shall send the draft minutes to the group members no later than one month after the meeting.
2. The summary shall not mention the individual position of the members during the group's deliberations, unless a member asks for its position to be recorded in the minutes.
3. The members of the group shall send any comments they may have on the minutes to the Chair in writing. If there is any disagreement, the matter shall be discussed by the group. If the disagreement persists, the relevant comments shall be annexed to the final summary.

### *Article 4*

#### **Attendance list**

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list specifying, where appropriate, the authorities, organisations or bodies to which the participants belong.

### *Article 5*

#### **Correspondence**

1. Correspondence relating to the Group shall be addressed to the Commission, for the attention of the Chair.
2. Correspondence for Group members shall be sent to the e-mail address which they provide for that purpose.

### *Article 6*

#### **Cooperation Group website**

The Group shall have an external website run by the secretariat where the agenda of the meetings and documents of the Group opened to the public will be published.