

EU Framework to promote, protect and monitor the UNCPRD

Operational provisions

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1. The Chair of the EU Framework

- **Role:**
 - A representative of the institution, body or organisation appointed to chair the EU Framework chairs its meetings. For this purpose he or she maintains close contacts with the EU Framework's Secretariat to ensure the proper preparation, running and follow-up of meetings.
 - In performing this role, the Chair seeks to ensure that any decisions taken by the Framework are taken by consensus.
 - The role of the Chair shall not go beyond tasks related to the conduct of Framework meetings.
- **Appointment and rotation system:**
 - The Chair is appointed for a term of one year, subject to a rotation system among all members of the EU Framework.
 - The name of the institution, body or organisation that is chairing the Framework will be mentioned on the Framework website to ensure transparency.

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2. The EU Framework Secretariat

- **Role:**
 - The Secretariat will facilitate the activities of the Framework and carry out organisational tasks; this role includes convening, preparing and organizing the meetings of the Framework, reserving meeting rooms, preparing the draft agenda based on contributions from the members, circulating it in advance of the meeting, liaising with the Chair of the Framework to ensure meetings serve their purpose; preparing and circulating the minutes to the other members, integrating members' comments, circulating meeting documents, facilitating the coordination between members in preparation for meetings and in the follow-up.
 - The Secretariat will also serve as a contact point for the public who turn to it with questions about the Framework, and will ensure that the Framework's webpage is accessible and kept up-to-date.
- The member performing the role of Framework Secretariat will allocate the internal resources that are necessary to effectively perform its functions.
- The Secretariat is appointed for a period of two years. The member accepting the position may withdraw from the task with six months' notice. At the end of the two year period, the members of the Framework will decide by consensus whether to renew the mandate or to appoint a new member for the task.

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3. The EU Framework's working methods

- Guiding principles:
 - The EU Framework shall operate as a *simple, efficient and practical* mechanism whose members, within the remit of their respective competences and existing mandates, contribute collectively to the common goals of promoting, protecting and monitoring the Convention.
 - Members will share information and take account of each other's activities, while working with freedom and independence.
 - All participants have the right to be present during the whole of the meeting, to have access to the meeting documents, and to express their views on the matters discussed.
 - All members of the Framework will contribute to the transparency of its functioning, will be alert to risks of potential conflicts of interest, and will clarify in such cases the capacity in which they act.
 - Members will promote clear communication towards the public to make sure that the functioning of the Framework and its activities are well understood.
- Decision-making:
 - Decisions will be taken by consensus of all members, including on working methods and priorities, agenda setting and meeting dates. Should a conflict of interest arise, the concerned Framework member/s will abstain from taking part in the decision-making.
- Work programme:
 - The members of the Framework undertake to share information about their respective work programmes with a view to identify relevant activities for a coordinated annual work programme of the Framework.
 - Throughout the year the members will carry out their respective activities and tasks individually within their remit and under their sole responsibility. Contacts between individual members can be expected to take place frequently also outside of the formal meetings of the Framework, in function of the needs and possibilities to contribute together to the tasks stipulated under Art. 33.2 UNCPRD.
 - The work programme can also include activities that will be implemented by several Framework members together or by the Framework as a whole. The responsibility for such activities will be allocated on a case-by-case basis.
 - The complementarity of the EU Framework with national Frameworks and monitoring mechanisms will also be reflected in the work programme.

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- Meetings:
 - The Framework will meet at least twice a year for a progress meeting. The possibility of holding additional meetings will be duly considered in function of needs and upon request by any of the Framework members.
 - The Framework's Secretariat will facilitate the preparation, running and follow-up of meetings. Inputs for the agenda setting and preparation of meeting documents will be gathered by the Secretariat. For the efficient preparation of the meetings and the finalisation of the agenda, the Secretariat will liaise with the Chair of the Framework. The final agenda and any meeting documents will be circulated in advance to all members.

- Publicity and transparency:
 - Webpage: a fully accessible central webpage will be set up and maintained by the Framework's Secretariat and it will contain links to the other member' websites. It will also contain information on the meetings and related documents (agendas and minutes). The webpage will be identifiable as the Framework's page. Entry level pages will be made available in all EU official languages.
 - The work of the EU Framework is subject to the provisions stemming from Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents and from Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.
 - Documents shall be available in an accessible format.
 - The members of the Framework will make sure that in their external communication tools (e.g. annual reporting activities) the work related to the promotion, protection and monitoring of the implementation of the Convention is clearly identifiable and adequately made visible.

- Review:
 - A review and assessment of the Framework's working methods and achievements will be carried out jointly by the members of the Framework at the end of the second year of operation, and subsequently as necessary.
 - The Framework's operations and working methods may be adjusted by consensus at any time.