



Commodity Expert Group **Terms of Reference**

1. Definition

The term “Commodity Expert Group” refers to a platform to close in a joint effort minor use gaps at EU level by finding chemical or non-chemical solutions within an Integrated Pest Management (IPM) framework.

2. The Commodity Expert Group

2.1 Tasks

- The Commodity Expert Group has to identify and compile the needs of the Member States concerning minor use gaps in its commodity sector followed by a further determination what is needed to find solutions for priority common needs.
- The Commodity Expert Group will, in close co-operation with respective industry, identify what solutions are available or may be developed to close minor use gaps.
- The Commodity Expert Group in its effort to close minor use gaps, will explore all options (chemical and non-chemical solutions).
- The work of a Commodity Expert Group is project-based with a project leader for each individual project who will co-ordinate the work on this project. A project concerns solutions –or solutions under development- for a certain minor use need.
- The Commodity Expert Group shall decide for which potential solution, linked to the identified needs, a project will be established, where possible within an Integrated Pest Management (IPM) framework.
- Once projects are established the Commodity Expert Group will be responsible for the lead and delivery of the projects.
- The Commodity Expert Group, in collaboration with the Coordination Facility, is responsible for adding the relevant information to EUMUDA.
- The Commodity Expert Group, though it may be populated by a limited number of Member States, will act for all EU Member States.
- The Commodity Expert Group in collaboration with the Coordination Facility has to prepare at the start of each calendar year an overview of activities it will work on in that calendar year and will prepare at the end of each calendar year an annual report of its activities.

- The Commodity Expert Group in collaboration with the Coordination Facility will provide access to all members of data generated in common projects, safeguarding where necessary confidentiality.
- The Commodity Expert Group will address issues arising from Regulation (EC) No 1107/2009¹ for resolution in the Horizontal Expert Group.
- The Commodity Expert Group should, when relevant, work together with other Commodity Expert Groups. Information exchange will take place via EUMUDA/EUMUCF-Extranet and joint meetings.

2.2 Composition

- The Commodity Expert Group consists of national minor use experts and representatives of the respective growers associations or grower groups.
- Participants in the Commodity Expert Groups work for minor uses solutions at the European level.
- The Commodity Expert Group take the initiative to invite, based on the needs identified, individual crop protection companies to its meetings to discuss opportunities for joint projects or to receive an update of the company's portfolio.
- The Coordinator of the Coordination Facility will attend meetings of the Commodity Expert Group regularly.
- Participants should have expertise in one or more of the following fields: crops/pests and needs, regulatory aspects, incl. basic knowledge on the requirements for a minor use application, Integrated Pest Management, performing efficacy and residual trials, communication.

2.3 Nomination of the chair

- The Commodity Expert Group will appoint a chair from among its members present at the meeting, by consensus.
- The chair will be appointed for 3 years (renewable).
- In case of resignation of the chair, for any reason, a new chair will be appointed by the Commodity Expert Group, from among its members, as soon as possible. This can also be done via written procedure.

¹ REGULATION (EC) No 1107/2009 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 21 October 2009 concerning the placing of plant protection products on the market and repealing Council Directives 79/117/EEC and 91/414/EEC; OJ L 309, 24.11.2009, p. 71.

3. Functioning of the Commodity Expert Group

3.1 Duties of the chair

- Monitor the implementation of the duties of the Commodity Expert Group.
- Organise the meetings in collaboration with the Coordination Facility, where the Coordination Facility should take care of all the practical arrangements for such meetings.
- Make the agenda timely available prior to the meeting for commenting.
- Chair the meeting and strive towards consensus where agreement is needed from the Commodity Expert Group.
- Appoint a report writer for the meeting.
- Act as a first contact point for external questions regarding the Commodity Expert Group.
- Invite guests/experts to the meetings in agreement with the Coordination Facility.

3.2 Duties of a project leader

- Request for timely input on projects from the members.
- Prepare well in advance of the meeting the project information.
- Act as a first contact point for the relevant company.
- Act as a first contact point for the Commodity Expert Group members for that project.
- Commit to add relevant information to EUMUDA with the assistance of the Coordination Facility.
- Share relevant information with the company and Commodity Expert Group members.
- Assure confidentiality.
- Add, where relevant, discussion points to the agenda.

3.3 Obligations for the members of the CEG

- Active and constructive participation in the meetings.
- Help to achieve the duties of the Commodity Expert Group.
- Commit to add relevant information to EUMUDA with the assistance of the Coordination Facility.
- EU mind set.
- Willingness to act as a project leader.
- Willingness of working on projects with other Member States and feeling responsible on the outcome.
- Willingness to exchange information and results of trials.
- Respect the terms of reference.

3.4 Rights of the members of the CEG

- To be present in the meetings.
- To have access to all the documents that were or will be discussed or provided.
- To place topics on the agenda with a clear description.
- To propose the invitation of (expert) guests.

3.5 Invitation to the meeting

- The Commodity Expert Group will meet at least twice a year – face-to-face or by teleconference.
- Participants will be reimbursed for travel and subsistence expenses according to the reimbursement policy of the Coordination Facility.
- From an efficiency point of view meetings may be organised back-to-back with other Expert Group meetings.
- The documents to prepare for a meeting shall be transmitted at least one month in advance of the meeting, via EUMUDA/EUMUCF-Extranet. This includes the invitation, the agenda and necessary documents that are useful to the meeting. All members of the Commodity Expert Group will be given (restricted) access to EUMUDA/EUMUCF-Extranet.

3.6 Agenda of the meeting

The agenda of the meeting comprises at least the following points:

- Adoption of the agenda.
- Adoption of the minutes of the previous meeting.
- State of play on table of needs.
- State of play on available or desired solutions.
- Discussion on possible new projects.
- Discussion on state of play of ongoing projects and possible actions needed.
- Any other business (AOB), where short discussions can be held without prior notification.
- The non-confidential part of the agenda of the meeting will be made publicly available.

3.7 Invited guests

- A guest is invited by the chair upon suggestion by a member of the Commodity Expert Group, in agreement with the Coordination Facility.
- The guest only stays for the relevant part of the meeting.
- The guest cannot be part of the decision making.

3.8 Decision making

- The chair will strive to make decisions by consensus.

3.9 Report from the Commodity Expert Group

- The report of the Commodity Expert Group meeting will be made available for commenting to the participants within 4 weeks after the meeting.
- The Commodity Expert Group will report to the Coordinator.
- The Steering Group, via the Coordinator, will approve the annual work plan and the annual report of its activities prepared by the Commodity Expert Group.

4. Final provisions

4.1 Approbation of terms of reference

- The terms of reference are approved by the Steering Group. Based on a proposal from the Commodity Expert Group, the Coordination Facility or the Steering Group the terms of reference can be amended.
- Disputes should whenever possible be solved within the Commodity Expert Group. If this fails the Coordination Facility will mediate. As a last resource the Steering Group may intervene.