

**Steering Group Minor Uses**  
**Rules of Procedure**

## **1. General**

The Steering Group is appointed by the Annual General Meeting. In appointing members of the Steering Group, the Annual General Meeting shall keep in mind the need for representation from the different geographical zones. Each country appointed onto the Steering Group should nominate its representative and an alternate. The term “member” refers to the representative as appointed by the country.

The term “alternate” refers to the person who is appointed to be present at the meeting in the absence of the representative. In the case the representative is absent, the alternate becomes the member.

## **2. The Steering Group**

### **2.1 Duties**

- The Steering Group will supervise and support the work of the Coordination Facility.
- The Steering Group will oversee the activities of the Coordination Facility and therefore indirectly also the activities of the Expert Groups. The Steering Group will agree Terms of Reference for the Expert Groups.
- The Steering Group and EPPO will be jointly responsible for the appointment of the staff of the Coordination Facility.
- The Steering Group, as a result of discussions in the Standing Committee or otherwise, may ask the Coordination Facility to address specific issues in the Expert Groups. In return the Steering Group will address specific issues notified by the Coordination Facility (including issues arising from the Expert Groups) and have them discussed if necessary with the Commission.
- The Steering Group shall report annually to the Annual General Meeting on its activities and recommend to the Annual General Meeting whether to approve the MUCF annual report, work plan and budget. In addition, the Steering Group advises the Annual General Meeting in matters at hand. The Steering Group will also provide feedback to the EPPO Director-General on the performance of the Facility.

### **2.2 Composition**

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- The Steering Group comprises a representative or an alternate from each of the countries appointed by the Annual General Meeting (3-6 members and 3-6 alternates), for a term of up to three years, renewable.
- Representatives should have a mandate to participate in decisions on strategy and funding for the MUCF.
- The Co-ordinator of the Coordination Facility will attend meetings of the Steering Group ex officio. Part of each Steering Group meeting should be held without the Co-ordinator present.
- The EPPO DG (or representative) will attend Steering Group meetings as line manager of the Co-ordinator and co-signatory to the Facility account.
- The Commission will attend the Steering Group meetings as an observer.

### **2.3 Nomination of the chair**

- The Steering Group will appoint a Chair from among its members, by consensus, unless the Chair has already been decided by the Annual General Meeting.
- The Chair will be appointed for 3 years and the nomination is renewable.
- In case of resignation of the Chair, for any reason, a new Chair will be appointed by the Steering Group, from among its members, as soon as possible. This can also be done via written procedure.

## **3. Functioning of the Steering Group**

### **3.1 Duties of the Chair**

- Monitor the implementation of the duties of the Steering Group.
- Organisation of the meetings in collaboration with the Coordination Facility.
- Chair the meeting and strive towards consensus where agreement is needed from the Steering Group.
- Act as a first contact point for external questions regarding the Steering Group.

### **3.2 Obligations for the members of the Steering Group**

- Active participation to the meetings.
- Help to achieve the duties of the Steering Group.
- Act in the general interest.
- Respect the rules of procedures.

### **3.3 Rights of the members of the Steering Group**

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

### **3.4 Invitation to the meeting**

- The Steering Group will meet at least every 6 months – face-to-face or by teleconference.
- The Chair in collaboration with the Coordination Facility will organise the meeting.
- The Coordination Facility will take the minutes of the meeting.
- The invitation and draft agenda for the Steering Group shall be distributed by the MUCF to all members by e-mail from the Facility at least four weeks before the meeting. Other papers shall be provided via the Minor Uses Extranet not less than 10 working days before the meeting. All members, EPPO and the Co-ordinator of the Coordination Facility (or their alternates) will be given access to the Minor Uses Extranet.
- Absences must be notified in advance of the meeting and the presence of the alternate must be confirmed.
- Only the representative or the alternate can be present at the meeting. The member attending the meeting can take part in the decision-making. Both may participate in teleconference meetings.

### **3.5 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
- AOB, where short discussions can be held without prior notification

### **3.6 Invited guests**

- A guest is invited by the Chair upon suggestion by a member of the Steering Group, and all members agree.
- The guest only stays for the relevant part of the meeting.
- The guest cannot be part of the decision making.

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### Decision making

- The Chair will strive to make decisions by consensus.
- If necessary, the Chair can propose a voting by simple majority.
- In case of voting, absent members can make their position known to the other members in advance of the meeting or give power of attorney to another member.
- Decisions can also be taken through a written procedure.

### 3.7 Report from the Steering Group

- The report of the Steering Group meeting will be made available for commenting to the participants within 20 working days after the meeting.
- The report of the meeting can be used to inform the Standing Committee on Plants, Animals, Food and Feed. The European Commission will add a standing point to the agenda where a representative of the MUCF can give an update on the work of the Steering Group and on the performance of the Coordination Facility.
- The Steering Group will approve the annual work plan prepared by the Coordination Facility and address any comments from the Annual General Meeting on the annual report.

## 4. Final provisions

### 4.1 Approbation of rules of procedures

The rules of procedures are approved and changed by consensus.

#### Revision history:

Last update: 06/2025, Revision 4  
02/2019, Revision 3