



## Commodity Expert Group

Terms of Reference

Rev. 2.1 (update 2021)

### 1. Definition

The term ‘Commodity Expert Group’ refers to a platform to close minor use gaps at European 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 (CEG) has to identify and compile the needs of the Minor Use Coordination Facility (MUCF) Member Countries<sup>1</sup> concerning minor use gaps in its commodity sector. This is followed by a further determination of what is required to find solutions for prioritised common needs.
- The Commodity Expert Group will, in close cooperation with respective industry, identify the solutions that are available or may be under development 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 coordinate the work on this project. A project concerns a solution (or solutions) under development for a certain minor use need.
- The Commodity Expert Group shall decide for which potential solution(s), linked to an identified need, a project will be established, when possible this should be done within an Integrated Pest Management (IPM) framework.
- Once projects are established the Commodity Expert Group will lead the projects and be responsible for the deliverables.
- The Commodity Expert Group, in collaboration with the Coordination Facility, is responsible for adding and updating the relevant information to EU Minor Uses Database (EUMUDA).

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<sup>1</sup> At the time of writing (2021-05-02) this includes several EU Member States, 2 EFTA States and the United Kingdom.

- The Commodity Expert Group, though it may be comprised of a limited number of Member Countries, will act for all European Member Countries.
- The Commodity Expert Group, in cooperation with the Coordination Facility, is required to prepare at the beginning of each calendar year an overview of the activities on which it will work. In addition, at the end of each calendar year the MUCF is required to prepare an annual report of its activities and results.
- The Commodity Expert Group, in cooperation with the Coordination Facility, will provide all members access to data generated in joint projects, while maintaining confidentiality where necessary.
- The Commodity Expert Group will address issues arising from Regulation (EC) No 1107/2009<sup>2</sup> to be resolved in the Horizontal Expert Group.
- Each individual Commodity Expert Group should, when relevant, work together with other Commodity Expert Groups. Information exchange will take place via EUMUDA/MUCF-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 a European level.
- The Commodity Expert Group takes 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 on the company's portfolio.
- The Coordinator of the MUCF 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, including basic knowledge on the requirements for a minor use application, Integrated Pest Management, performing efficacy and residual trials.

## 2.3 Nomination of the Chair and co-Chair(s)

- The Commodity Expert Group will appoint a Chair and co-Chair(s) from among its members present at the meeting, by consensus.
- The Chair and co-Chair(s) will be appointed for 3 years (renewable).
- In case of resignation of the Chair or co-Chair(s), for any reason, a person will be appointed by the Commodity Expert Group, from among its members, as soon as possible. This can be done during a meeting or via a written or online voting procedure.

# 3. Functioning of the Commodity Expert Group

## 3.1 Duties of the Chair and co-Chair(s)

- Monitor the implementation of the duties of the Commodity Expert Group.
- Organise the meetings in collaboration with the Coordination Facility (the Coordination Facility should take care of all the practical arrangements for such meetings).
- Make the agenda available in good time prior to the meeting to allow for comments.
- Chair the meeting and strive to reach a consensus where agreement is needed from the Commodity Expert Group.

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<sup>2</sup> 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.

- 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.
- Assure confidentiality

### 3.2 Duties of a project leader

- Request input on projects in a suitable timeframe from the members.
- Prepare the project information well in advance of the meeting.
- Act as a first contact point for the relevant pesticide 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 pesticide company and Commodity Expert Group members.
- The project leader has to ensure confidentiality about sensitive data or information discussed regarding the projects.
- Add discussion points to the agenda where relevant.

### 3.3 Obligations for the members of the CEG

- Active and constructive participation in the meetings.
- Help to fulfil the tasks of the Commodity Expert Group.
- Commit to add relevant information to EUMUDA with the assistance of the Coordination Facility.
- European/international mind set.
- Willingness to act as a project leader.
- Willingness to work on projects with other Member Counties and taking responsibility for the outcome.
- Willingness to exchange information and results of trials.
- Assure confidentiality (The CEG member has to ensure confidentiality about sensitive data or information discussed at the meeting).
- Respect and agree on 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 receive the minutes and ensure that they reflect properly what was discussed and agreed at the meeting.
- 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.
- Experts ‘invited as guests’ 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 or with other Expert Group meetings.
- The documents to prepare for a meeting shall be transmitted at least 14-days in advance of the meeting, via EUMUDA/MUCF-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/MUCF-Extranet.

### 3.6 Invited guests

- A guest is invited by the chair or co-chair(s) 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.
- The invited guest has to assure confidentiality about sensitive data or information discussed at the meeting.
- The guest has to respect the terms of reference.

### 3.7 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 the 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.

### 3.8 Decision making

- The Chair will strive to make decisions by consensus.

### 3.9 Report from the Commodity Expert Group Meeting

- The report of the Commodity Expert Group meeting will be made available for comments 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.