

# European Minor Uses Coordination Facility

*hosted by*

**European and Mediterranean Plant Protection Organization**

**Commodity Expert Group**

## **Terms of Reference**



CEG  
TOR  
Revision 3  
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### 1. Definition

The term ‘Commodity Expert Group’ refers to a platform that supports European stakeholders in closing crop protection gaps in minor uses 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 consider the needs provided by the MUCF Member and Partner Countries concerning minor use gaps in its commodity sector to build its action plan. The CEG can also update and propose new needs to the MUCF Member and Partner Countries for prioritisation (this can be done via the MUCF before the biennial update of the table of needs, and this prioritisation is sent to the Countries for additional information). The CEG will, in close cooperation with the respective industry, identify the solutions that are available or under development to close minor use gaps.
- The CEG, in its effort to close crop protection gaps in minor uses, will explore all options (chemical and non-chemical solutions).
- The work of a CEG is project-based, with a project leader for each individual project who will coordinate the work on the specified project. A project concerns (a) solution(s) under development for a particular minor use need.
- The CEG shall decide which potential solution(s) are linked to an identified need. A project will be established on working on this solution. This should be done within an Integrated Pest Management (IPM) framework.
- Once projects are established, the CEG will lead the projects and be responsible for the deliverables.
- The CEG, in collaboration with the Coordination Facility, is responsible for adding and updating the relevant information to the European Minor Uses Database (EUMUDA).
- The CEG will act for all European Member and Partner Countries.

- The CEG, 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 must prepare an Annual Report of its activities and results, where the activities of the CEGs will be presented.
- The CEG, in cooperation with the Coordination Facility, will provide all members and partners access to data generated in joint projects while maintaining confidentiality where necessary.
- The CEG will address issues arising from Regulation (EC) No 1107/2009<sup>1</sup> to be resolved in the Horizontal Expert Group.
- Each CEG 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 from all Member and Partner Countries, and representatives of the respective growers' associations or grower groups.
- The CEG takes the initiative to invite individual crop protection companies to its meetings to discuss opportunities for joint projects or to receive an update on the company's portfolio based on the needs identified.
- MUCF staff will attend meetings of the CEGs regularly.
- Participants in the CEG work for minor uses solutions at a European level.
- 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 CEG 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 three years (renewable).
- In case of resignation of the Chair or co-Chair(s), 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 CEG.
- 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 CEG.
- Appoint a report writer for the meeting.
- Act as a first contact point for external questions regarding the CEG.

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<sup>1</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.

- Invite guests/experts to the meetings in agreement with the Coordination Facility.
- Assure confidentiality.
- The Chair or co-Chair(s) are responsible for accepting new members in their CEG. The Chair and co-Chair(s) have the access rights to add new members to their group via the MUCF Extranet. The Chair and co-Chair(s) are responsible for adding new project leaders in EUMUDA. The MUCF will provide assistance in certain tasks.

### 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 CEG members for that project.
- Commit to adding relevant information to EUMUDA with the assistance of the Coordination Facility.
- Share relevant information with the pesticide company and CEG members.
- 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 CEG.
- Commit to adding relevant information to EUMUDA with the assistance of the Coordination Facility.
- European/international mindset.
- Willingness to act as a project leader.
- Willingness to work on projects with other Member and Partner Countries and take responsibility for the outcome.
- Willingness to exchange information and results of trials.
- Ensure confidentiality. The CEG members must ensure confidentiality about sensitive data or information discussed at the meeting(s).
- 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 minutes which reflect 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 CEG 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 at the same time together 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 the 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 the MUCF Extranet.
- The access to the Extranet is not linked to the meetings but the CEG membership and is subject to the agreement of the Chair.

### 3.6 Invited guests

- A guest is invited by the Chair or co-Chair(s) upon suggestion by a member of the CEG, 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 ensure confidentiality about sensitive data or information discussed at the meeting.
- The guest has to respect the terms of reference.
- Guest members of the CEGs will not be given access to MUCF Extranet.

### 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 the 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 CEG meeting will be made available for comments to the participants within four weeks of the meeting.
- The CEG 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 CEG.

## 4. Final provisions

### 4.1 Approbation of terms of reference

- The Steering Group approves the terms of reference. Based on a proposal from the CEG, the Coordination Facility or the Steering Group, the terms of reference can be amended.

- Disputes should, whenever possible, be solved within the CEG. If this fails, the Coordination Facility will mediate. As a last resource, the Steering Group may intervene.

**Revision history:**

Last update: 07/2022, Revision 3

02/19, Revision 2