

EUROPEAN AFFAIRS COMMITTEE

Pursuant to Article 64 paragraph 2 of the Standing Orders of the Croatian Parliament (official gazette of the Republic of Croatia “*Narodne novine*” No. 81/13, 113/16, 69/17, 29/18 and 53/20), at its 1st meeting held on 28 July 2020 the European Affairs Committee adopted the following

RULES OF PROCEDURE OF THE EUROPEAN AFFAIRS COMMITTEE

I. BASIC PROVISIONS

Article 1

The Rules of Procedure of the European Affairs Committee (hereinafter: the Committee) shall govern the operating procedures of the Committee in accordance with the Act on the Cooperation of the Croatian Parliament and the Government of the Republic of Croatia in European Affairs (“*Narodne novine*” No. 81/13) and the Standing Orders of the Croatian Parliament (hereinafter: the Standing Orders of Parliament).

Article 2

These Rules of Procedure shall govern:

- the rights and duties of the Chair, Deputy Chairs and members of the Committee
- the operating procedures of the Committee
- the cooperation of the Committee with other working bodies of the Croatian Parliament (hereinafter: Parliament)
 - the transparency of the Committee’s work
 - the performance of expert, administrative and technical tasks necessary for the work of the Committee
 - the cooperation with government bodies whose officials represent the Republic of Croatia in relevant decision-making processes or discussions at European Union level.

II. POWERS OF THE CHAIR, DEPUTY CHAIRS AND MEMBERS OF THE COMMITTEE

Article 3

In addition to the powers set forth in Article 47 of the Standing Orders of Parliament, the Chair of the Committee shall:

- represent the Committee
- establish the number of the members of the Committee present at a meeting of the Committee and the members who submitted a notification of being prevented from attending a meeting
 - propose the agenda for the Committee meeting and open the discussion on the agenda
 - proposes amendments to the agenda of the Committee meeting
 - see to the proper implementation of the Rules of Procedure of the Committee
 - sign the acts adopted by the Committee
 - ensure that the acts adopted by the Committee are implemented

- transmit the position of the Republic of Croatia on a document of the European Union from the Work Programme for the consideration of the positions of the Republic of Croatia immediately upon its receipt to the responsible working body and notify the members of the Committee accordingly
- may request the Government to provide a report on the held Council meeting and on the preparations for the next meeting, and notify the members of the Committee accordingly
- propose the activity report of the Committee in accordance with Article 65 paragraph 1 item 12 of the Standing Orders of Parliament.

Article 4

The provisions of Article 48 of the Standing Orders of Parliament shall apply *mutatis mutandis* to the powers of the Chair of the Committee.

Article 5

- (1) The members of the Committee shall have the following rights and duties:
 - attend the meetings of the Committee and debate and vote in them
 - table motions and pose questions
 - be notified on any documents, data and information pertaining to the area of responsibility of the Committee
 - perform the duties and act on behalf of the Committee in tasks entrusted to them by the Committee Chair.
- (2) The members of the Committee appointed from among public, scientific and professional experts shall have all the rights and duties from paragraph 1 of this Article, with the exception of the right to vote.
- (3) The provisions of Article 17 of the Standing Orders of Parliament regarding data confidentiality shall apply *mutatis mutandis* to the members of the Committee from paragraph 2 of this Article.

III. OPERATING PROCEDURES OF THE COMMITTEE

Article 6

- (1) The Chair of the Committee shall convene the meetings of the Committee by sending a written invitation accompanied by the draft agenda.
- (2) By way of derogation from paragraph 1 of this Article, when the time limits for decision-making in the institutions of the European Union so require, the Chair of the Committee may propose the agenda at the meeting.
- (3) The agenda of a Committee meeting shall be set at the beginning of the meeting. When setting the agenda, the Chair, Deputy Chairs and members of the Committee may propose amendments to the agenda.
- (4) The documents for the Committee meeting shall be submitted in Croatian electronically with the invitation to the meeting. Exceptionally, the documents may be submitted no later than before the beginning of the meeting of the Committee, with the explanation of the Chair of the Committee.
- (5) Depending on the availability of an official translation into Croatian, European Union documents may exceptionally be submitted in English.
- (6) The reports of the Government on the meetings of the Council of the European Union and preparations for the next meetings of the Council of the European Union shall be

submitted to the members in writing, as submitted by the Government of the Republic of Croatia. Exceptionally, a representative of the Government may submit an oral report on the meeting of the Council of the European Union and the preparations for the next meeting of the Council of the European Union.

Documents designated as “D.E.U. br. ...”

Article 7

(1) A document of the European Union from the Work Programme for the consideration of the positions of the Republic of Croatia (hereinafter: the Work Programme) bearing the designation “D.E.U. br. ...” comprises:

– the act by which the Chair of the Committee forwards the positions of the Republic of Croatia on a document of the European Union to a Parliament working body, i.e. to the members of a working body, when such EU document has been included in the Work Programme at the proposal of the Committee

- the position of the Republic of Croatia on the document of the European Union
- the document of the European Union.

(2) The act from paragraph 1 of this Article may also indicate the time limit for adopting the opinion of the responsible working body within the meaning of Article 154 paragraph 2 of the Standing Orders of Parliament, and it also includes any information concerning the document of the European Union available to the Committee.

(3) The designation “D.E.U. br. ...”, which is put in the upper right-hand corner of the title page, is followed by the designation of the year to which the Work Programme pertains, the slash (/) symbol and the ordinal number of the document of the European Union in the order in which the positions of the Republic of Croatia were received.

(4) The documents designated as “D.E.U. br. ...” shall be kept in the records of the Committee and in the e-Doc database of Parliament.

*Availability of the documents of the European Union
which are sent directly to Parliament*

Article 8

The documents of the European Union which are sent by the institutions of the European Union directly to Parliament are available via the links to the IPEX documents database on the website of Parliament or by using other appropriate alternatives.

*Work Programme for the consideration
of the positions of the Republic of Croatia*

Article 9

(1) The Chair of the Committee shall invite the Speaker of Parliament, the chairpersons of the working bodies of Parliament and the chairpersons of the political groups to a preliminary discussion on the work programme of the European Commission and the programmes of the Presidencies of the Council of the European Union.

(2) Within the meaning of Article 152 paragraph 6 of the Standing Orders of Parliament, any member of the Committee may propose a supplement to the Work Programme.

(3) The Committee shall supplement the Work Programme at the request of at least one third of the Committee members.

(4) When a supplement to the Work Programme is proposed by the working bodies of Parliament in accordance with Article 152 paragraph 5 of the Standing Orders of Parliament, the Chair of the Committee shall invite a representative of the working body which proposed the supplement to the Committee meeting.

*Cooperation of the Committee with the working bodies
of Parliament in European affairs*

Article 10

(1) A meeting of the Committee at which a document of the European Union from the Work Programme and the position of the Republic of Croatia are discussed may be attended by a member of the working body which has submitted an opinion to the Committee as rapporteur.

(2) With a view to considering the report referred to in Article 10 paragraph 2 of the Act on the Cooperation of the Croatian Parliament and the Government of the Republic of Croatia in European Affairs (“*Narodne novine*” No. 81/13), the Committee Chair shall propose to the chairperson of the responsible working body a joint meeting of two committees to be held.

(3) The chairperson of the responsible working body may also request the holding of a joint meeting to consider the report referred to in paragraph 2 of this Article.

(4) By way of derogation from paragraphs 2 and 3 of this Article, the Committee may hold a meeting with the participation of the members of the responsible working body.

Article 11

(1) Minutes shall be kept of the proceedings of the meeting of the Committee. Minutes shall contain basic information on the proceedings of the meeting, participation in and the course of the debate and the decisions adopted.

(2) At the beginning of a meeting at which minutes are adopted, each Member of Parliament shall be entitled to make remarks on the minutes. The grounds for the remarks made on the minutes shall be decided upon at the meeting without debate. If the remark is accepted, an appropriate amendment will be made to the minutes.

(3) Minutes to which no remarks were made, or minutes amended in accordance with the accepted remarks, shall be deemed adopted. The adopted minutes shall be signed by the Chair and the secretary of the Committee or their substitutes.

(4) The minutes and the documents of the meeting are kept by the Committee Staff. After the end of the term of Parliament, the Committee Staff stores the minutes along with the documents in the Parliament’s archives.

Establishment of sub-committees

Article 12

(1) The Committee may establish sub-committees to consider specific issues pertaining to European affairs, and its Chair may set up special working groups.

(2) The sub-committees and working groups from paragraph 1 of this Article shall operate exclusively within the framework of the Committee, shall form its constituent part and may not act independently and be holders of rights and obligations.

Political dialogue

Article 13

(1) Based on the documents of the European Union submitted directly to Parliament by the institutions of the European Union, the Committee engages, on its own initiative, in political dialogue with the institutions, in particular with the European Commission.

(2) In the framework of the political dialogue, the Committee may send written opinions to the European Commission. The Committee's opinions and the responses of the European Commission are published on the websites of Parliament and IPEX.

(3) The Committee engages in political dialogue through other activities as well, in particular by:

- holding meetings with representatives of the institutions of the European Union, and
- participating in meetings of committees and delegations of the European Parliament

Cooperation with Members of the European Parliament from the Republic of Croatia

Article 14

(1) Invitations to the meetings of the Committee to the Members of the European Parliament from the Republic of Croatia shall be sent electronically.

(2) Members of the European Parliament from the Republic of Croatia shall be informed about the availability of European Union documents from the Work Programme for the consideration of the positions of the Republic of Croatia in the e-Doc database.

(3) The documents for the meeting of the Committee shall be submitted to the Members of the European Parliament from the Republic of Croatia at the meeting of the Committee.

(4) Upon prior notice, assistants working for Members of the European Parliament from the Republic of Croatia may attend the meeting of the Committee as observers.

COSAC membership

Article 15

(1) The European Affairs Committee is a member of the Conference of Parliamentary Committees for Union Affairs of Parliaments of the European Union Member States (COSAC) and regularly participates in its meetings and other activities.

(2) The Chair of the Committee proposes to the Speaker of Parliament the composition of the delegation of the Committee for participation in the meetings of COSAC. When proposing the composition of the delegation for COSAC plenary meetings, the Chair of the Committee shall take into account the proportional representation of parliamentary parties and equal representation of both sexes.

(3) At COSAC meetings, the members of the Committee are accompanied by a Committee Staff member or by Parliament's representative in the European Parliament. Notes shall be made of the held COSAC meetings.

Committee activity report

Article 16

(1) The draft of the activity report of the Committee shall be submitted by the Chair of the Committee to the members of the Committee no later than 15 days before the meeting of the Committee at which the draft will be discussed.

(2) The report shall be submitted to Parliament in writing, and at the session of Parliament it shall be explained by the Chair, or when he/she is prevented from attending or during his/her absence, by one of the Deputy Chairs of the Committee.

Transparency of the Committee's work

Article 17

(1) Generally, the Committee meetings are open to the public.

(2) Each member may propose that a meeting of the Committee or a discussion of individual items on the agenda be closed to the public.

(3) The decision on the proposal referred to in paragraph 2 of this Article shall be made by the Committee.

(4) When the Committee meetings are closed to the public, the Committee shall inform the public in a press release on the items discussed and decisions adopted.

Article 18

(1) The acts adopted by the Committee shall be published on the official website of Parliament.

(2) The reasoned opinions adopted in the procedure of monitoring compliance with the principle of subsidiarity in the legislative proposals of the European Union shall be published in Croatian on the official website of Parliament and in English on the IPEX website.

(3) Information on the procedure of parliamentary scrutiny of European Union documents is also published on the IPEX website, in accordance with the rules and procedures for publishing data via IPEX.

Article 19

Documents and materials of the Committee which, in accordance with special regulations, are classified as confidential or secret, shall not be made available to the public.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 20

The provisions of the Standing Orders of Parliament and the Act on the Cooperation of the Croatian Parliament and the Government of the Republic of Croatia in European Affairs (*"Narodne novine* 81/13) shall apply to issues not regulated by these Rules of Procedure.

Article 21

These Rules of Procedure shall come into force as of the date of its publication in the official gazette "*Narodne novine*".

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Zagreb, 28 July 2020

Chair of the Committee
Domagoj Hajduković, m.p.