

RULES OF PROCEDURE OF THE TACHOGRAPH FORUM

The Tachograph Forum,

Having regard to Article 43(5) of Regulation (EU) No 165/2014¹,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Point 1

Objective

The objective of the Tachograph Forum is to support dialogue on technical matters concerning tachographs among experts from the EU and third countries which are using the tachograph under the AETR Agreement².

Point 2

Operation of the group

The group shall act at the request of the Directorate-General for Mobility and Transport ('DG MOVE').

Point 3

Convening a meeting

1. The Tachograph Forum shall meet at least once a year.
2. Meetings of the group are convened by the Chair, with the agreement of DG MOVE.
3. In principle, meetings of the group shall be held on Commission premises or virtually, depending on the circumstances.

Point 4

Agenda

1. The secretariat shall draw up the agenda under the responsibility of the Chair and send it to the members of the group.
2. The agenda shall be adopted by the group at the start of the meeting.

¹ Regulation (EU) No 165/2014 of the European Parliament and of the Council of 4 February 2014 on tachographs in road transport, repealing Council Regulation (EEC) No 3821/85 on recording equipment in road transport and amending Regulation (EC) No 561/2006 of the European Parliament and of the Council on the harmonisation of certain social legislation relating to road transport (OJ L60, 28.2.1014, p.1)

² European agreement concerning the work of crews of vehicles engaged in international road transport (AETR) of 1 July 1970, as last amended in 2010.

Point 5

Documentation to be sent to group members

1. The secretariat shall send the invitation to the meeting and the draft agenda to the group members no later than thirty calendar days before the date of the meeting.
2. The secretariat shall send documents on which the group is consulted to the group members no later than fourteen calendar days before the date of the meeting.
3. In urgent or exceptional cases, the time limits for sending the documentation mentioned in points 1 and 2 may be reduced to five calendar days before the date of the meeting.

Point 6

Opinions of the group

1. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus.
2. Opinions of the members of the group shall be reflected in the minutes of each meeting.

Point 7

Invited experts

DG MOVE may invite experts with a specific expertise with respect to a subject matter on the agenda to take part in the work of the group on an *ad hoc* basis.

Point 8

Observers

Stakeholders, representatives of vehicle manufacturers, tachograph manufacturers, social partners and the European Data Protection Supervisor shall be granted an observer status by direct invitation. Observers and their representatives shall be permitted by the Chair to take part in the discussions of the group and provide expertise.

Point 9

Secretariat

DG MOVE shall provide secretarial support for the group.

Point 10

Minutes of the meetings

Minutes on the discussion on each point on the agenda and on the opinions delivered by the group shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.

Point 11

Attendance list

At each meeting, the secretariat shall draw up, under the responsibility of the Chair, an attendance list also specifying, where appropriate, the organisations, Member States' authorities and other public entities to which the participants belong.

Point 13

Correspondence

1. Correspondence relating to the group shall be addressed to the functional mailbox of the Tachograph Forum³.
2. Correspondence for group members shall be sent to the e-mail address which they provide for that purpose.

Point 14

Transparency

1. A dedicated website shall be set up for the purpose of providing information about the functioning of the group.
2. As concerns the group composition, the following data shall be published on the dedicated website:
 - (a) the name of Member States' authorities;
 - (b) the name of other public entities, including the name of third countries' authorities;
 - (c) the name of observers.
3. DG MOVE shall make available all relevant documents, including the agendas, the minutes and the participants' submissions on the dedicated website. In particular, DG MOVE shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be foreseen where it is deemed that disclosure of a document

³ MOVE-TACHOGRAPH-FORUM@ec.europa.eu

would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) No 1049/2001⁴.

Point 15

Access to documents

Applications for access to documents held by the group shall be handled in accordance with Regulation (EC) No 1049/2001.

Point 16

Deliberations

In agreement with DG MOVE, the group may, by simple majority of its members, decide that deliberations shall be public.

⁴

Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L145, 31.5.2001, p. 43).