

# Guidelines for Working Groups

## 1. Introduction

Working Groups (WGs) are established by the WELMEC Committee for the detailed discussion of issues of interest and concern to WELMEC Members and Associate Members.

## 2. Membership

All WELMEC Members and Associate Members are entitled to take part in the work of the WGs.

Representatives of Observers and Corresponding Organisations are invited to take part in the work of relevant WGs. They are entitled to receive all relevant papers related to the work of WGs.

Other interested parties may take part in the work of the WGs upon the invitation of the Convenor of the particular WG

The meetings should be attended maximum by 2 representatives of a WELMEC Member or Associate Member. The meetings can also be attended by 1 representative per each Observer and 1 representative from each Corresponding Organisation.

Exceptions from this rule are possible if approved by the Convenor of the WG.

For practical reasons the Convenor of the WG can limit the participation of Observers at the meeting of WG.

Change of the participating persons is possible at any time but shall be announced by Committee Member of the country to the Convenor of WG.

## 3. Convenors

The proposals for a Convenor are given to the WELMEC Secretariat by WELMEC Committee Members.

3.1. Only representatives of the WELMEC Members<sup>1</sup> may be elected as Convenor. The Convenor is elected for a period of three years and may be re-elected by the Working Group according to point 3.2 and confirmed by the WELMEC Committee.

Each WG may appoint a Secretariat as an administrative support.

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<sup>1</sup> WELMEC has Members and Associate Members

3.2. Election of the Convenors of the existing WG is done among the members of the particular WG, following the same procedure as in the case of the election of Convenor of a new Working Group under the point 11 in the Procedures for WELMEC Activities.

3.3. Obligations and rights of the Convenor

The Convenor should concerning:

organisation of the WG:

- take care that the composition of the WG is well balanced in order that all necessary representatives (authorities, notified bodies, industry, consumers) are involved in the work of WG if applicable,
- initiate the periodical review of TOR in WG,
- identify the issues which are relevant to several WGs and have the common collaboration with them,
- prioritise the tasks of the WGs,
- use the possibility of e-mail discussion for minor matters,
- prepare the enquires, which are related to more than one WG, with other WG's Convenors,
- invite experts on a case to case basis if there are no objections from Working Group Members. The WG Members shall be informed in advance about the reasons for participation which shall be in interest of the work of WELMEC,
- use the possibility of having editing groups or subgroups in charge of the certain tasks such as preparation of the draft guides,
- take into account the ongoing work and discussion in OIML as far as possible,
- take care of the minutes of the meetings, including recording of all decisions. The minutes and presentations given in WG should be available on WELMEC website.

organisation of meetings:

- encourage the participants, attending the meeting, to collaborate actively,
- set up the clear agenda of the meeting and take care that its content is within the TOR of the WG and working programme confirmed by the WELMEC Committee,
- take care that the papers for the meeting are provided sufficiently in advance, clearly identified and presented in a comprehensive way for efficient discussion (clear introduction of the issue, proposal for the solution),
- inform the other convenors about activities within the working groups (via sending agenda and minutes),
- manage the meeting in such a way as to identify the priorities and the process of taking decisions,
- bring in special expertise when necessary and on temporary basis.

co-operation with the Committee:

- pass the comments that are to be understood as the position of WELMEC only through WELMEC Committee or its Chairperson,
- inform about the designation of the Secretariat of the WG,

- send the enquires via WELMEC Secretariat to the WELMEC Committee Members
- send the agreed draft of the new or revised guide to the WELMEC Secretariat in order to start the procedure for its approval. This covers also the proposals to be discussed at the MI Committee as far as normative documents are concerned,
- request the e-mail voting of the agreed guide if necessary (e.g. if the time between WELMEC Committee meetings seems to be too long),
- prepare the final version of adopted guide for publication and send it to WELMEC Secretariat
- report to the Committee on time on the WG work programme and the progress of the work as required by the Committee
- the convenor should not have the meeting under WELMEC name with the European Commission or any other organisation unless specially decided by the Committee or Chairperson.

## **4. Meetings**

### 4.1. Management of the meetings

WG arrange their own programmes according to their terms of reference and will hold meetings as and when necessary, as well as conducting business by correspondence. Invitations with all the meeting documents and the reports of meetings of each WG are sent to members of the Group and to the WELMEC Secretariat.

The meetings of WGs should not take place within 3 weeks before the Committee meeting in order to provide the Committee with all the information related to the work of WGs on time.

### 4.2. Voting

Before the document is sent to Committee for an approval, the voting on the content of the document is organised at the level of WG. The WG may also provide their views to the WELMEC Committee on how the document may be made available to stakeholders.

Only editorial and other minor changes of the existing guidance documents may be presented to the WELMEC Committee for e-mail procedure,

There is one vote per country in the WG. The observers and corresponding organisations have no voting rights but their opinions shall be recorded.

The Members of WG shall attempt to reach conclusions by consensus whenever possible.

If no consensus can be reached the decisions taken during the meetings of WG shall be based on a majority of the votes. Where a decision in WG is not unanimous, Members of WG in favour and against shall be recorded, together with the reasons for objection.

For urgent matters the decision between the WG meetings are subject to electronic voting.

The decision subject to electronic voting is considered to be approved in the absence of negative voting which means that if there is at least one negative vote, the decision will be considered at the next WG meeting.

The report of the WG should indicate whether the documents and recommendations were approved unanimously or by majority decision including the opinions of observers and corresponding organisations and the voting tables

#### 4.3. Reports

The WGs are required to prepare yearly reports for each meeting of the WELMEC Committee. These reports should be sent to the WELMEC Secretariat at least 6 weeks before the Committee meeting, so that the Secretariat can provide the reports for the Chairperson's Group and send them to Committee members with the meeting papers. Each report should include:

- details of the membership of the Working Group;
- progress and activities since last Committee meeting;
- a proposed programme for further work;
- recommendations for approval by the WELMEC Committee;
- proposals for solutions