



**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine

EMFAF 2021-2027 Monitoring Committee 28 March 2023

Rules and Procedures for Monitoring Committee.

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Rules and Procedures

Section 2 Functions:

- Overview provided in previous presentation

Section 3 Membership:

- Defined under Article 8.1 of the Common Provisions Regulation EU 2021/1060 regional, local, urban and other public authorities;
- economic and social partners;
- relevant bodies representing civil society, such as environmental partners, non-governmental organisations, and bodies responsible for promoting social inclusion, fundamental rights, rights of persons with disabilities, gender equality and non-discrimination;
- research organisations and universities, where appropriate.

Section 4 Chair:

- A representative of the EMFAF Managing Authority
- The Chair may delegate responsibility if unable to attend all or part of meeting.

Section 5 Secretary:

- A representative of the EMFAF Managing Authority and shall be appointed by the Chair.
- Responsibility for ensuring agenda, minutes and any necessary papers are issued in good time (normally two weeks before meetings)

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Section 6 Communications:

- All communications will be through email and any business of the committee should be addressed to secretary using a single mailbox : emfaf@agriculture.gov.ie

Section 7 Meetings:

- Normally meet twice a year.
- Additional Meeting may be called by the Chair as the business of the MC requires.

Section 8 Venue of Meeting :

- Place to be decided by the Chair
 - ❖ A physical in person meeting either in Clonakilty or other locations called by Chair
 - ❖ Online Meeting
 - ❖ Hybrid Meeting – Combination of 1 and 2.

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Section 9 Notice of Meeting:

- At least 4 week notice in writing outlining date time and venue of meeting.
- For exceptional meetings the Chair may reduce the period of notice and may involve notification by telephone

Section 10 Agenda:

- Agenda to be issued with documents for the meeting.
- Will be prepared by the Secretary and authorised by the Chair.
- Any member may propose an item for the agenda with approval of Chair.

Section 11 Documents:

- Documents shall normally be circulated in sufficient time so that they will be received by members at least ten working days in advance of a meeting.
- Documents shall be treated as confidential until the conclusion of the meeting to which they relate.

Section 12 Decisions:

- The chair may deem a quorum to have been reached when half or more of the membership of the Committee (by number) is present at the beginning of the meeting
- The chair will seek to achieve decisions of the Committee on the basis of consensus, but may, if necessary, obtain a decision by majority vote of those present and eligible to vote. In the event of a tied vote, the chair will have the casting vote.
- The Committee can also reach decisions by way of written procedure with opinion of any such proposal within 10 working days. Exceptionally and for urgent reasons, the Chair may reduce the period of notice for decisions by written procedure.

Rules and Procedures

Section 13 Conflict of Interest:

- Members are required to declare any personal conflict of interest that they may have in a particular agenda item before discussion of the item begins.
- All members will agree to abide by the Code of Conduct and will sign a declaration of same before attendance at first meeting.

Section 14 Application of the principle of transparency:

- The work of the Committee will not be confidential.
- Documents shall be treated as confidential until the conclusion of the meeting to which they relate.

Section 15 Minutes:

- Draft minutes will be issued by Secretary within one month of a meeting.
- The draft minutes of a meeting together with any proposed amendments not accepted by the Secretary, shall be placed on the Agenda for the next meeting for formal approval of the Committee.

Section 16 Changes to Rules of Procedure:

- The MC may at any time amend Rules of Procedures and any revised text will be forwarded to members in writing.
- The ruling of the chair will determine any disputes.