

## Procedure of adoption of MAC drafts

This document aims at providing clarity and transparency in the process of drafting, commenting and adopting MAC advices, opinions and recommendations.

1. Besides requests for advice from the relevant institutions, particularly European Commission, members of the MAC can propose a topic for consideration through the most appropriate Working Group. These proposals must be submitted to the Secretariat in the form of a document no later than 2 weeks prior to the meeting.
2. The proposal will be discussed in the next meeting if time permits. Otherwise, proposals will be deferred to the next meeting.
3. The proposal will be distributed prior to the meeting for the consideration of members of the WG. The paper should make clear the presenting organisation and the intention of the proposed paper. At the meeting, members will either reject or accept the proposal for further development.
4. In the latter case, all members of the WG are invited to submit to the Secretariat any relevant information, document or position paper to be taken into account in the draft within 7 natural days following the meeting.
5. The MAC will strive to reach a consensus in all drafts. The Secretariat will draft a MAC opinion trying to accommodate all points of view. Minority opinions will be recorded. If a minority opinion is supported by one organisation, it will be recorded as a foot note. If it is supported by more than one organisation, it will be added on the text of the advice. If the minority opinion requests further explanation, it can be added as an annex no longer than one page.
6. Members of the WG in question and the Executive Committee will have 15 natural days to comment on the draft using track changes. Any changes requested must offer an alternative text where appropriate. Dissenting comments with no alternative text or reasoning behind will not be taken into account. Comments arriving later than 15 natural days will not be taken into account.
7. In order to facilitate discussion and debate of advice papers, the MAC will allow for initial presentation at a meeting, circulation of the paper for comments and final discussion at a meeting prior to being presented for final approval at an Executive Committee meeting.
8. If the proposed draft has not generated debate/comments, it can be put forward to the Executive Committee without further delay.

9. If the MAC has been required to meet tight timelines, an urgent procedure can be launched at the call of the Chair of the Working Group in question. Members of the Working Group shall have a minimum of 3 working days to respond. Members of the Executive Committee shall have a minimum of 2 working days to endorse the approved draft. If these requirements are not met, the MAC will not publish an opinion on the matter.
10. The paper approved in a Working Group must be put forward to the Executive Committee for its endorsement. Members of the Executive Committee will receive together with the members of the Working Group in question the draft and must respect the deadlines given.
11. Ideally, all drafts will be discussed during a meeting of the Executive Committee. When the Executive Committee cannot meet, the approval of the draft must be made by ordinary written procedure. Following Rules of Procedure Article 12, the time for such consultations shall be no less than 8 days.
12. The members of the Executive Committee shall, where possible, adopt recommendations by consensus. If no consensus can be reached, dissenting opinions expressed by members shall be recorded in the recommendations adopted by the majority of the members present and voting.