



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

Fisheries Policy Mediterranean and Black Sea
CFP and Structural Support, Policy Development and Coordination

Brussels
MARE.D.3/DB/ARES(2022)

TO THE SECRETARIATS OF THE

**AQUACULTURE ADVISORY COUNCIL
BALTIC SEA ADVISORY COUNCIL
BLACK SEA ADVISORY COUNCIL
LONG DISTANCE ADVISORY COUNCIL
MARKET ADVISORY COUNCIL
MEDITERRANEAN SEA ADVISORY COUNCIL
NORTH SEA ADVISORY COUNCIL
NORTH WESTERN WATERS ADVISORY COUNCIL
OUTERMOST REGIONS ADVISORY COUNCIL
PELAGIC ADVISORY COUNCIL
SOUTH WESTERN WATERS ADVISORY COUNCIL**

Subject: Procedure to follow for EC participation requests within Advisory Councils (ACs) meetings

Dear Advisory Councils,

Following our letter of 10 December 2021¹, a procedure has been developed for the submission of your requests for participation by the Commission to ACs meetings. This will allow you, us and all your members to organise and set our respective agendas as well as to better ensure participation by the Commission to your meetings.

Here are the few procedural steps we kindly ask you to apply:

1. Bi-annual meeting planners:

Please provide us your meeting plan:

- by 15 December for the period January-June,
- by 15 June for the period July- December.

¹ See Ares (2021)7630320

These planners should be completed with as many details as possible and at minimum, indicate if the Commission participation is requested or not and if yes, the level of priority for a Commission participation should also be given.

This planning will help to improve transparency and better allow identifying common issues to be raised at meetings where a participation by the Commission is expected. It will also enable you to consider the possibility of organising joint-ACs meetings on specific subjects. A consolidated version of all ACs meeting planners will be sent to all ACs secretariats once finalised.

This planning will supplement and not replace, the **ad hoc request per meeting**. As a means to help us to alert the specific MARE colleagues sufficiently in advance and to provide you, as early as possible, with the confirmation of MARE participation, you are requested to follow the below approach:

2. Commission attendance - meeting requests

We ask you to send us the request for any meeting where the Commission participation is requested **at least 1 month before the event**. Please send it to the MARE AC mailbox², for Commission participation including details on the issues to be covered, estimated length and time of intervention.

- To facilitate and accelerate the treatment of the request, the mail title should include: *“Request for EC participation in [the explicit title, the type of meeting, the time and the place of the meeting]”*.
- If the meeting was not included in the bi-annual meeting planner, this should clearly be stated.
- MARE AC will then assign the request to the relevant operational unit. The latter will reply to the AC Secretariat.
- MARE will aim to confirm participation within 2 weeks after receipt of the request (i.e. 2 weeks before the meeting).
- **The Mare AC Team within unit D3, remains, at all time, the single entry point for all ACs matters³**. As a consequence, you are requested to not send any request/ invitation directly to the operational unit(s)/ colleague(s) in charge, as this makes the coordination much more complicated.

3. Please share **at the latest 10 working days before the meeting**, the agenda (as an annex to a message and not in a link) as well as all connection related information, to MARE AC mailbox and to the EC participants whose participation has already been confirmed.

4. **After the meeting**, please share the draft meeting report with the Commission participants, with MARE AC in copy, giving him/her the opportunity to comment. This only applies to meetings in which the EC participation has been requested.

We thank you for continuing to use solely the functional mailbox MARE-AC to send to the Commission your bi-annual meeting planners and the specific requests per meeting for Commission participation.

² MARE-AC@ec.europa.eu

³ Also when the participation of other DG(s) is requested, please send the request to MARE AC as early as possible, as more time might be needed to coordinate and confirm participation.

Let me thank you again for your cooperation. I am convinced that the implementation of these few newly developed guidelines will improve our participation to your meetings.

Let me also thank already the AC Secretariats who have offered to host the next AC secretariats meetings, the first of which will take place on 25 February 2022. Looking forward to our meeting.

Yours sincerely,

Valérie TANKINK
Head of Unit

c.c.: Chairmen of Advisory Councils