



EN

COUNCIL OF  
EUROPEAN UNION

GENERAL SECRETARIAT

# Council Guide

*I – The Presidency Handbook*

*II – Comments on  
the Council's Rules  
of Procedure*

*III – Delegates' Handbook*

*IV – Co-decision Guide*



February 2001

# ***COUNCIL GUIDE***

*Internal document*

## *I. Presidency Handbook*

*– February 2001 –*

General Secretariat

DG F — Information, Transparency and Public Relations

## Notice

This booklet, which has been prepared by the General Secretariat of the Council, does not commit either the Community institutions or the governments of the Member States.

For further information, please contact the Information, Transparency and Public Relations Division at the following address:

General Secretariat of the Council  
Rue de la Loi/Wetstraat 175  
B-1048 Brussels

Fax (32-2) 285 53 32  
E-mail: [public.info@consilium.eu.int](mailto:public.info@consilium.eu.int)  
Internet: <http://ue.eu.int>

A great deal of additional information on the European Union is available on the Internet. It can be accessed through the Europa server (<http://europa.eu.int>).

Cataloguing data can be found at the end of this publication.

Luxembourg: Office for Official Publications of the European Communities, 2002

ISBN 92-824-1650-X

© European Communities, 2002

Reproduction is authorised provided the source is acknowledged.

*Printed in Italy*

## FOREWORD

The complexity of the tasks facing the Council means that Council working methods need to be redefined regularly. In order to facilitate the work of the Presidency and of the delegations, the Council introduced systematic planning of meetings from the end of 1988 and initiated publication by the General Secretariat of a *Presidency vade-mecum*. The entry into force of the Treaty on European Union made the organisation of proceedings even more complex: consequently, the Council instructed the Secretary-General to draw up a genuine handbook covering all Council activities, the *Council Guide*.



This second edition of the *Council Guide* presented by the General Secretariat was compiled under its sole responsibility; it has no legal force and is an internal document intended solely as an aid for the Presidency and Member State delegations.

The guide covers the whole range of Council activities. It consists of four sections, each published separately. The first section — the **Presidency Handbook** — continues the operation begun with the *Presidency vade-mecum* and sets out in a practical context the arrangements concerning the preparation and running of a Presidency. The second section consists of **Comments on the Council's Rules of Procedure**, reflecting the current interpretation of that text in practice. The third section — the **Delegates' Handbook** — contains practical information on the planning and running of meetings, the internal organisation of the General Secretariat and the services provided for delegates. The fourth section — the **Co-decision Guide** — explains the new co-decision procedure resulting from the changes brought about by the Treaty of Amsterdam.

My wish, in making this version of the *Council Guide* available to those involved in the work of our institution, has been to satisfy the request voiced by the Council and to contribute towards efforts to ensure information and transparency. Any suggestions concerning the content of this guide will be welcome.

Secretary-General/High Representative

A handwritten signature in dark ink, which appears to read "Javier Solana". The signature is written in a cursive, somewhat stylized script.

Javier Solana

# CONTENTS

<b>Part I</b>	<b>Presidency Handbook</b>	
Part II	Comments on the Council's Rules of Procedure	
Part III	Delegates' Handbook	
Part IV	Co-decision Guide	
<b>Foreword</b>	.....	<b>III</b>
<b>Part I. Presidency Handbook</b>	.....	<b>1</b>
<b>Chapter I — General</b>	.....	<b>3</b>
1. Sources	.....	3
2. There is one Presidency	.....	4
3. The Presidency is neutral	.....	5
4. The Presidency deploys national resources	.....	6
5. The Presidency is always in the hands of the Council	.....	6
6. The General Secretariat of the Council	.....	7
(a) The Secretary-General/High Representative for the common foreign and security policy	.....	7
(b) The Deputy Secretary-General	.....	8
(c) The General Secretariat	.....	8
<b>Chapter II — Getting ready for the Presidency</b>	.....	<b>11</b>
1. Timetable of meetings	.....	11
2. Changes to the timetable	.....	11
3. Planning of work — preparing indicative agendas	.....	12
4. The machinery of the Presidency	.....	14
5. Travel expenses incurred by delegates of Council members	.....	16
<b>Chapter III — How the decision-making process works</b>	.....	<b>17</b>
1. Working parties	.....	17
2. The General Secretariat	.....	19
3. Coreper	.....	20
(a) The provisional agenda	.....	21
(b) Preparation for Coreper	.....	22
(c) Conduct of meetings	.....	24
(d) The outcome	.....	24
4. The Council	.....	25
(a) The agenda	.....	26

(b) Preparations .....	28
(c) Access to the Council chamber .....	28
(d) The Council proceedings .....	29
(e) Voting .....	31
(f) Written procedure .....	33
(g) Publication of votes .....	34
(h) The outcome of Council meetings .....	35
5. Informal meetings of ministers .....	36
(a) Characteristics of informal meetings .....	36
(b) Logistics .....	37
6. The European Council .....	37
(a) Preparation .....	37
(b) Role of the Secretariat .....	37
(c) Presidency conclusions .....	38
<b>Chapter IV — The Presidency's relations with the other institutions .....</b>	<b>39</b>
1. The European Parliament .....	39
(a) Presentation of the programme — general debates — visits by Heads of State .....	39
(b) Plenary sittings .....	39
(c) Involvement in committees .....	40
(d) 'LUNS' and 'Westerterp' procedures .....	41
(e) Meetings of the triad .....	41
(f) Co-decision procedure .....	42
(g) Other contacts .....	42
(h) Delegations and joint parliamentary committees in the context of agreements with non-member States .....	42
2. The European Commission .....	42
3. The Court of Justice .....	42
4. The Court of Auditors .....	42
5. The Economic and Social Committee .....	42
6. The Committee of the Regions .....	42
<b>Chapter V — The Union's external relations .....</b>	<b>45</b>
1. The role of the Council and the Presidency in general .....	45
2. The administration of international agreements concluded by the Community .....	46
(a) Composition of mixed bodies .....	46
(b) Spokesman .....	47
(c) Defining the Community position .....	48
(d) The holding of meetings .....	48
3. Community participation in international organisations and conferences .....	49
(a) The World Trade Organisation (WTO) .....	50

(b) The United Nations Conference on Trade and Development (Unctad) and commodities organisations and conferences . . .	50
(c) The Food and Agriculture Organisation of the United Nations (FAO) . . . . .	51
(d) The United Nations General Assembly (UNGA) and the Economic and Social Council (Ecosoc) . . . . .	51
(e) The Council of Europe . . . . .	52
(f) The United Nations Convention on the Law of the Sea . . . . .	52
(g) The International Labour Organisation (ILO) . . . . .	52
(h) Fisheries . . . . .	52
(i) Conventions on environmental matters . . . . .	53
4. Conduct of political dialogue . . . . .	54
5. Specific arrangements relating to the CFSP . . . . .	55
(a) The Presidency . . . . .	55
(b) Working parties . . . . .	55
(c) The Political Committee/Political and Security Committee . .	58
(d) The European Union Military Committee (EUMC) and the European Union Military Staff (EUMS) . . . . .	59
(e) The General Affairs Council . . . . .	60
(f) Relations with the European Parliament . . . . .	60
(g) Cooperation between diplomatic and consular missions . . . .	60
(h) International organisations and conferences . . . . .	61
 Chapter VI — Specific arrangements for JHA (police and judicial cooperation in criminal matters) . . . .	 63
1. Working parties . . . . .	63
2. Article 36 Committee . . . . .	63
3. The JHA Council . . . . .	64
4. Relations with the European Parliament . . . . .	65
5. Relations with non-member States . . . . .	65
 Chapter VII — Protocol and logistics . . . . .	 67
1. Accreditation of ambassadors from non-member States to the Community . . . . .	67
2. Meals and functions . . . . .	68
(a) Meals at Council meetings . . . . .	68
(b) Larger functions . . . . .	69
(c) Other meals . . . . .	69
3. Travel by the President . . . . .	70
4. Meetings away from customary places of work . . . . .	71

<b>Chapter VIII — Financial responsibility</b> .....	<b>73</b>
<b>(a) Preparations on behalf of the Presidency</b> .....	<b>74</b>
<b>(b) Committee and working party meetings in the Presidency's country</b> .....	<b>74</b>
<b>(c) Document production and translation</b> .....	<b>74</b>
<b>Annexes: I. Helsinki European Council: Conclusions and follow-up (extracts) — An effective Council for an enlarged Union</b> ...	<b>77</b>
<b>II. List of Council formations (OJ C 174, 23.6.2000, p. 1)</b> .....	<b>95</b>
<b>III. List of Council working parties</b> .....	<b>97</b>
<b>IV. Decision of the Secretary-General of the Council/High Representative for the common foreign and security policy concerning reimbursement of travel expenses of delegates of Council members</b> .....	<b>111</b>
<b>V. List of commitments in relation to non-member States</b> ....	<b>119</b>

# **Part I**

## **Presidency Handbook**

## Chapter I – General

### 1. Sources

The Treaty on European Union (TEU) and the Treaties establishing the three European Communities contain a number of provisions dealing with the role of the Council Presidency and the conditions in which it is exercised.

- **Article 203 of the Treaty establishing the European Community (TEC)** <sup>(1)</sup> stipulates that the office of President shall be held in turn by each Member State for a term of six months in the order decided unanimously by the Council. The order has been determined by a Council decision of 1 January 1995 <sup>(2)</sup>. It is as follows: France, Spain, Italy, Ireland, Netherlands, Luxembourg, United Kingdom, Austria, Germany, Finland, Portugal, France, Sweden, Belgium, Spain, Denmark and Greece. This sequence may be amended by the Council acting unanimously. **Article 204 TEC** states that the Council shall meet when convened by its President on his own initiative or at the request of one of its members or of the Commission. Other Articles specify the role of the Presidency by field or sector. The Presidency's overall role, inherent in the office, is not described by the Treaty.
- In the field of economic policy, **the second subparagraph of Article 99(4) TEC** assigns certain tasks to the President of the Council (report to the European Parliament on the results of multilateral surveillance, explaining the Council's recommendations on the broad guidelines of the economic policies of the Member States and of the Community to European Parliament committees).
- For the common foreign and security policy (CFSP), **Article 18 TEU** lays down the responsibilities of the Presidency (representing the Union in matters coming within the CFSP, implementing decisions taken, expressing positions of the Union in international organisations and international conferences). **Article 21 TEU** provides that the Presidency shall consult the European Parliament on the main aspects and the basic choices of the CFSP and shall keep it regularly informed of the development of the CFSP <sup>(3)</sup>.

---

<sup>(1)</sup> See also Article 27 of the ECSC Treaty and Article 116 of the Euratom Treaty.

<sup>(2)</sup> OJ L 1, 1.1.1995, p. 220.

<sup>(3)</sup> See Chapters IV, Section 1, and V, Section 5.

- **Article 24 TEU** provides that the Presidency shall negotiate agreements, if so authorised by the Council.
- On cooperation on justice and home affairs (JHA), **Article 39(2) TEU** defines the role of the Presidency (regularly informing the European Parliament on matters under Title VI TEU) <sup>(1)</sup>.
- **The second paragraph of Article 48 TEU** gives the President the task of convening a conference of representatives of the governments of the Member States to adopt amendments to the Treaties on which the European Union is based, after a favourable opinion of the Council following consultation with the European Parliament and the Commission.

**The Council's Rules of Procedure**, hereinafter CRP <sup>(2)</sup>, supplement and further define this general framework by highlighting the tasks of the President throughout the Council's decision-making process and within its preparatory bodies. In particular, Article 20 thereof — which was added when the CRP were amended in June 2000 — confers a number of specific tasks on the Presidency.

Finally, **practice** has played a large part in defining the role of the Presidency. Discounting the (more or less) marked aspects of national character which can set their stamp on the role for six months, experience over the years has fleshed out the broad lines of the Presidency's role, the main features of which are described below.

## 2. There is one Presidency

The counterpart of the single institutional framework — an essential element of the structure of the Treaty on European Union — is the single Presidency, which is held by the same Member State in every sphere of activity of the Union (Community matters, CFSP and JHA) and at all levels (from working parties to the European Council).

There are, nevertheless, certain gradations or exceptions to the principle of a single Presidency stemming from the need for the greatest possible efficiency and cohesion, while ensuring continuity of action by the Union. These are essentially as follows.

---

<sup>(1)</sup> See Chapter V.

<sup>(2)</sup> Council decision of 5 June 2000 adopting the Council's Rules of Procedure (OJ L 149, 23.6.2000, p. 21).

- (a) The Presidency may develop **evolving programmes**, such as the one set up to implement the internal market or **programmes spread over several Presidencies**. **Instances of overlapping**, or **temporary rules**, are stipulated within the CRP <sup>(1)</sup>, which specifically provide that the place of the Presidency-in-Office may be taken by the following Presidency on committees and in working parties – but not in Coreper – where it is certain that the corresponding Council meeting will be held under the following Presidency.
- (b) When carrying out its tasks of representing the Union and implementing CFSP decisions (Article 18(1) and (2) TEU), the Presidency is assisted by the Secretary-General/High Representative for the CFSP (Article 18(3) TEU), and if need be by the next Member State to hold the Presidency (see Article 18(4) TEU) <sup>(2)</sup>.
- (c) At international conferences, provision can be made for **twofold external representation** by the Presidency and Commission in order to meet the need for consistency.
- (d) Certain committees which prepare Council proceedings are not chaired by the country holding the Council Presidency <sup>(3)</sup>.

### 3. The Presidency is neutral

The Presidency must, by definition, be **neutral and impartial**. It is the moderator for discussions and cannot therefore favour either its own preferences or those of a particular Member State. This presupposes both good coordination with its own State's spokesmen so that they can voice the national position without impeding the

---

<sup>(1)</sup> Such overlapping is mentioned in Article 19(4) CRP.

<sup>(2)</sup> It should also be noted that the Secretary-General/High Representative for the CFSP assists the Council in matters coming within the scope of the common foreign and security policy, in particular through contributing to the formulation, preparation and implementation of policy decisions, and, when appropriate and acting on behalf of the Council at the request of the Presidency, through conducting political dialogue with third parties (Article 26 TEU). See also Chapter V, Section 5.

<sup>(3)</sup> See Council decision of 29 September 2000 on the composition and the statutes of the Economic Policy Committee (OJ L 257, 11.10.2000, p. 28). See also the Economic and Financial Committee (OJ L 358, 31.12.1998, p. 109 and OJ L 5, 1.1.1999, p. 71), the Code of Conduct Group (business taxation) – Council conclusions of 9 March 1998 (OJ C 99, 1.4.1998, p. 1), the Military Committee – Council decision of 22 January 2001 (OJ L 27, 30.1.2001, p. 4) and the Security Committee – set up under the Council's security regulations of 19 March 2001 (Part II, Section I, paragraph 3 – see OJ L 101, 11.4.2001, p. 1).

work of the Presidency, as well as taking due account, on their own merits, of all positions expressed.

The duty to be neutral exists alongside the **political dimension** which informs the conduct of Union business and which is particularly apparent in the order of priority set in the choice and handling of items of business. This order of priority is occasioned by considerations of topicality and of deadlines, as well as by the political tone which the Presidency wishes to set for its six-month period. In its role as moderator, the Presidency must also take action where it notes that a stalemate has occurred; this will take the form of **compromise suggestions** to reconcile the different interests involved in a single issue or a set of interconnected issues (package deal), which inevitably means that political choices have to be made.

#### **4. The Presidency deploys national resources**

Major deployment of the entire national administrative apparatus is required to get the Presidency up and running. Each Member State uses its own working methods conditioned by its traditions and culture, as well as more incidental considerations linked to its size or the nature of its interests. The size of this extra workload for national administrations (both capitals and permanent representations), even for the larger Member States, should not be underestimated. The success of a Presidency largely depends on how well it is prepared and how effectively it coordinates with its national administration. Nevertheless, the administration of the Member State taking on the Presidency is not working in isolation since it has the **support of the General Secretariat of the Council**.

#### **5. The Presidency is always in the hands of the Council**

Any procedural decision by the Presidency may be challenged by the Council by a simple majority. Any statement by or letter from the Presidency expressing the Council position, particularly in its relations with the other institutions, must meet with the Council's agreement.

## 6. The General Secretariat of the Council <sup>(1)</sup>

Article 207(2) TEC provides that **the Council shall be assisted by a General Secretariat**, under the responsibility of a Secretary-General/High Representative for the CFSP, who shall be assisted by a Deputy Secretary-General responsible for the running of the General Secretariat. Article 23(5) of the CRP further stipulates that ‘the Secretary-General, assisted by the Deputy Secretary-General, shall have full responsibility for administering the appropriations entered in Section II — Council of the budget ...’.

### a) *The Secretary-General/High Representative for the common foreign and security policy*

The Secretary-General/High Representative for the CFSP is head of the General Secretariat and holds overall political responsibility for its activities. The services he provides in support of successive Presidencies include secretarial services for the European Council and systematic preparation, particularly by means of Presidency briefings, of all the proceedings of the General Affairs Council and certain other Councils and of the Permanent Representatives Committee (Part 2).

Article 18 TEU provides that the Presidency shall represent the Union in matters coming within the common foreign and security policy, that the Presidency shall be responsible for the implementation of decisions taken in this area and that it shall be assisted by the Secretary-General/High Representative for the CFSP. Article 26 TEU also states that the Secretary-General/High Representative for the CFSP ‘shall assist the Council in matters coming within the scope of the common foreign and security policy, in particular through contributing to the formulation, preparation and implementation of policy decisions and, when appropriate and acting on behalf of the Council at the request of the Presidency, through conducting political dialogue with third parties’.

Article 17(1) TEU stipulates that the common foreign and security policy shall include all questions relating to the security of the Union, including the progressive framing of a common defence policy, which might lead to a common defence, should the European Council so decide.

Accordingly, the Secretary-General/High Representative plays a very specific role in helping the Presidency and the Council to perform their duties in these areas.

---

(<sup>1</sup>) See also the ‘Delegates’ Handbook’, Part III of this *Council Guide*, Chapter II.

## *b) The Deputy Secretary-General*

In accordance with Article 23(5) CRP, the Deputy Secretary-General, under the authority of the Secretary-General/High Representative, has full responsibility for managing the Secretariat's human and financial resources. All the information provided on the role of the Secretariat is thus subject to this consideration <sup>(1)</sup>.

## *c) The General Secretariat*

The task of assistance, which the General Secretariat performs alongside the Presidency, involves several types of function.

- (i) Besides the logistical support as described in Chapter VII, **the General Secretariat supports the Presidency** in its responsibilities for organising work (drawing up the timetable, setting the dates of meetings, convening meetings — telexes, briefings before meetings, etc.).
- (ii) During meetings, **the General Secretariat informs** the Presidency about the procedures applicable, **is responsible for drawing up the minutes of meetings**, as well as all the documents reporting on progress or summarising the outcome, at every stage of the decision-making process (working parties, committees, Coreper and Council), and makes sure that those reports are circulated <sup>(2)</sup>.
- (iii) It acts as the registrar and **memory** of the Council's discussions and decisions.
- (iv) Besides its notarial-type work, **the General Secretariat has progressively built up an advisory role** with the Presidency which manifests itself in different ways; in particular it is involved — to varying degrees — in working out the terms of the Presidency compromises, in respect of both drafting and content.
- (v) The **Legal Service** of the Council has a specific role to play which should be emphasised. It is the legal adviser to the Council <sup>(3)</sup>. Indeed, since the Community is — according to the Court of Justice of the European Communities — 'a Community based on the rule of law, inasmuch as neither its Member States nor its institutions can avoid a review of the question whether the

---

<sup>(1)</sup> See also Chapters VII and VIII.

<sup>(2)</sup> See below Chapter I, Section 6(c)(ix) (Press Office)

<sup>(3)</sup> The Director-General of the Legal Service is also the legal adviser to the intergovernmental conferences (IGCs) which amend the Treaties.

measures adopted by them are in conformity with the basic constitutional charter, the Treaty', it is vital that the Council should have access to independent legal opinions. While the Legal Service is an integral part of the General Secretariat, it is independent in the opinions it gives. Representatives of the Legal Service attend most working party and committee meetings and all Coreper, Council and European Council meetings and are called upon to answer any institutional or legal questions raised during discussions, or to raise such questions themselves and put forward solutions. Oral contributions by the Legal Service, which are in some cases set down in written form, play an important part in helping the Presidency to conduct its proceedings. The Legal Service, and in particular its team of jurist-linguists, is responsible under Article 22 CRP for ensuring the drafting quality of legislative acts, pursuant to the interinstitutional agreement of 22 December 1998 <sup>(1)</sup>. Finally, it represents the Council before the Court of Justice and the Court of First Instance.

- (vi) **As part of the policy of transparency, the General Secretariat has responsibility for implementing**, on behalf of the Council, Council Decision 93/731/EC <sup>(2)</sup> on public access to Council documents in compliance with the Council's powers under the same decision. It is also responsible for making Council deliberations public in accordance with Article 9 CRP (statements entered in the minutes, items in the minutes, the results of votes and explanations of votes made public). Such documents may be accessed via the Council's web site (<http://ue.eu.int>).
- (vii) The Secretary-General, the Deputy Secretary-General or a Director-General, acting on their behalf, gives notice of Council acts (Article 18 CRP).
- (viii) The Secretary-General, the Deputy Secretary-General or one of the senior Council officials may, acting on the Presidency's instructions, represent the Council before European Parliament committees (Article 26 CRP).
- (ix) **The Press Office**, which reports to the Private Office of the Secretary-General, provides information on the Council to the outside world by drafting:

---

<sup>(1)</sup> Guidelines for the quality of drafting of Community legislation (OJ C 73, 17.3.1999, p. 1).

<sup>(2)</sup> See OJ L 340, 31.12.1993, p. 41, amended by Decision 96/705/EC (OJ L 325, 14.12.1996, p. 19) and, most recently, by Decision 2000/527/EC (OJ L 212, 28.8.2000, p. 9).

- press releases circulated prior to Council meetings; these basically give the agenda;
- background notes on certain items under discussion which are available for the briefing which the Presidency gives to the press in the week before the Council meeting;
- press releases circulated after the Council meetings containing the outcome of proceedings and the text of any statements, resolutions or agreements decided on by the Council and including the results of votes made public <sup>(1)</sup> together with any explanations of votes made public.

The Press Office also publishes any Council statements on CFSP matters adopted outside Council meetings (written procedure) and, finally, arranges contacts with journalists, particularly briefings prior to Council and Coreper meetings. In performing these tasks, the Press Office plays a crucial role in promoting transparency. Information for the press is made available to the public via the Internet (<http://ue.eu.int/newsroom>).

\*

\*       \*

The General Secretariat of the Council, including its Legal Service, performs the same role in all areas of the Council's activity, including the CFSP-CESDP <sup>(2)</sup> and JHA.

---

<sup>(1)</sup> See Chapter III, Section 4(g).

<sup>(2)</sup> Common European security and defence policy.

## Chapter II — Getting ready for the Presidency

### 1. Timetable of meetings <sup>(1)</sup>

Every Presidency draws up a timetable of Council meetings which has to be available **seven months before the start of the six months of the Presidency** when it is notified to the General Secretariat of the Council (Article 1(2) CRP <sup>(2)</sup>).

As a general rule and except in justified cases, **this timetable is drawn up** to take account, as far as possible, of public holidays applicable to the staff of the General Secretariat. Generally speaking, the Presidency must try and spread work in as balanced a way as possible throughout the six months to prevent an excessive concentration at the end of its term of office; it must also try to avoid overlapping meetings so that members of Coreper (Part 1 or Part 2) can participate in Council configurations on matters for which they are competent. As a general rule, it is especially important to avoid scheduling more than two Council meetings on the same day. The Presidency also makes every endeavour not to schedule General Affairs and Ecofin <sup>(3)</sup> Council meetings in January and September.

### 2. Changes to the timetable

If it considers it advisable, the Presidency can always **change** the timetable by proposing to cancel or add a meeting. In point 11 of Annex III to the Helsinki European Council conclusions (see Annex I below), it was recommended that the Presidency should convene Council meetings only when a substantive agenda existed (e.g. when policy decisions were to be taken or political orientations given), and not when there were merely points of information or progress reports to be given.

For practical reasons, mainly concerning the availability of ministers, limited use should be made of the option of adding extra Council meetings. It is also generally accepted that a month's notice is needed before the date of the Council meeting. If it does change the timetable, the Presidency must be sure to consult the members of Coreper. Any requests from the Commission or delegations for changes to the timetable must also be made in Coreper.

---

<sup>(1)</sup> See also the 'Delegates' Handbook', Part III of this *Council Guide*, Chapter I, Sections 1 and 2.

<sup>(2)</sup> See OJ L 149, 23.6.2000, p. 21.

<sup>(3)</sup> Customary abbreviation for Economic and Financial Affairs.

The Presidency examines the other delegations' requests and comments carefully but it is accepted that, since it is in charge of organising work, it is the Presidency which determines the timetable (even if, formally, such a procedural decision is a matter for a simple majority).

With regard to **venues** for meetings, it should be noted that the Council has its seat in **Brussels**, in accordance with the protocol annexed to the TEU and the three Community Treaties. During the months of **April, June and October**, the Council holds its meetings in **Luxembourg**. In exceptional circumstances and for duly substantiated reasons, the Council or Coreper, acting unanimously, may decide that a Council meeting will be held elsewhere (Article 1(3), second subparagraph, CRP).

The Presidency must respect the number of **configurations** <sup>(1)</sup> in which the Council is called upon to meet. It shall endeavour to group together subject matter so as not to increase the number of specialised Council configurations. Before convening a Council meeting in a new configuration, the General Affairs Council must decide whether such a new idea is appropriate (Article 2(1) CRP).

### **3. Planning of work — preparing indicative agendas**

Article 1(2) CRP sets out the conclusions on improving the Council's working methods (1292nd meeting on 10 December 1988), whereby 'in order to prepare more effectively for Council meetings, as regards both **content** and **timing**, it appears desirable for a detailed **work programme** to be drawn up for each Presidency before the start of the six-month period'. The work of the Council is organised on the basis of this work programme.

**The work programme sets out an indicative agenda** for each Council meeting scheduled. It may be used to identify by sector the objectives assigned to the Council, and work to be organised upstream of the Council (working parties and Coreper) to clear the way for achieving those objectives, and to organise relations with the other institutions or bodies of the Union due to take part in the decision-making process. A further use is enabling Member States to conduct their internal procedures in line with the progress of work within the Council.

---

<sup>(1)</sup> The list of current Council configurations is set out in OJ C 174, 23.6.2000, p. 1. It is reproduced in Annex II hereto.

In substance, this programme is of an indicative nature since it is impossible to plan for every contingency; for planning to remain entirely credible, however, the main point to remember is that changes should be confined solely to instances of *force majeure*. This kind of planning must be carried out long enough in advance to ensure a smooth transition between each Presidency.

This work programme is drafted **in coordination with the General Secretariat of the Council** and in liaison with the Secretariat-General of the Commission, the European Parliament Secretariat and the preceding and succeeding Presidencies.

The work programme is forwarded in good time by the General Secretariat of the Council to the various delegations and the Commission for information.

As part of the coordination mentioned previously between the various bodies of the European Union <sup>(1)</sup>, and in order to **ensure a smooth transition between every Presidency**, each Presidency should:

- update dossiers to be examined in the six-month period;
- cross-check the timetables for procedures to take place within each institution; in the case of the European Parliament, it is vital to know the timetable for plenary sessions and committee meetings;
- assess the importance of each dossier and its political or technical nature, which may affect the course of the procedure to be followed by the Council;
- allocate dossiers under the decision-making procedures arising from the Treaty, in order to comply with the arrangements for legislative procedure (consultation, cooperation, co-decision, assent).

Article 8(1) CRP stipulates that the Council in its General Affairs and Economic and Financial Affairs configurations shall hold a **public policy debate** on the six-monthly work programme submitted by the Presidency and, if appropriate, on the Commission's annual work programme and any other subjects chosen by the Presidency. The Council or Coreper can decide by qualified majority on a case-by-case basis whether any other public debates are to be held. These debates are broadcast publicly by audiovisual means (in the Council's Press Room and through 'Europe by satellite').

---

(1) See also Chapter IV.

#### 4. The machinery of the Presidency

The first task when setting up the Presidency is **to appoint the chairmen of the various working parties and committees in good time**. Depending on the nature of each working party or committee, the Presidency may decide whether, besides the chair, it should appoint a deputy chairman or possibly a delegate with the task of presenting the national positions adopted by the Member State holding the Presidency. Future chairmen should be appointed in sufficient time to allow them, where necessary, to acquaint themselves with the proceedings of the working parties and committees. Given the need, amongst other things, to make working party and committee proceedings even more efficient on account of limited resources and an increasing workload, it is recommended that training in or a prior introduction to the role of chairman be provided in conjunction with the General Secretariat.

The roles of chairman and national delegate or spokesman are in principle separate. It is essential that the appropriate contacts take place before meetings so that, among other things, the role played by each can be clarified.

Nevertheless, the final sentence of Article 19(4) CRP provides that ‘for the preparation of meetings of Council configurations meeting once every six months, where held during the first half of this period, the meetings of committees other than Coreper and those of working parties held during the preceding six months may be chaired by a delegate of the Member State whose turn it is to chair the said Council meetings’. This provision has, to date, never been applied.

As and when required, particularly if the Presidency is unable to attend any Council meeting, the latter may be chaired by the following Presidency (Article 20(2) CRP).

It is thus for the Presidency to:

- determine the chairman and national spokesman for each working party and committee;
- appoint, before the start of the six months, the persons who will be chairing the meetings of Coreper Part 1 and Part 2, the Political Committee, the Article 36 Committee, the Special Committee on Agriculture (SCA), and the Article 133 Committee <sup>(1)</sup>, as well as the Antici Group and the Mertens Group;

---

<sup>(1)</sup> With the exception of the Economic and Financial Committee.

— appoint, where appropriate, national spokesmen at each level in each sector.

In order to coordinate every aspect of the organisation of meetings, the Presidency must also designate someone at the permanent representation as an **official responsible for the practical organisation of meetings** who will remain in regular contact with the General Secretariat departments responsible for reserving rooms and teams of interpreters (1).

This person is empowered to notify the General Secretariat of the Presidency's priorities, particularly where the number of meetings theoretically planned for a given day exceeds interpretation or meeting-room capacity. Depending on new priorities, a meeting (even if planned for a long time) may also have to be called off at the last minute.

This person must be able to negotiate with working party chairmen and, if need be, **arbitrate**. It is essential for him or her to have a genuine understanding of how the decision-making system works, of the procedures for organising meetings and of the respective roles of civil servants from the capitals, from the permanent representations, from the General Secretariat of the Council and from the Joint Interpreting and Conference Service. He or she is acting on behalf of the chairman of Coreper, and on his authority. As his or her role is essential for the smooth running of the Presidency, he or she should, as far as possible, be relieved of other duties.

Should the need arise, this person can also play a role in determining priorities when the number of documents requested for a given date exceeds the resources available in the Document Translation and Production Departments. He or she may also be a useful contact person for the General Secretariat's Central Coordination Department.

To enable the Council to operate effectively, the Presidency must endeavour to restrict the number of meetings, particularly of working parties and committees, to what is absolutely necessary and at any rate resist the temptation to provide meeting rooms and teams of interpreters as a matter of course, without first ascertaining whether the meetings requested are strictly necessary.

To ensure that the number of meetings scheduled by the Presidency matches the Secretariat's available resources, the Presidency draws up a cooperation plan with the relevant directorate-general in the Secretariat. It is likely that in future the number of meetings will have to be reduced for budgetary reasons.

---

(1) See also the 'Delegates' Handbook', Part III of this *Council Guide*.

Full use should be made of the potential represented by new technologies. For instance, comments and exchanges by electronic mail can sometimes help to reduce the amount of time spent in meetings.

## **5. Travel expenses incurred by delegates of Council members**

Article 8 of the decision of the Secretary-General/High Representative of 10 October 2000 concerning reimbursement of travel expenses of delegates of Council members lays down that the Coreper Chair must send a request for prior authorisation for the Council to cover the travel expenses for any meeting:

- other than a meeting of the Council or its preparatory bodies meeting ‘in the framework of the activities of the Council as an institution’;
- other than a meeting of an intergovernmental conference with a view to revising the Treaties or the accession of a State to the European Union, when, cumulatively, it is ‘held within the framework of the Treaties’, ‘considered to be inextricably linked to the work of the Council’, and ‘aimed at giving major political impetus to the development of the Union’.

The text of this decision is set out in **Annex IV** to this part.

The General Secretariat has provided delegations with a vade-mecum containing guidelines on how to implement this decision.

## Chapter III — How the decision-making process works

The decision-making process comprises several stages from the examination of a proposal within the Council until the final decision is taken. As regards co-decision, see the ‘Co-decision Guide’, Part IV of this *Council Guide*. A number of special features relating to Titles V (CFSP) and VI (JHA) TEU are dealt with in Chapters V and VI. The purely procedural aspects <sup>(1)</sup> and any consultation of the other institutions and bodies of the Union held within the framework of the activities of the Council <sup>(2)</sup> are discussed in the ‘Comments on the Council’s Rules of Procedure’, Part II of this *Council Guide*.

A list of Council working parties established by decision of Coreper is set out in **Annex III** to this part. The list is regularly updated and is published by the General Secretariat (Article 19(3) CRP).

### 1. Working parties

Once the General Secretariat of the Council has received a Commission proposal <sup>(3)</sup> in all its language versions, the relevant working party is convened to examine it on the instructions of Coreper (or the SCA <sup>(4)</sup> for most agricultural questions) as follows:

- with the Presidency’s agreement, the General Secretariat sends a telex to the members of the working party — in principle, at least one week before the meeting — convening the meeting (and advising them of the agenda);

---

<sup>(1)</sup> The reference here is essentially to the procedures laid down in Articles 251 and 252 TEC and those peculiar to the budget, international agreements and Titles V (CFSP) and VI (JHA) TEU.

<sup>(2)</sup> It is for the General Secretariat to advise the Presidency of the procedural context in which examination within the Council will take place and of the consultations which will be required in that context. The Council conclusions on the improvement of working methods adopted on 10 December 1988 state: ‘Under existing guidelines, the Secretariat is to ensure that delegations have available to them the opinions of the European Parliament and the Economic and Social Committee, as soon as these have been issued. The chairmen at working party level will ensure that the opinions of the Parliament and Economic and Social Committee are given due weight in deliberations, so that the Secretariat can report to the Permanent Representatives Committee and can draft more appropriately the explanatory memoranda covering the Council common positions addressed to the Parliament.’

<sup>(3)</sup> For Community matters, proposals can, as a general rule, come only from the Commission (apart from those under Title IV TEC in the fields of visas, asylum, immigration and other policies in which Member States may submit initiatives up until April 2004). For Titles V and VI TEU, the initiative may come from the Member States or the Commission.

<sup>(4)</sup> The SCA (Special Committee on Agriculture) was set up in 1960.

- the choice of meeting date must take into account the availability of meeting rooms and interpreting facilities <sup>(1)</sup>, as well as likely dates for discussion in Coreper or the SCA <sup>(2)</sup>. In view of the time which must elapse between the referral to Coreper and examination by the Council (see below: two or three weeks), it is evident that the last working party discussion must normally be three to four weeks before the Council meeting at which the issue is to be examined;
- the documents (Commission proposal or outcome of working party proceedings) must reach delegations at least one week before the date of the meeting <sup>(3)</sup>.

**The Presidency, with the assistance of the General Secretariat of the Council, prepares the agendas** for working party meetings. It is helpful, when organising proceedings, to set up an advance meeting between the Presidency and the relevant Secretariat officials (briefing) which the Commission representative may be invited to attend where the subject so warrants.

Relations between the chairman and the national spokesman need to be clarified before the meeting. This is in order to avoid both blatant collusion and contradictory situations which would compromise the clarity of discussions. In some instances, if no spokesman is appointed, the chairman may have no alternative but to assume both roles. Should he find himself in such a situation — which should be avoided wherever possible — the chairman should make it clear, when speaking, which hat he is wearing.

The working party follows similar **rules of procedure** to the Council and Coreper. It is intended to provide an opportunity for national delegates to compare and contrast their respective positions in order to iron out the difficulties occasioned by the proposal under discussion in so far as those difficulties are not substantive, horizontal or institutional in nature and thus warrant discussion by Coreper.

---

<sup>(1)</sup> As regards meeting rooms and interpreting facilities, see also the 'Delegates' Handbook', Part III of this *Council Guide*.

<sup>(2)</sup> Article 21 CRP states that the Presidency shall organise the meetings of the various committees and working parties so that their reports are available before the Coreper meetings at which they are to be examined, and unless considerations of urgency require otherwise, the Presidency shall postpone to a subsequent Coreper meeting any legislative items on which the committee or working party has not completed its discussions at least five working days prior to Coreper's meeting.

<sup>(3)</sup> See the 'Delegates' Handbook', Part III of this *Council Guide*, Chapter I, Section 4.

The working party generally carries out a thorough examination of the proposal, article by article, and reports to Coreper only when it considers that the dossier has been scrutinised sufficiently and all the questions which could have been resolved at its level have been.

As far as the **results** are concerned, while it is possible to compare delegations' positions at working party level, no final decision is possible since no formal vote can be taken. To get an indication, however, the chairman can hold an informal poll of delegations' positions. At the end of the meeting, he will then draw conclusions summarising the content of the discussions and listing the points on which agreement seems possible, those raising political or horizontal questions to be referred to Coreper, and perhaps also those requiring further examination. Depending on the conclusions, the chairman can either refer matters to Coreper, or else decide to hold a further meeting of the working party to iron out those issues which, by their nature, need to be resolved before referral to Coreper. To increase efficiency and minimise the number of meetings, the chairman, with the aid of the Secretariat, also endeavours to clarify any outstanding issues and draw up a solution through bi- and multilateral exchanges with delegations and the Commission.

## 2. The General Secretariat <sup>(1)</sup>

**The General Secretariat of the Council drafts**, on its own responsibility and as quickly as possible, a **report** entitled 'Outcome of working party proceedings' which summarises the content of the discussions and the conclusions reached by the working party. This report is distributed ready for the working party's next meeting or for referral of the item to Coreper.

When a document or dossier is due to be resubmitted to the working party, the outcome of proceedings is, as far as possible, incorporated into the discussion document and forwarded to delegations in the form of a revised document (REV).

A minimum of two weeks is required to make a document of about 10 pages available in all languages. That amount of time may not always reflect the urgency of the matter and can, in exceptional circumstances, be shortened provided that the time al-

---

(<sup>1</sup>) See also the 'Delegates' Handbook', Part III of this *Council Guide*, Chapter II.

lowed remains compatible with proper preparation of the dossiers and with the General Secretariat's logistical capacity, given the constantly rising number of documents for translation. It is customary to send out notice of meetings and documents simultaneously (eight days in advance) <sup>(1)</sup>. The minimum period of two weeks required for translation means that the last reading by the working party must allow the Secretariat enough time to prepare the introductory note **before** the beginning of the period needed for translation. Should this period need to be shortened, **the absolute minimum requirement** is that the working party's last reading should take place five working days before Coreper meets, thus enabling the Secretariat to prepare both the introductory note and the note to the chairman of Coreper in good time before the end of the week preceding Coreper's meeting.

Once a working party chairman thinks that **a matter should be included on the agenda for Coreper**, he must notify the Presidency coordinator, as well as the Presidency representatives on the Antici/Mertens Groups who will make the necessary contacts with the Meetings Department of the General Secretariat in order to have the item placed on the preliminary draft agenda for the appropriate Coreper meeting.

### 3. Coreper

Article 207 TEC stipulates that 'a committee consisting of the permanent representatives of the Member States shall be responsible for preparing the work of the Council and for carrying out the tasks assigned to it by the Council'. This horizontal task applies to the Council in all its configurations (except for the Agriculture Council, for which preparations are, for the most part <sup>(2)</sup>, traditionally carried out by the SCA) and for all areas falling within the sphere of competence of the Union including the CFSP and JHA). Article 19(2) CRP <sup>(3)</sup> states that all items on the agenda for a Council meeting shall be examined in advance by Coreper, unless otherwise decided by Coreper (by simple majority) or by the Council (voting unanimously).

Coreper is divided into two parts:

---

<sup>(1)</sup> The Presidency may, if it thinks it necessary, convene the working party at shorter notice, particularly in order to inform it about practical arrangements for further work.

<sup>(2)</sup> Veterinary and zootechnical harmonisation, as well as the harmonisation of plant health, animal feedstuff and plant and seed legislation traditionally go through Coreper.

<sup>(3)</sup> Without prejudice to the role of the Economic and Financial Committee as determined in Article 114(2) TEC and the existing decisions of the Council which concern it.

- **Coreper Part 1** (Coreper I), composed of the deputy permanent representatives, which meets on Wednesdays as a rule, but often also on Fridays;
- **Coreper Part 2** (Coreper II), composed of the permanent representatives, which usually meets on Wednesdays or Thursdays (it meets on Wednesdays in weeks preceding General Affairs or Ecofin Council meetings).

The allocation of tasks decided by Coreper itself is as follows:

- **Coreper II:** institutional matters, preparation of Council meetings in the following configurations: General Affairs, Economic and Financial Affairs, Development, Justice, Home Affairs and Civil Protection and Budget;
- **Coreper I:** preparation of Council meetings in the following configurations: Internal Market, Consumer Affairs and Tourism, Research, Industry and Energy, Fisheries, Transport and Telecommunications, Environment, Employment and Social Policy, Health, Education and Youth Affairs, Culture, and Agriculture.

*(a) The provisional agenda*

The **provisional agenda** is adopted by each Coreper chairman the week before the meeting <sup>(1)</sup>.

The Coreper agenda is divided into **two parts**:

- **Part I** contains items on which agreement has been reached within the working party and which may therefore be approved by Coreper without discussion, unless a delegation is opposed, in which case the item is entered in Part II for the following meeting;
- **Part II** contains items requiring substantive examination by Coreper, and **'Other business' items** entered at the request of the Presidency, a delegation or the Commission. These items will give rise to a communication from those requesting them, but cannot culminate in a decision. Since it became possible for Coreper to adopt procedural decisions (Article 207(1) TEC and Article 19(5) CRP), such items have been marked on Coreper agendas with an asterisk in order to notify delegations that a procedural decision is to be taken.

---

<sup>(1)</sup> Preferably before noon on Friday to avoid creating overtime for services of the General Secretariat (translators, Secretarial Departments, reproduction services, etc.).

An item can be included on the agenda with **the indication 'Possibly'** so that the Presidency can withdraw or retain the item at very short notice. It is, however, advisable to make only limited use of this procedure, which makes planning and the work of delegations more difficult.

The CRP lay down specific rules on how much time to allow for the submission and inclusion of items on Coreper agendas (Article 19(5) and Article 21, second paragraph). To ensure the smooth conduct of proceedings and sound management of the General Secretariat, systematic application of those rules is required.

Too many derogations lead to the creation of overtime which, with a little discipline, could easily be avoided. This applies to agendas for Coreper which are often circulated too late. Given the whole host of services involved in the production of such documents (Meetings Department, Coordination, Translation Divisions, Secretarial Departments, Reproduction and Circulation Departments, Telex Department) and the fact that each of these services is dependent upon the previous link in the chain, the total cost of overtime standbys, which may at first glance appear trivial, is not insignificant.

The Meetings Department has accordingly been instructed, apart from exceptional circumstances, to accept items for inclusion on Coreper agendas only up until noon on the Friday preceding the meeting.

Lastly, if one or more delegations so request, and Coreper agrees unanimously, a new item may be added when the final agenda is adopted at the start of the meeting. Use should be made of this possibility only where absolutely justified by exceptional circumstances.

#### ***(b) Preparation for Coreper***

Working from the provisional agenda, **the General Secretariat drafts** for the delegates, as the case may be, reports, short notes on the items in Part I or notes summarising the progress of discussions (possibly with an annotated text) for items in Part II. For each item on the agenda, it also drafts a note addressed only to the Presidency (note to the chairman of Coreper) informing him of the procedure to follow and of any supplementary information which might help discussions to progress. Notes to the chairman are exclusively reserved for the Presidency and are never circulated to the other delegations or outside.

The dossier should be available to the Presidency the day before the meeting at the latest.

Where it is appropriate, the Presidency can even take the line of making a **specific contribution** itself, generally in the form of a compromise, to get work moving. Such contributions are **drafted by the Presidency, assisted by the General Secretariat of the Council**, usually in conjunction with the Commission.

A preparatory meeting (briefing) is held the day before the Coreper meeting, attended by the Coreper chairman, together with the coordinator, officials of the General Secretariat of the Council dealing with the matters on the agenda, and a representative of the Legal Service. Coreper (Part 2) briefings are attended by the Secretary-General/High Representative, or the Deputy Secretary-General, and the legal adviser to the Council (Director-General of the Legal Service).

**The Antici Group**, set up in 1975, prepares the work of Coreper (Part 2). It is composed of the immediate assistants to the permanent representatives and a Commission representative, under the chairmanship of the Presidency's Antici representative. Meetings of the group are also attended by members of the Secretary-General's Private Office and the assistant to the Director-General of the Legal Service. The group is responsible for examining Coreper agendas and deciding on the organisation of the proceedings, particularly the order in which agenda items will be discussed. The meeting is also the time when delegations inform one another of their respective positions and state what items they want entered under 'Other business'. The group reviews the minutes of meetings held by those Council configurations set up by Coreper (Part 2), before items are submitted as I/A items to Coreper and then the Council. The Antici Group may also be instructed by Coreper to deal with certain horizontal dossiers — particularly in sensitive areas — on an ad hoc basis.

**The Mertens Group**, which was set up in 1993, performs more or less the same function for Coreper (Part 1).

### ***(c) Conduct of meetings***

Coreper first adopts its definitive agenda. This is when requests are made for items to be taken under 'Other business' or for new items to be placed on the agenda (see above) and the chairman states in what sequence items will finally be discussed.

The chairman then calls upon Coreper to approve the items entered in Part I of its agenda. Such approval may occasion reservations and statements, but no real discussion can take place.

The Presidency takes any **procedural** decisions (see 'Comments on the Council's Rules of Procedure', Part II of this *Council Guide*).

Coreper's discussions follow a similar pattern to those in the Council (see below) except that in principle they cannot culminate in any final decision (except in the case of procedural decisions assigned to Coreper by the CRP).

As a rule, Coreper avoids long drafting exercises. Where it appears that improved wording is required for further work to proceed, the Presidency, aided by the General Secretariat and the Legal Service, may be asked to redraft the text, or Coreper may request a working party (such as the Working Party of Foreign Relations Counsellors or the Working Party of JHA Counsellors or other delegates present) to meet as a matter of urgency in parallel with Coreper proceedings.

### ***(d) The outcome***

At the close of discussions, the chairman of Coreper may:

- note Coreper's agreement on the item under discussion and therefore suggest that it be entered as an 'A' item for a forthcoming Council meeting;
- or note agreement on a number of points, as well as substantive differences of views remaining on other aspects that need discussion at Council level to be resolved. In such circumstances, he suggests that they be entered as Council 'B' items;
- or note that some matters need further study by Coreper before being forwarded to the Council, and thus re-enter the item on the agenda for a future meeting;
- or, finally, ask the relevant working party to sort out the technical difficulties which have emerged at the Coreper meeting.

Following the Coreper proceedings, **the General Secretariat of the Council issues a note summarising progress** to assist further discussion at Council level, as well as a note to the Presidency. If full agreement is reached at Coreper level, the General Secretariat issues an 'A' item note listing the references of the texts for adoption by the Council, together with any statements there may be.

**The General Secretariat draws up a summary record** of the proceedings.

Deadlines for sending documents to the Council: Article 3(4) CRP stipulates that 'only items in respect of which the documents have been sent to the members of the Council and to the Commission at the latest by the date on which the provisional agenda is sent may be placed on that agenda', i.e. **generally speaking, at least 14 days before the beginning of the meeting, or 21 days in the case of JHA meetings** <sup>(1)</sup>.

#### **4. The Council**

In line with the timetable presented seven months before the beginning of the six months of the Presidency (see above, Chapter II), the Council meets 'when convened by its President on his own initiative or at the request of one of its members or of the Commission' (Article 1(1) CRP).

The Council consists of a representative of each Member State who holds ministerial rank and is authorised to commit his government (Article 203 TEC) <sup>(2)</sup>.

The Commission is invited to take part in meetings, although the Council may decide to deliberate with the Commission not present (this is seldom the case, but can occur, for instance, if the Council — or one of its bodies — is discussing an appointment or a legal case between it and the Commission). The President and members of the Commission as well as of the Council may be accompanied by officials who assist them (Article 5(3) CRP).

**Each Council meeting is chaired** by the appropriate minister of the Member State holding the Presidency.

---

<sup>(1)</sup> See Article 3 CRP, footnote on page 1.

<sup>(2)</sup> Certain clauses of the Treaty provide for the Council meeting at the level of Heads of State or Government.

Should it prove impossible for the Member State holding the Presidency to provide a President for the Council, that place is filled temporarily by the Member State next in line to hold the Presidency.

The Council meets in **different configurations** depending on the subjects for discussion. Annex II to this part sets out the list of these configurations as published in the Official Journal <sup>(1)</sup>.

The General Affairs Council has a horizontal responsibility for overseeing general policy coordination. It is also responsible for the preparatory work for European Council meetings (Article 2(2) CRP).

**The frequency** of Council meetings varies with the configuration. The General Affairs, Ecofin and Agriculture Councils meet every month.

#### *(a) The agenda*

The President draws up **the provisional agenda** for each meeting on the basis of the material available at least 14 days before each meeting. For the Justice and Home Affairs Council, the time limit is in principle 21 days.

To allow national parliaments to express their views on questions that might have particular interest for them, the protocol on the role of national parliaments in the European Union, annexed to the Treaties by the Treaty of Amsterdam, established a mechanism preventing the Council from adopting a legislative act before national parliaments have had time to examine the text. Point 3 of the protocol provides that if the Council is notified of a proposal or legislative initiative, it may place it on the provisional agenda for decision (on the final adoption of a legislative act, or on a common position under the co-decision procedure) only when six weeks have elapsed between the submission of the proposal or initiative and the Council's decision to adopt it. That rule also appears in Article 3(3) of the CRP. The Council, acting unanimously, may derogate from the six-week period for reasons of urgency.

It is mandatory to **enter an additional item on the provisional agenda** if a delegation or the Commission so requests at least 16 days before the Council meeting and if the documents are available. On the other hand, once that deadline has passed, unanimous agreement is required for the inclusion of any further item.

---

<sup>(1)</sup> See OJ C 174, 23.6.2000, p. 2.

The provisional agenda is distributed to Coreper by the Presidency (usually three weeks before the Council meeting). Items on which a vote may be taken are asterisked. It is important that, as far as possible, the agenda also makes a distinction between items down for negotiation and those for decision.

**The General Secretariat of the Council drafts a note to the President** of the Council supplementing the report(s) for all delegations. In the same way as the note to the chairman of Coreper (see above), this note sets out the latest information which the General Secretariat has on the state of the dossier, and outlines the main substantive, legal, procedural and tactical points which will assist the Presidency in conducting discussions. Notes to the President of the Council are exclusively reserved for the Presidency and are never circulated to the other delegations or outside.

Like the agenda for Coreper, the Council's agenda is divided into two parts:

- **'A' items**, which the Council may adopt without any discussion.

However, a member of the Council may always request the withdrawal of one of these items on the actual day of the Council meeting (the item then being held over until a forthcoming Council, or kept on the agenda by a simple majority if the item had been entered 14 days beforehand).

Delegations may, additionally, make **statements** when 'A' items are adopted (1);

- **'B' items**. These are the items which the Council will discuss.

The agenda may also include **'Other business'** items which may be placed on the provisional agenda at the request of a delegation without any advance notice but may occasion neither a discussion nor a decision by the Council. However, any request for the inclusion of an 'Other business' item must in principle be accompanied by an explanatory document by the delegation submitting the request (Article 3(9) CRP).

The CRP lay down specific rules on how much time to allow for the submission and inclusion of items on Council agendas (Article 3). To ensure the smooth conduct of proceedings and sound management of the General Secretariat, systematic application of those rules is required.

---

(1) See also Chapter III, Section 4(g), 'Publication of votes'.

Too many derogations lead to the creation of overtime which, with a little discipline, could easily be avoided. This applies to 'A' items for the Council which are often released too late. Given the whole host of services involved in the production of such documents (Meetings Department, Coordination, Translation Divisions, Secretarial Departments, Reproduction and Circulation Departments, Telex Department) and the fact that each of these services is dependent upon the previous link in the chain, the total cost of overtime standbys, which may at first glance appear trivial, is not insignificant.

The Meetings Department has accordingly been instructed, apart from exceptional circumstances, to accept 'A' items for inclusion on Council agendas only up until noon on the day preceding the meeting. Any request for inclusion received by the Meetings Department after that deadline will automatically be deferred until the Council's next meeting.

#### ***(b) Preparations***

A **preparatory meeting (briefing)** is held before the Council meeting, the day before or even on the same morning, chaired by the President, and attended by the permanent representative or his deputy, the Secretary-General/High Representative or the Deputy Secretary-General, his colleagues, the Director-General of the sector of the General Secretariat concerned and the legal adviser or a representative of the Legal Service. This meeting is held at the Council Secretariat building, in the Presidency's room.

#### ***(c) Access to the Council chamber***

**Access to the Council chamber** is open <sup>(1)</sup> to a maximum of six people per delegation, including the minister and permanent representative or his deputy. Other members of delegations can follow the Council's discussions in a listening room, unless decided otherwise.

The Presidency is at liberty to adjust the composition of delegations around the table depending on the degree of technicality or of political sensitivity of the matter discussed (meetings in restricted session, ministers plus one person, ministers only,

---

(1) Access to Council meetings is subject to production of a pass. See the 'Delegates' Handbook', Part III of this *Council Guide*, Chapter II.

etc.). Whatever the case, **the General Secretariat of the Council is always represented.**

***(d) The Council proceedings***

In the interests of concision and lower costs for the Council, the Presidency must endeavour to avoid proceedings continuing beyond 21.00.

As regards **conduct of business**, the Presidency proceeds in turn to:

- take note of 'Other business' items and any requests for changes to the agenda;
- adopt the agenda;
- adopt the 'A' items, taking account of any statements <sup>(1)</sup> or reservations. These 'A' items are normally adopted en masse. If an item is the subject of a statement by one or more members of the Council which is likely to give rise to a discussion or a request for withdrawal, it can either be withdrawn from the agenda or left on the agenda on the basis of a simple majority vote (see above);
- discuss the 'B' items.

**Discussions** may be of several types.

- **Discussions with a view to a decision**, when negotiations may be initiated to overcome the final obstacles to an agreement (agreement on a legislative text, a resolution, a statement, negotiating directives, etc.). By and large, agreement is recorded on the substance of a legislative act (political agreement), but it is not adopted, since this is done subsequently when it becomes an 'A' item (after the requisite alignment of the texts in all the official EU languages by the Council's legal/linguistic experts).
- **Policy debates**, which give members of Council a chance to express their general positions on an issue without really embarking on the negotiation of a text; in such discussions, it is customary for each delegation to take the floor only

---

<sup>(1)</sup> Council members who make a statement may request that it appear in the Council minutes. See Chapter III, Section 4(g), 'Publication of votes'.

once on the substance of the issue and to limit the amount of speaking time (to three or four minutes); moreover, the time-consuming practice of *tours de table* should be avoided as much as possible. As far as **the conduct of the proceedings** is concerned, the Presidency may ask members of the Council to advise it beforehand in writing of any reservations, suggestions and, where applicable, drafting changes they would like made to the text.

- Points of **information for the Council**; this is usually the Commission giving a situation report on an issue, or a member of the Council reporting information; the Council is not then called upon to formalise the outcome of any ensuing discussion. Points of this kind should generally be avoided.

The Presidency may, where it deems fit, particularly in the event of a long-standing stalemate, draw up a **compromise** on a specific aspect or on a whole text. It may happen that such a compromise is also presented as part of a package deal covering several texts <sup>(1)</sup> under discussion. Such compromises may also be tabled in Coreper or in the working party.

In addition to the 15 Council members and the members of the Commission, the representative of the Council Legal Service may make a statement in the Council.

After the discussion, **the President draws the conclusions** which may be reduced to three main cases: agreement, referral back or a vote:

- in the event of agreement (either unanimous or by the majority required under the Treaty), the text is deemed to be approved unless it still has to appear as an 'A' item at a subsequent Council meeting for adoption after legal/linguistic alignment;
- in the event of a referral, it is customary for the President to give some indications as to the procedure for subsequent proceedings, outlining the main points under discussion and stressing the potential solutions to which delegations are asked to give further consideration;
- in the event of a vote, the following rules apply.

---

<sup>(1)</sup> The majority voting rules applying to each text forming part of the package and followed in the event of a vote.

**(e) Voting**

It should be noted that voting on a legislative act may not take place, except on grounds of urgency, before the six-week time limit (between presentation of the proposal or draft act and voting) necessary for the examination of the text by national parliaments has expired (see above, 'entering items on the agenda').

**The rules for voting in the Council** are determined in Article 205 TEC and explained in Articles 11 and 12 CRP. The 'Comments on the Council's Rules of Procedure', Part II of this *Council Guide*, explains the voting rules in the light of various procedures.

The different kinds of vote are as follows:

- **Simple majority** voting: although this is presented as the norm in Article 205 TEC, in fact it applies only in limited instances (<sup>1</sup>), in the absence of details as to any other voting arrangements to be used and for procedural decisions (Articles 23(3) and 34(4) TEU).
- **Qualified majority** voting has become the most common voting rule in the Community field. For adoption by a **qualified majority**, each vote is **weighted** as follows:

Germany, France, Italy, United Kingdom .....	10 votes
Spain .....	8 votes
Belgium, Greece, Netherlands, Portugal .....	5 votes
Austria, Sweden .....	4 votes
Denmark, Ireland, Finland .....	3 votes
Luxembourg .....	2 votes

---

(<sup>1</sup>) For example, Article 207 TEC on adoption of the Rules of Procedure; Article 284 TEC on the Commission's right to collect information.

**The qualified majority threshold** is set at 62 votes if the decision is adopted on a Commission proposal (the blocking minority is therefore 26 votes) and in other cases the 62 must include votes in favour by at least 10 Member States (hence the name of 'dual majority'). The latter form of majority is applied in the budgetary field, in the context of economic and monetary union (EMU), in cases where the Council is acting on a recommendation and not on a Commission proposal, and in the context of the CFSP and JHA. A qualified majority vote requires 62 votes in favour, which means taking abstention as a vote against.

The Ioannina Compromise, the procedural content of which is incorporated into a Council decision of 29 March 1994 <sup>(1)</sup>, provides that if members of the Council representing a total of 23 to 25 votes indicate their intention to oppose the adoption by the Council of a decision by qualified majority, the Council will do all in its power to reach, within a reasonable time and without prejudicing the obligatory time limits laid down by the Treaties and by secondary legislation, a satisfactory solution that can be adopted by at least 65 votes. During this period, and with full regard for the CRP <sup>(2)</sup>, **the President**, with the assistance of the Commission, will undertake any initiatives necessary to facilitate a wider basis of agreement in the Council.

- **Unanimous** voting is required under the TEC for fields which the Treaty drafters have considered sensitive. Generally speaking, unanimity is necessary for the Council to be able to depart from a Commission proposal <sup>(3)</sup> (subject to Article 251 TEC and the need for a qualified majority for the adoption of acts whose legal basis requires it). It is also the rule in the case of joint actions or common positions adopted by the Council under the CFSP, except for the implementation of a common strategy adopted by the European Council or a decision implementing a joint action or common position (Article 23(2) TEC), and in the case of the adoption of common positions, framework decisions, decisions and conventions under JHA, except for decisions implementing or applying JHA decisions and conventions (Article 34(2)(c) and (d) TEU) <sup>(4)</sup>.

---

<sup>(1)</sup> Concerning the taking of decisions by qualified majority by the Council (OJ C 105, 13.4.1994), amended by Council decision of 1 January 1995 (OJ C 1, 1.1.1995).

<sup>(2)</sup> See Article 11(1) CRP.

<sup>(3)</sup> But not from a 'recommendation' (see various articles on economic and monetary union (EMU) and Article 300(1) TEC).

<sup>(4)</sup> See also Chapter VI, Section 3.

Under unanimous voting, **an abstention** does not prevent a decision from being taken (Article 205 TEC).

### *Voting procedure*

As regards voting procedure, Article 11 CRP provides that:

- the Council votes **on the initiative of its President**. The President is also required to open a voting procedure on the initiative of a member of the Council or of the Commission, provided that a majority of the Council's members so decides (simple majority);
- members of the Council vote (in principle) **in the order of the Member States laid down pursuant to Article 203 TEC**, beginning with the member who follows the member holding the office of President;
- delegation of the right to vote may only be made to another member;
- the presence of the majority of the members of the Council entitled to vote is required to enable the Council to vote (quorum, i.e. the presence of a minimum of eight Council members or fewer if one or more members of the Council may not legally participate in the vote — case of 'opting out', see Article 11(4), Article 16 and Annex I CRP) <sup>(1)</sup>;
- when the vote is taken, the President, assisted by the General Secretariat, checks that there is a quorum.

### *(f) Written procedure*

Under Article 12 CRP, acts of the Council on an urgent matter may be adopted by a **written vote** where the Council or Coreper decides unanimously to use that procedure. In special circumstances, the President may also propose the use of that procedure subject to the agreement of all members of the Council. The Commission must also give its agreement where the written vote is on a matter which the Commission has brought before the Council.

---

(1) See definition of member of the Council, Article 203 TEC.

In the CFSP context, the Council may, on the initiative of the Presidency, act by means of the **simplified written procedure** (COREU). In that case, the proposal is deemed to be adopted at the end of that procedure, within the period laid down by the Presidency depending on the urgency of the matter, except where a member of the Council objects (Article 12(4) CRP).

The Council may also act for the purpose of deciding to consult other institutions or bodies by means of a streamlined written procedure wherever such consultation is required by Community law (Article 12(5) CRP).

**(g) Publication of votes**

Pursuant to Article 207(3) TEC, the results and explanations of votes are made public in accordance with the terms of Article 9 CRP. A distinction can be drawn between automatic publication and publication requiring a vote.

*Automatic publication (Article 9(1) CRP)*

The following are automatically made public:

- results and explanations of votes by members of the Council, statements entered in the Council minutes and items in those minutes relating to the adoption of legislative acts, when the Council is acting in its legislative capacity, as defined in Article 7 CRP;
- results of votes and explanations of votes when the Council adopts a common position pursuant to Article 251 or 252 TEC;
- votes and explanations of votes by members of the Council or their representative on the Conciliation Committee set up by Article 251 TEC;
- results of votes and explanations of votes when the Council establishes a convention on the basis of Title VI (JHA) TEU.

*Publication requiring a vote (Article 9(2) CRP)*

- Statements entered in the Council minutes and items in those minutes relating to the adoption of conventions (based on Title VI (JHA) TEU) are made public by

a Council or Coreper decision taken by simple majority at the request of one of their members.

- Results of votes are made public by a unanimous Council or Coreper decision taken at the request of one of their members when the Council acts pursuant to Title V (CFSP) TEU or adopts a common position as defined by Title VI (JHA) TEU. In other cases, a Council or Coreper decision taken by a simple majority at the request of one of their members is required.
- When results of votes are made public, explanations of votes, statements entered in the minutes and relevant items in those minutes are also made public at the request of the Council members concerned. Explanations of votes may only be published with due regard for the CRP, legal certainty and the interests of the Council.

#### *(h) The outcome of Council meetings*

##### *Formal adoption of a text*

This follows on from finalisation of the text in all the official languages of the Union by the legal/linguistic experts.

The texts of acts adopted jointly by the European Parliament and the Council in accordance with the procedure referred to in Article 251 TEC are **signed by the President of the Parliament and the President of the Council**. Acts are signed on the occasion of a Council meeting (usually during a break in the meeting).

Article 15 CRP provides that such acts and those adopted by the Council are also to be signed by the Secretary-General or by the Deputy Secretary-General, who may delegate his signature to directors-general of the General Secretariat.

Acts adopted by the Council are published in the *Official Journal of the European Communities* in all the official languages of the Union (for details, see Article 17 CRP).

##### *The minutes*

The outcome of Council meetings is recorded in **the minutes drawn up by the General Secretariat** within 15 days of each meeting. Article 13 CRP specifies the

content of minutes (indication of documents submitted to the Council, decisions taken or conclusions reached by the Council, statements made by the Council or those by a member of the Council or the Commission whose entry in the minutes has been requested).

Draft minutes are approved by the Council after each member of the Council and the Commission has had the opportunity to check their content. When approved, the minutes are signed by the President-in-Office at the time of approval and by the Secretary-General or by the Deputy Secretary-General.

### *The press release*

The outcome of the Council meeting is the subject of a **press release** drafted by the Council Press Service, which contains the main conclusions of the meeting. The press release commits only the General Secretariat and not the Council. It is published on the Internet (<http://ue.eu.int/newsroom>).

## **5. Informal meetings of ministers**

The main purpose of **informal meetings** is to permit joint consideration and an as-free-as-possible exchange of views on topics of general scope; they are not Council meetings because the ministers, in such cases, are not authorised to represent their governments in taking decisions. It follows that such meetings cannot replace the Council's normal activities.

### *(a) Characteristics of informal meetings*

In order to preserve the informal nature of the meetings in question, the following guidelines approved by the Helsinki European Council must be followed (see point 20 in Annex I):

- the number of informal ministerial meetings is restricted to five per Presidency, plus one under JHA;
- there is no official agenda;
- the presence of assistants is limited to two per minister;

- any production of Council documents, whether before or after the meeting, is excluded;
- these meetings cannot arrive at formal conclusions or decisions; any press communication must make this point explicitly clear.

### *(b) Logistics*

At logistical level (see Chapter VII), the **Council General Secretariat is not involved at all**. The Presidency has to take direct responsibility for organisation.

There is one exception to that rule, however: where an informal meeting of agriculture ministers is held immediately before or after a meeting of the SCA, the **General Secretariat provides ministers with technical assistance** in all matters relating to meeting-room facilities, including interpreting.

## **6. The European Council**

At least one meeting of the European Council is held under each Presidency, in practice in June and December (Article 4 TEU provides that the European Council 'shall meet at least twice a year'). However, it is still possible to convene extraordinary meetings of the European Council. In practice, the European Council has, for some years, met twice every six months. It is for the Presidency to decide the topics for discussion and to establish the dates, venues and practical arrangements.

### *(a) Preparation*

Preparations for meetings of the European Council are made by the General Affairs Council. These preparations involve a series of successive meetings of the Council (and of Coreper) on the basis of written reports and draft conclusions.

### *(b) Role of the Secretariat*

The Secretariat for the European Council is provided by the Secretary-General/High Representative and the Deputy Secretary-General, aided by a number of assistants.

**The extent to which the General Secretariat is involved** in preparing for the European Council varies according to the Presidency. As a general rule, it is the Secre-

tariat's responsibility before the meeting to provide the Presidency with all the necessary documentation and to prepare a draft letter from the President of the European Council to his colleagues relating to the conduct of the proceedings (note that the European Council differs from the Council of Ministers in that there are no Rules of Procedure and therefore no 'provisional agenda' in the strict sense: it is replaced by the President's letter). In addition, the General Secretariat prepares a speaking note for the President of the European Council and the Secretary-General normally takes part in the briefing for the President of the European Council on the day before the meeting.

At the European Council itself, the Secretary-General/High Representative and the Deputy Secretary-General aided by the legal adviser to the Council (Director-General of the Legal Service) and two or three assistants and three note-takers provide secretarial services for the meeting.

They assist the Presidency on the evening of the first day of the meeting in preparing the draft Presidency conclusions, which are circulated to delegations during the night and serve as a basis for the second day's discussions.

***(c) Presidency conclusions***

At the close of the European Council, the Council General Secretariat takes responsibility for preparing and circulating the final version of the Presidency conclusions in the light of the discussions in the European Council on the basis of the draft. It also checks, as soon as possible, that all linguistic versions correspond.

## Chapter IV — The Presidency's relations with the other institutions

During its six-month term, the Presidency has to carry out a number of specific tasks aimed at facilitating relations between the Council and the other institutions.

### 1. The European Parliament

#### *(a) Presentation of the programme — general debates — visits by Heads of State*

The Presidency **presents its programme** to the European Parliament at the beginning of its term of office. At the end of the term, it **reports to the Parliament on progress achieved**. Each of these interventions is followed by a debate.

Article 21 TEU (CFSP) <sup>(1)</sup> and Article 39 TEU (JHA) <sup>(2)</sup> lay down that the Presidency shall keep the European Parliament regularly informed of proceedings in these fields.

The President of the European Council submits an oral report to the European Parliament following the meeting.

Article 4 TEU also provides for the European Council to submit to the European Parliament a yearly written report on progress achieved by the Union.

At **formal sittings of the European Parliament** on the occasion of visits by Heads of State, the Presidency may be represented. The President of the Council does not make a statement on these occasions but is invited to the meal which generally accompanies such visits. There may also be private meetings between the President of the Council and Heads of State visiting the Parliament.

#### *(b) Plenary sittings*

The Presidency's commitments consist chiefly in the President-in-Office of the Council (General Affairs) — who may be the Minister for Foreign Affairs or the Minister/State Secretary for European Affairs — being present at each plenary part-session of the European Parliament on a specific day (currently Wednesday) and:

---

<sup>(1)</sup> See also Chapter V, Section 5(f).

<sup>(2)</sup> See also Chapter VI, Section 4.

- (i) **answering questions** — and additional questions — put at **Council Question Time** (currently Wednesday afternoon during part-sessions in Strasbourg);
- (ii) answering any **oral questions on the agenda for the part-session**;
- (iii) occasionally taking part in **certain debates** of particular importance or making **a statement on a specific subject**, either at the Council's initiative or in response to a request from the European Parliament's 'Conference of Presidents'.

At the '**Conference of Presidents**' (during which the preliminary draft and then the final draft agenda for the following month's part-session of the European Parliament are drawn up), the Council is represented by the Director-General in the General Secretariat responsible for relations with the European Parliament (<sup>1</sup>).

*(c) Involvement in committees*

An important aspect of relations between the two institutions is the exchange of views between the President of each Council and the relevant European Parliament committees.

The Presidency (normally the minister responsible for the matter) is invited to most European Parliament committees. The minister makes a brief statement and answers questions on matters within his jurisdiction. The **General Secretariat of the Council assists the minister** in preparing his statement.

The practice is **one exchange of views per parliamentary committee** but increasingly some committees are asking for two exchanges of views or hearings, one at the beginning and the second at the end of the Presidency's term.

In this context, the **Committee on Foreign Affairs, Human Rights, Common Security and Defence Policy** always has on its agenda an item entitled 'exchange of views with Council and Commission representatives', the aim of which is to cover topical events in the sphere of foreign affairs and security (Article 17 TEU). The President of the Council or, in his absence, his representative or the Director-General for External Relations at the Council General Secretariat regularly take part in the exchange of views.

---

(<sup>1</sup>) See Article 26 CRP and the Council decision of 6 August 1971 concerning the Assembly's working methods (1621/71 ASS 1147).

In the field of **JHA**, Article 39 TEU stipulates that the President of the Council has certain obligations as regards information and consultation <sup>(1)</sup>.

The Council may also be represented before the committees by its Secretary-General/High Representative, its Deputy Secretary-General or senior officials of the General Secretariat, acting on instructions from the Presidency <sup>(2)</sup>. The Council may also present its views to the European Parliament by means of a written statement <sup>(3)</sup>.

*(d) 'Luns' and 'Westerterp' procedures*

Under the **'Luns' and 'Westerterp' procedures** (which refer respectively to association agreements and trade agreements), the President of the Council or his representative may be asked before the beginning of the negotiations and subsequently before the signing of agreements to inform the relevant parliamentary committees orally of the substance of the negotiating directives issued by the Council to the Commission and then of the substance of the agreements negotiated.

*(e) Meetings of the trialogue*

**Meetings of the trialogue**, which are usually informal and linked to specific issues, involve the President of the Council, the commissioner responsible and usually the President or one of the vice-presidents of the European Parliament and/or the chairman of the relevant European Parliament committee as well as some officials. This procedure is most frequently applied to budgetary matters, horizontal issues and the management of procedures.

Such meetings are the rule under the co-decision procedure (Article 251 TEC), particularly at the conciliation stage for the negotiation of compromise texts and for reaching agreement on proposals for legislative acts. The Council is generally represented by the chairman of Coreper at these trialogues.

The Presidents of the three institutions also meet periodically in Strasbourg in an informal political trialogue to raise general policy questions and the question of the operation of interinstitutional relations.

---

<sup>(1)</sup> See Chapter VI, Section 4.

<sup>(2)</sup> See the first paragraph of Article 26 CRP.

<sup>(3)</sup> See the second paragraph of Article 26 CRP.

*(f) Co-decision procedure*

See the 'Co-decision Guide', Part IV of this *Council Guide*.

*(g) Other contacts*

Before Council meetings, it may happen that the President-in-Office (and exceptionally all the members of the Council in the context of the budgetary procedure) meet(s) the President of the Parliament or rapporteurs or parliamentary delegations.

*(h) Delegations and joint parliamentary committees in the context of agreements with non-member States*

The President of the Council is asked to attend generally the opening sessions of meetings of joint parliamentary committees and to give a speech. When it is not possible for a minister to be present, the Presidency is represented by an ambassador or senior official.

**2. The European Commission**

Apart from the relations established with the Commission in the context of the normal operation of the institutions, the Presidency has no specific incumbent obligations. However, it has become practice, when planning the six-monthly programme, for the Presidency, represented by the relevant minister, to meet the Commission (President and relevant members) for the purposes of drawing up the work programme.

**3. The Court of Justice**

Apart from courtesy visits, the Presidency has no specific obligations. There are, however, continuous contacts between the Legal Service of the General Secretariat and the Court of Justice in the context of legal actions.

**4. The Court of Auditors**

The Presidency invites the President of the Court of Auditors to present his annual report to the Council, in its Ecofin formation. The Council examines this report in the context of the discharge procedure.

## 5. The Economic and Social Committee

Provision has to be made for Presidency ministers to be heard by the Committee in presenting the Presidency's work programme. Occasionally, ministers have been heard at plenary sessions for certain discussions on specific subjects.

## 6. The Committee of the Regions

There is as yet no clearly established practice as regards appearances of Presidency ministers before the Committee of the Regions. The Greek Presidency was present at the inaugural meeting in 1994. Since then, the practice of one appearance by a minister during each six-month term has become established. The General Secretariat of the Council represents the Council at meetings of the Bureau of the Committee of the Regions.

\*

\*       \*

The President of the Council is often asked to participate at **conferences** on matters relating in varying degrees to European construction. In the past, the President took part in conferences such as the Conference of the Regions of the Community organised by the European Parliament and in meetings of the Conference of Bodies concerned with Community Affairs in the Parliaments of the European Community (COSAC), which are also attended by a European Parliament delegation.

## Chapter V — The Union's external relations

### 1. The role of the Council and the Presidency in general

Preparation for all activities connected with the Union's external relations is in principle carried out in the General Affairs Council. Nevertheless, where the conclusion or implementation of international agreements relates to internal sectoral Community activities and policies, work takes place in the Council's specialised compositions (for example, Environment Council, Fisheries Council). **The Presidency, assisted by the General Secretariat of the Council, must ensure the necessary consistency** in all these activities, in particular their institutional aspects (division of powers between the Community and the Member States, procedures for exercising their respective responsibilities, procedures for representation at international level). It is often necessary for the Working Party of Foreign Relations Counsellors ('RELEX' counsellors) to become involved in the preparatory work in order to ensure this 'horizontal' consistency.

The role of the Council and the Presidency in defining and conducting the Union's external relations differs according to whether the subject is a matter for the powers exercised under Titles V (CFSP) <sup>(1)</sup> and VI (JHA) <sup>(2)</sup> TEU, for the European Community, or for the powers of the Member States acting within the Council.

**Where the Council acts on behalf of the European Community**, a distinction must be made between, on the one hand, the adoption of internal legal acts and, on the other hand, administering international agreements concluded by the Community, which implies defining in advance the line the Community will take in international forums. In the first case, the role of the Council and the Presidency is the same in the external relations sphere as in the other spheres of Community activity (taking into account the special features of the procedure for concluding international agreements: Article 300 TEC).

The second case, on the other hand, poses specific problems relating to representation of the Community and definition of its position raised below (Sections 2 to 4 of this chapter).

---

<sup>(1)</sup> See also Chapter V, Section 5.

<sup>(2)</sup> See also Chapter VI, Section 5.

**Where the Council is acting in the CFSP context**, the role and powers of the Presidency are different from its powers in areas covered by Community competence. They will therefore be discussed in a specific section of this guide (Section 5 of this chapter).

The external powers of the Community and the Member States may also be exercised jointly when concluding and implementing certain international agreements ('mixed' agreements). In that case, preparatory work in the Council most often covers both subjects falling within Community competence and those falling within national competence (in particular those not specifically covered by Titles V (CFSP) and VI (JHA) TEU and those not covered by Community competence, such as certain aspects of services, investment, intellectual property, etc.).

## **2. The administration of international agreements concluded by the Community**

As regards the role of the Council and the Presidency in the administration of agreements, a distinction should be made between those concluded by the Community (alone or jointly with the Member States) with one or more non-member States and participation by the Community (alone or jointly with the Member States) in international organisations (which is discussed in Section 3 below). The list of the EU's external commitments under the three pillars is given in the table in Annex V to this guide. In addition, the Council's web site (<http://ue.eu.int/accords>) contains a full and regularly updated list of the international agreements concluded by the European Community (whether mixed or not).

### ***(a) Composition of mixed bodies***

The roles of the Council and the Presidency differ according to whether the agreements are exclusively Community ones or are 'mixed' agreements, i.e. concluded jointly by the Community and the Member States.

Exclusively Community agreements generally entail the creation of a joint committee responsible for monitoring the implementation of the agreement; the Community is normally represented in them **by the Commission**, assisted by representatives of the members of the Council. This rule is departed from, as in the case of the International Science and Technology Centre (ISTC) and the Gulf Cooperation Council (GCC).

Mixed agreements generally entail the creation of bodies responsible for administering them (a 'council' at ministerial level ('association council' or another name) and a 'joint committee' at senior official level) (1).

Over the years, and with the conclusion of many agreements providing for this type of joint body, Presidencies have had to hold about 80 meetings each year. As this has been difficult for Presidencies to manage, in a schedule which is often full, the General Affairs Council adopted conclusions in June 2000 aimed at rationalising the scheduling, organisation and number of such meetings, as well as the level of the participants (2). These conclusions provided, in particular, for standard formats to be included in future agreements which enable the existing arrangements to be interpreted along the same lines. Provision has therefore been made for ensuring that, in the joint bodies at ministerial level, the Council is represented by the Presidency, assisted by the Secretary-General/High Representative and the following Presidency (with the other members of the Council being able to choose their level of representation). A practice has come about whereby only those members of the Council who have announced that they would attend at ministerial level are seated around the table. The other aspects of these conclusions are set out in (d) below.

### ***(b) Spokesman***

In exclusively Community agreements, the role of Community spokesman is usually assigned to the Commission. The same applies for expressing the Community's position.

In mixed agreements, the role of single spokesman for the Community and the Member States is normally assigned to the Presidency or the Commission, depending on whether the position is that of the council or the joint committee set up by the agreement.

However, the Commission also participates in meetings of the Association Council on matters falling within the Community's sphere of competence; although the time at which it will make its statements is arranged with the Commission, the precise purport of its statements is not negotiated.

---

(1) The secretariat of these bodies is usually provided jointly by the General Secretariat of the Council and a secretary from the associated State.

(2) See 9660/00.

### *(c) Defining the Community position*

The Presidency has the responsibility of ensuring that the Council can play a crucial role in defining the Community position with regard to the activities of a body set up by an international agreement to which the Community is a party, no matter who is the Community spokesman.

When bodies set up by an international agreement adopt decisions with legal effects, the position which the Community spokesman will have to adopt in relation to them must be defined in advance by the Council itself (prepared by Coreper and the working party). If the decision to be taken by a body set up by international agreement falls not only within the Community's sphere of competence, but also within that of the Member States, a common position must be established. Member States' positions may possibly be the subject of a decision by the representatives of the Member States meeting within the Council; this method guarantees the consistency of the Union's international action (Community and Member States), which the Presidency always has to ensure.

When the work of these bodies does not result in the adoption of decisions with legal effects, the position to be expressed on behalf of the Community is established in the relevant working party. It is then confirmed by Coreper and, if it is a major policy position, by the Council.

### *(d) The holding of meetings*

In the case of exclusively Community agreements, the Commission is in principle responsible for holding and convening meetings of the joint committee set up by the agreement. In the case of mixed agreements, the President of the Council is co-President or takes his turn as President of the Association Council (as the Commission does in the case of the joint committee); in this capacity, he is responsible for the holding of meetings.

It is also the responsibility of the Council and the Presidency to organise the meetings, in particular at ministerial level, which are held with non-member States outside or alongside the legal framework set up by an agreement (for example, the conferences with the Rio Group or the countries of Central America, the EU-ASEAN Conference or the Euro-Mediterranean Conference in Barcelona).

As far as possible, meetings at ministerial level are held alongside meetings of the General Affairs Council (in particular during a working meal enabling discussion in

an informal context). In the abovementioned conclusions of the General Affairs Council of June 2000 <sup>(1)</sup>, it was agreed, however, as a general rule, to discontinue the practice of conducting political dialogue over a meal, starting with the associated States, but rather to organise meetings so as to create an atmosphere conducive to a frank and free exchange of points of view (particularly by resorting to a restricted format). A practice has been established whereby meetings of two Association Councils with non-member States belonging to the same geographical area and sharing the same type of concerns are scheduled for the same day.

As regards the organisation of meetings, in June 2000 the Council took a number of measures which have applied since July 2000. In addition to the matter of the level of representation already discussed in (a) above, the Council undertook to:

- draw up a systematic schedule of ministerial meetings with non-member States covering the current and the next two Presidencies;
- as far as timing of meetings is concerned, avoid any specific periodicity and avoid ministerial meetings being convened when the agenda did not warrant them;
- streamline the agendas of meetings of this kind to ensure that the time is spent on real issues of substance.

### **3. Community participation in international organisations and conferences**

Community participation in international organisations depends above all on the rules specific to each organisation. The diversity of these explains the diversity of the ways in which the Community participates. The following exposition is not exhaustive but serves to illustrate the main examples.

If the Community is a full member of the international organisation, it is normally represented by the Commission. If the matters covered by the organisation are also within the jurisdiction of the Member States and the latter are also full members, representation is also ensured by the Presidency, which plays a crucial role in ensuring consistency in the international action of the Union (Community and Member States).

---

<sup>(1)</sup> See 9660/00.

Whichever way the Community participates in an international organisation, the Council plays a decisive role in defining the Community position within the organisation. The considerations listed in Section 2(c) above apply here. The Presidency must ensure that the Council's role in this context is always respected.

The action of the Member States as such within an international organisation may also be coordinated within the Council. The Presidency is often instructed to express the Member States' common position (UN General Assembly, for example). This possibility becomes an absolute necessity when the proceedings of the international organisation fall within the Community's exclusive sphere of competence but the latter is not admitted as such to the proceedings.

Regarding activities conducted outside the Council's headquarters, it should be noted that the **General Secretariat** is able to assume its duties fully, including assistance to the Presidency, in both Geneva and New York, where it has permanent offices. For conferences and meetings elsewhere, the Secretariat's presence is ensured within the limits of budgetary constraints and staffing resources.

***(a) The World Trade Organisation (WTO)***

The Community participates in the WTO jointly with the Member States. The details of this joint participation have not yet been decided in the absence of an agreement between the Council, the Commission and the Member States.

The lack of an arrangement on these details does not rule out the need for the Council to adopt prior decisions enabling the Commission to express the Community's agreement before the WTO bodies adopt decisions with legal effects (see Section 2(c) above).

***(b) The United Nations Conference on Trade and Development (Unctad) and commodities organisations and conferences***

Participation by the Community and Member States in organisations and conferences relating to the bulk of commodities is governed by the 'PROBA 20' arrangement. That arrangement provides for a joint delegation of the Community and the Member States which is to defend a common position previously established by the Council. The Commission normally acts as spokesman, but this role may sometimes be assumed by the Presidency of the Council, depending on the circumstances.

In Unctad, the Community is represented either by the Commission (trade aspects) or by the President of the Council (development aspects). Proceedings relating to the generalised system of preferences (GSP) within the Unctad Special Committee on Preferences, which meets in Geneva for one week a year, are prepared at coordinating meetings in Brussels within the GSP Working Party. On-the-spot coordinating meetings are reserved for defining Community positions on unforeseen points.

***(c) The Food and Agriculture Organisation of the United Nations (FAO)***

The Community participates as a full member in the FAO jointly with its Member States. It does so on the basis of a declaration of competences dividing responsibilities for attendance at proceedings and the exercise of voting rights between the Community and its Member States.

Internal discussions are prepared on the basis of an ad hoc arrangement between the Council and the Commission (agreed in December 1991). The arrangement provides for consultation and for procedures to establish who has the right to make statements and to vote. If there is disagreement in the Council working party on how to apply the arrangement, the matter is referred to Coreper.

***(d) The United Nations General Assembly (UNGA) and the Economic and Social Council (Ecosoc)***

The European Community has a standing invitation to participate with observer status in the sessions and work of the UN General Assembly.

The Community is represented in the UN by the Presidency of the Council (permanent representative of the Member State holding the Presidency) and by the head of the European Commission's delegation to the UN.

Save in exceptional cases when the Commission takes the floor, it is the Presidency which in principle expresses the Member States' common position at the General Assembly and Ecosoc. To this end, internal coordinating meetings, attended by the Commission, are held on the spot in order to establish the European Union's position. In some, increasingly rare, cases, the EU Member States make supplementary national declarations.

In the absence of a formally agreed common position on a matter not falling within the Community's exclusive competence, Member States may make national declarations should they see fit.

*(e) The Council of Europe*

The Community's status within the Council of Europe enables it to be represented by the Commission in negotiations concerning conventions coming within the Community's exclusive competence. Regular meetings are scheduled within the JHA sphere.

*(f) The United Nations Convention on the Law of the Sea*

By decision dated 23 March 1998, the Community concluded both the United Nations Convention on the Law of the Sea of 10 December 1982 and the agreement of 28 July 1994 relating to the implementation of Part XI of that convention. Those agreements, being of the 'mixed' type, also come within Member States' competence (1).

The Community is thus a member of the International Sea-Bed Authority (and, hence, of the Assembly, i.e. the organ of the Authority consisting of all the members of the latter). The Community, represented by the Commission, takes part in the meetings of the Authority's Assembly.

*(g) The International Labour Organisation (ILO)*

The Community enjoys observer status, enabling it to participate, without voting rights, in the General Conference of Representatives of ILO Members. Moreover, prior to ILO conferences and throughout negotiations in Geneva, the Member States hold coordinating meetings at which both the Commission and the Council **General Secretariat** play an active role. Provided that the Member States agree on a common approach, the representative of the Council Presidency will present the Member States' position to the conference.

*(h) Fisheries*

In the field of fisheries, the Community has concluded bilateral agreements with a large number of countries. Given their nature, those agreements can be implemented without the Council's participation.

---

(1) OJ L 179, 23.6.1998, p. 1.

The Community is also affiliated to various international fisheries organisations. It is represented in them by the Commission, assisted by a committee composed of representatives of Member States' governments.

*(i) Conventions on environmental matters*

As a general rule, in environmental matters, the Community has only mixed competence. With a view to cooperation under conventions in the field of the environment, therefore, the Member States and the Community must coordinate in order to establish the position to be taken in the context of the negotiation of new agreements as well as in that of the application of existing ones (e.g. climate, biodiversity, Montreal Protocol, Commission for Sustainable Development (CSD)). Coordination takes place at coordinating meetings in Brussels or on the spot in accordance with the Council's internal rules. Coordination concerns any matter, whether procedural (such as designating the Community spokesman) or substantive.

It should be noted that the troika rules laid down in Article 18 TEU (current and future Presidencies, Commission and General Secretariat of the Council) do not apply, as this article covers only matters coming under the common foreign and security policy (CFSP).

However, in carrying out the aforementioned tasks, a practice has come about which is reminiscent of that provided for in Article 18 TEU. In order to enlist the support of the Member States as regards matters coming within their sphere of competence, the Presidency is assisted by the Member State which will hold the next Presidency; with regard to Community competence also, the Commission is fully associated, particularly with contacts with third countries and international organisations.

Finally, the Secretary-General, or his representative, assists the Presidency further to his obligation to assist the Council provided for in Article 207(2) TEC.

In principle, the General Secretariat accompanies the Presidency where the resources intended for international activities permit, and in any event at international negotiations of major importance.

**The Presidency will therefore have to invite the General Secretariat to follow as closely as possible proceedings** to prepare and manage coordination before, during and, if need be, after international negotiations. The Secretariat will be unable to play its role of assisting the Council and the Presidency, in particular, if it does not

have all the information concerning the organisation and substance of contacts made during international negotiations. It is therefore advisable to enable it to take part, as far as possible, from the outset in all proceedings, even the Presidency's internal proceedings.

The Secretariat, for its part, will assist the Presidency in all proceedings relating to organisation and production of the relevant documents (e.g. draft statements, documents setting out the position to be taken and those presenting reactions to the projects of international organisations, etc.).

#### **4. Conduct of political dialogue**

The European Union conducts a political dialogue with a large number of States and groups of States.

Political dialogue commitments are listed in the tables in Annex V.

The Presidency, assisted by the Secretary-General/High Representative, represents the Union in joint forums as regards political dialogue, on the understanding that political dialogue with non-member States can be conducted by the Secretary-General/High Representative alone, acting on behalf of the Council and at the request of the Presidency (Article 26 TEU). The Commission is fully associated with this arrangement. Here, too, the Council conclusions insist that the most effective use be made of the possibilities offered under the TEU. It is also planned gradually to discontinue the practice of conducting political dialogue over a meal so as to resort increasingly to formal restricted meetings.

Meeting agendas which relate to topical issues are circulated in advance for information and in order to gather any comments by the non-member States concerned. A record of the discussions relating to the dialogue is circulated via COREU.

As part of the **enhanced political dialogue**, the associated States of central and eastern Europe, Malta and Cyprus, i.e. the States with which the Community has concluded Europe association agreements, may, in addition to the dialogue meetings, be invited to associate themselves with European Union démarches and declarations to non-member States, and also with certain types of joint action. They are accordingly informed in time to be able to contribute, by means of suggestions, to the démarche or declaration concerned. **Contacts** with associated countries relating to the implementation of those arrangements are, as a rule, **ensured by the General Secretariat** acting on the Presidency's instructions.

## 5. Specific arrangements relating to the CFSP

### (a) *The Presidency*

Article 18 TEU specifies **the role of the Presidency**. The Presidency represents the Union in matters relating to the CFSP; it is responsible for the implementation of joint actions. In that capacity, it in principle expresses the position of the Union in international organisations and at international conferences. In these tasks <sup>(1)</sup>, it is assisted by the Secretary-General/High Representative and if necessary by the Member State next holding the Presidency. Article 24 TEU gives the Presidency, upon authorisation by the Council, the task of negotiating international agreements in the areas covered by Titles V and VI TEU.

### (b) *Working parties*

As far as **the timetable** is concerned, before the beginning of each Presidency the future Presidency circulates the planned dates for meetings of working parties during the six-month period.

Working parties have certain distinguishing features: in particular, there is a distinction between merged working parties (merger between the former European Political Cooperation (EPC) Group and the equivalent Community working party) <sup>(2)</sup> and working parties dealing only with items which fall within the CFSP sector <sup>(3)</sup>.

The Working Party of Foreign Relations Counsellors ('RELEX counsellors') is responsible in particular for examining the legal, financial and institutional aspects of horizontal CFSP and Community matters and ensures their coordination. It coordinates, if necessary, the content of the agendas for Coreper and the Political Committee/Political and Security Committee in these areas. It is also required to consider common positions or joint actions designed to interrupt or to reduce in part or completely economic relations with one or more non-member States, and proposals for Community acts based on Article 301 or Articles 301 and 60 TEC.

---

<sup>(1)</sup> The Commission is fully associated with these tasks.

<sup>(2)</sup> Latin America, Transatlantic Relations, Asia-Oceania, ad hoc Working Party on the Middle East Peace Process, Mashreq/Maghreb, Middle East/Gulf, OSCE, Central Europe, Eastern Europe and Central Asia, Western Balkan Region, South-East Europe.

<sup>(3)</sup> Africa, Consular Affairs, Terrorism, CFSP Administrative Affairs and Protocol, Global Disarmament and Arms Control, United Nations, Security, Public International Law, Non-Proliferation (Nuclear, Chemical and Biological), Conventional Arms Exports, Electronic Communications, Human Rights.

CFSP matters are also dealt with by other mixed-competence working parties.

**Notices** of meetings of merged working parties dealing with CFSP or mixed issues and of CFSP working parties are sent by COREU to the capitals, the Commission and the permanent representations, preferably at least a week before the meeting. The notices must indicate the items on the agenda and the practical details of the meeting. They must also clearly identify the CFSP items in the case of meetings of 'merged' working parties.

**Agendas are prepared by the General Secretariat** together with the Presidency.

Following the Presidency's approval, they are circulated outside the Secretariat via COREU.

Notices of meetings are also circulated by means of Council telexes to ensure that the relevant departments of the General Secretariat (security, logistics, etc.) are informed.

It is, of course, **the Presidency's responsibility to organise its representation in working parties.** It is recommended that each merged working party have a single chairman with sufficient time to attend the Coreper meetings at which the dossiers submitted by the working party are being examined and to maintain the necessary working relationship with the Commission, the Council General Secretariat and the delegations of the other Member States. If this is not possible, chairmanship of the working party will call for even greater internal coordination.

Merged working parties deal with all subjects covered by external relations. In the interests of the continuity of the Union's foreign policy, **the agenda for each meeting of merged working parties should offer the possibility of entering an item relating to the CFSP.** For this purpose, when agendas for the various meetings of a merged working party are drawn up, there should be one section listing items for which the presence of officials from the capitals is desirable and another containing those which may be dealt with by means of instructions to the permanent representations, such as regular monitoring of CFSP initiatives and the preparation of texts for the Council. The other Council working parties, which meet less frequently, may refer a matter to the Working Party of Foreign Relations Counsellors between two meetings so that it can follow it up.

As regards **the working methods of the working parties**, participation by delegates from the permanent representations in meetings of their working party for all agen-

da items, which is already a frequent practice, must be encouraged in the interests of continuity of the Union's external action.

Working parties must endeavour to reach agreement in particular on:

- **common analyses** of the situation in non-member States or on a multilateral question and the common position which might be adopted by the European Union;
- **proposals** which might be approved by the Political Committee/Political and Security Committee under the heading of practical measures for implementing the CFSP: démarches, requests to be addressed to representations in non-member States and other preparatory measures, and declarations by the Presidency on behalf of the European Union;
- **substantive recommendations for future Council initiatives** in the CFSP sphere on which the Political Committee/Political and Security Committee may, if it so decides, submit an opinion to the Council, and the political follow-up to such initiatives.

For each meeting of a working party, the Presidency is assisted by staff of the Council General Secretariat who are competent on Community subjects and CFSP matters. The **Council General Secretariat prepares a single report** in good time on each relevant item appearing on the agenda for Coreper meetings. Hence:

- when geographic or thematic working parties deal with questions covered by the provisions of Title V TEU (CFSP), **records of the meetings are drawn up by the Council General Secretariat** to ensure continuity of working methods from one Presidency to another. As a general rule, they are available 24 hours after the working party meeting and are in principle **sent by COREU**. Member States are bound only by the operational conclusions which, after they have been checked by the Presidency, are **approved by the 'silent' procedure**, which expires four working days after the COREU has been sent by the Council General Secretariat;
- any matter which one or more working parties has been unable to resolve also becomes the subject of a **special report drawn up by the Council General Secretariat** in the form of a single working paper, setting out the whole subject matter. The Presidency is responsible for choosing the items to be discussed and for the handling of the dossier by the Council bodies.

In submitting their dossiers to Coreper and the Council, working parties have to take account of the same timetabling constraints as those prevailing in the Community sphere <sup>(1)</sup>.

*(c) The Political Committee/Political and Security Committee*

The Political Committee (POCO), defined in Article 25 TEU, usually brings together the political directors of the Ministries of Foreign Affairs of the Member States. The Political and Security Committee (PSC) <sup>(2)</sup> is the permanent structure of the Political Committee bringing together Member States' ad hoc representatives based in Brussels. When the Treaty of Nice comes into force, the PSC will definitively replace the POCO. Decision-making power could then be delegated to the PSC by the Council, under the terms of the new Article 25 as amended by the Treaty of Nice and in the context of its crisis management powers.

It is the **task** of the POCO/PSC to monitor the international situation in areas covered by the CFSP. It contributes to the definition of policies by delivering opinions to the Council, at the request of the Council or on its own initiative. It also monitors the implementation of agreed policies, without prejudice to the responsibility of the Presidency and the Commission (Article 25 TEU).

The PSC is more specifically responsible for dealing with crisis situations and examining all the possible options for the Union's response, without prejudice to the specific decision-making and implementation procedures of each pillar. The PSC exercises the 'political control and strategic direction' of the Union's military response to the crisis. The PSC receives opinions from the Military Committee and forwards guidelines to it.

**The Secretary-General/High Representative** may, after consulting the Presidency, chair the PSC. For work in the field of the **common European security and defence policy (CESDP)**, the PSC is assisted by the **Politico-Military Working Party**.

Working party reports in the CFSP area are examined regularly by the PSC, which approves their operational conclusions.

---

<sup>(1)</sup> See Chapter III.

<sup>(2)</sup> See Council decision of 22 January 2001 setting up the Political and Security Committee (OJ L 27, 30.1.2001, p. 1).

The Presidency informs the POCO/PSC of the preliminary draft Council agenda (CFSP items) which it intends to submit to the next Coreper meeting.

Taking account of the particular responsibilities of the POCO/PSC in the CFSP area, including the CESDP, the Presidency ensures, through the agency of the General Secretariat, that opinions for the Council are passed on efficiently. **Opinions of the POCO/PSC** (including, among other things, its conclusions or recommendations) for the Council appear on the agenda for Coreper in order to ensure that they are forwarded to the Council in good time. The Council asks the POCO/PSC, meeting alongside the Council, to submit to it, where appropriate, opinions taking into account the latest political developments.

***(d) The European Union Military Committee (EUMC) and the European Union Military Staff (EUMS)***

The European Union Military Committee is a Council committee made up of the **chiefs of defence staff of the armed forces of the Member States (CHODS)** represented by their military delegates in Brussels (**Mil Reps**) <sup>(1)</sup>. Its task is to give military advice or recommendations to the POCO/PSC and to direct all military activities within the framework of the EU. Its chairman (CEUMC) is a four-star flag officer, appointed by the Council for a three-year period on the recommendation of the Military Committee meeting at chiefs of defence staff level. The CEUMC is the Military Committee's spokesman for the PSC and the Council, and is also the military adviser to the Secretary-General/High Representative.

The Military Committee is assisted by the European Union **Military Staff** <sup>(2)</sup> (EUMS), composed of military experts from the Member States seconded to the General Secretariat of the Council. The Military Staff is directly attached to the Secretary-General/High Representative; it is headed by a Director-General, a three-star flag officer, and works under the military direction of the European Union Military Committee.

---

<sup>(1)</sup> See Council decision of 22 January 2001 setting up the European Union Military Committee (OJ L 27, 30.1.2001, p. 4). That decision should take effect on 30 June 2001 at the latest. Until then, the Interim Military Body set up by Decision 2000/144/CFSP (OJ L 49, 22.2.2000, p. 2) will continue to carry out its duties.

<sup>(2)</sup> See Council decision of 22 January 2001 on the establishment of the Military Staff of the European Union (OJ L 27, 30.1.2001, p. 7). That decision should take effect on 30 June 2001 at the latest. Until then, the military experts seconded by the Member States to the Council Secretariat (Council Decision 2000/145/CFSP, see OJ L 49, 22.2.2000, p. 3) will continue to carry out these duties.

### *(e) The General Affairs Council*

Like all other matters, those relating to the CFSP are normally discussed **at meetings of the General Affairs Council**. Discussions over lunch are in principle reserved for particularly delicate issues. Any conclusions must then be adopted at a meeting. Where it seems useful, a decision may be taken to meet in restricted session.

In CFSP areas, the Council, in accordance with Article 23(1) TEU, acts unanimously, except for procedural questions (simple majority, Article 23(3) TEU) and in the case referred to in Article 23(2) TEU ('double' qualified majority). On any issue with military or defence implications, the Council always acts unanimously.

In the CFSP framework, the results of votes are made public only by unanimous decision of the Council or of Coreper taken at the request of one of its members (Article 9(3)(a) CRP).

### *(f) Relations with the European Parliament (Article 21 TEU)*

The Presidency consults the European Parliament on the main aspects and basic choices of the CFSP and ensures that its views are duly taken into consideration. The European Parliament is kept regularly informed by the Presidency and the Commission of the development of the CFSP. In particular:

- the Presidency maintains close contacts with Parliament (see Chapter IV);
- the Presidency organises consultation of Parliament on the main aspects and basic choices of the CFSP (reminder: when written or oral information is organised as described above; at the time of the annual debate provided for by the Treaty);
- the Presidency informs the Council of the reactions, communications, questions, recommendations or resolutions of the European Parliament relating to the CFSP.

### *(g) Cooperation between diplomatic and consular missions (Article 20 TEU)*

The Presidency sees to it that diplomatic and consular missions of the Member States and Commission delegations in non-member States and at international conferences, and their representations to international organisations, cooperate in ensuring that the common positions and joint actions adopted by the Council are complied with and implemented.

They are to step up their cooperation by exchanging information, carrying out joint assessments and contributing to the implementation of the provisions laid down for implementing Article 20 TEC (protection of citizens of the Union in the territory of non-member States).

***(h) International organisations and conferences***

Among the activities covered by Title V (CFSP) TEU, the European Union may be required to participate in a number of international organisations and conferences which are characterised by specific procedures.

In this context, coordinating meetings are held in advance of and, if necessary, during meetings in international forums:

- where the issues at stake in these forums are considered a matter of priority or particularly central to the Union's concerns, joint actions (Article 14 TEU) or common positions (Article 15 TEU) are adopted to give greater emphasis to the consistency of Member States' action;
- the Presidency expresses views on behalf of the Union at the start of a conference and may also subsequently make a statement on the Union's behalf;
- the Presidency is responsible for submitting any written contributions from the European Union and for carrying out, where appropriate, with the troika (Secretary-General/High Representative and/or the Member State which will hold the next Presidency), and in association with the Commission, the agreed procedures for implementing common positions or joint actions.

(Statements made and written contributions submitted on behalf of the European Union are previously approved by the written procedure or at coordinating meetings.)

Special attention is paid to the proceedings of the United Nations General Assembly (UNGA) and its main committees (memorandum and speech to the UNGA, European Union statement to the First Committee, etc.) and to the proceedings of the Organisation for Security and Cooperation in Europe (OSCE) (statements on behalf of the European Union to the Permanent Council, the Senior Council, the Ministerial Council and the Summit).

The Union also makes its presence felt in international conferences for the negotiation of treaties on disarmament and non-proliferation. The above arrangements apply.

In preparing for and holding coordinating meetings and in implementing their conclusions, in particular when joint actions or common positions have been adopted, **the Presidency is assisted by the General Secretariat:** in Brussels, Geneva and New York on a permanent basis and at other conference venues as far as staffing considerations permit.

## **Chapter VI — Specific arrangements for JHA** **(police and judicial cooperation in criminal matters)**

Before the beginning of each Presidency, the incoming Presidency draws up **the timetable** for the meetings of working parties scheduled for the six-month period. The dates of the meetings of the JHA Councils and of the Article 36 Committee are notified at that point; a timetable covering working party meetings for the coming month is circulated at the end of the preceding month.

### **1. Working parties**

**Working parties**, like all other groups, are set up by decision of Coreper.

**Meetings of working parties are convened by the General Secretariat**, following the Presidency's agreement, by telexes addressed to members of the working parties and the permanent representations, in principle at least one week before the meeting. Meetings of the Working Party of JHA Counsellors are convened by the Presidency by telexes addressed to the JHA counsellors in the permanent representations.

The working parties report back to **the Coordinating Committee**, consisting of senior officials, **provided for in Article 36 TEU** and hence known as the '**Article 36 Committee**'.

### **2. Article 36 Committee**

The tasks of **the Article 36 Committee** are to:

- give opinions for the attention of the Council, either at the Council's request or on its own initiative;
- contribute, without prejudice to Article 207 TEC, to the preparation of the Council's discussions in the fields covered by Article 29 TEU.

As a general rule, the Article 36 Committee meets **once a month**.

All meetings of working parties and of the Article 36 Committee are held in the Council headquarters in **Brussels**, with the exception of one meeting of the Article 36 Committee in each six-month period, which is in principle held in the Member State of the Presidency.

### 3. The JHA Council

**Each Presidency in principle organises one or two meetings of the JHA Council.** In addition, it will also convene an informal meeting (or two separate informal meetings for the justice ministers and the home affairs ministers); these informal meetings must comply with the rules laid down for meetings of this type (see Chapter VII).

In areas covered by Title VI TEU, the Council generally acts **unanimously**, except on procedural matters and in cases where Article 34 TEU expressly provides for a different voting rule (paragraph 3). Article 34(2)(c) TEU lays down that the Council, acting by a qualified majority ('dual majority'), is to adopt measures necessary to implement decisions. Measures implementing conventions are adopted within the Council by a majority of two thirds of the high contracting parties <sup>(1)</sup>. In JHA areas covered by the TEC, some provisions require a qualified majority (Article 62(2)(b)(i) and (iii) concerning visas).

**Publication of instruments under Title VI** in the Official Journal (OJ) takes place in accordance with the following rules (laid down in Article 17 CRP):

- any framework decisions and decisions referred to in Article 34(2) TEU, as well as any conventions established by the Council in accordance with Article 34(2) TEU, are automatically published in the OJ; a notice of entry into force of such conventions is published at a later date;
- unless the Council or Coreper decides otherwise, initiatives presented to the Council by a Member State pursuant to Article 34(2) TEU as well as the common positions referred to in Article 34(2) TEU are published in the OJ;
- the Council or Coreper decides, on a case-by-case basis and taking account of any publication of the basic act, whether any measures implementing the decisions referred to in Article 34(2) TEU and any measures implementing conventions drawn up by the Council in accordance with Article 34(2) TEU should be published in the OJ.

---

<sup>(1)</sup> See also Chapter III, Section 4(e).

#### **4. Relations with the European Parliament**

As regards relations with the European Parliament (Article 39 TEU), the Council consults Parliament before adopting any measure referred to in Article 34(2)(b), (c) and (d) TEU. Parliament delivers its opinion within a time limit which the Council may lay down and which cannot be less than three months. In the absence of an opinion within that time limit, the Council may act. The Presidency and the Commission regularly inform the European Parliament of discussions held.

Information may be passed on by means of a written document, participation in debates at plenary sittings of Parliament, or a report to one of the Parliament committees responsible for matters covered by Title VI TEU (Committee on Citizens' Freedoms and Rights, Justice and Home Affairs and Committee on Legal Affairs and the Internal Market).

Under Article 39(3) TEU, the European Parliament may ask questions of the Council or make recommendations to it. Each year Parliament holds a debate on progress with regard to the implementation of the areas referred to in Title VI; the debate, which is normally held at the end of the year, is attended by the President of the JHA Council.

Lastly, the written report on the progress achieved by the Union, under Article 4 TEU, which is submitted annually to the European Parliament, also contains information on the JHA sector.

#### **5. Relations with non-member States**

Article 37 TEU requires Member States, within international organisations and at international conferences in which they take part, to defend the common positions adopted under the provisions of Title VI TEU. Articles 18 <sup>(1)</sup>, 19 and 24 (conclusion of international agreements) TEU are applicable.

Relations with non-member States under structured dialogues follow the general rules laid down for the Council.

---

<sup>(1)</sup> See Chapter V, Section 5.

**The Presidency, assisted by the General Secretariat of the Council, reports to the Article 36 Committee on contacts with non-member States and on exchange of information.**

A report on the European Union priorities and policy objectives for external relations in the JHA field was approved by the European Council, meeting in Santa Maria da Feira in June 2000 <sup>(1)</sup>. That report envisages regular evaluation by Coreper of progress on the external aspects of the Union's activities in the field of JHA, if necessary based on the information provided by the Commission and the working parties or committees concerned.

Article 37 TEU requires Member States to defend common positions adopted by the Council within international organisations and at international conferences in which they take part.

Dialogue between the Union and its partners is conducted along the following lines. The Council Presidency should endeavour to:

- make full use of the international frameworks set up by association agreements or cooperation agreements;
- envisage flexible arrangements, where an institutional framework is lacking with some partners (e.g. the Council of Europe);
- establish a system, as provided for in Article 19(2) TEU, for keeping Member States informed, either by the Presidency if it is a participant or, failing that, by another participant, in an international forum where not all Member States participate.

---

<sup>(1)</sup> See the Presidency conclusions of the European Council meeting in Santa Maria da Feira on 19 and 20 June 2000, Annex VII (7653/00).

## **Chapter VII — Protocol and logistics**

### **1. Accreditation of ambassadors from non-member States to the Community**

The Commission receives the request for accreditation. After delivering a favourable opinion, it passes on the request from the non-member State, together with that opinion, to the Council. After receiving the communication from the Commission, the Council sends the request for accreditation, together with the curriculum vitae of the ambassador designate, to the capitals by telex. If no observations from Member States have reached the General Secretariat of the Council within 30 calendar days from the date of the telex opening the procedure, the agreement of all Member States is considered to have been given. (The written tacit agreement procedure has been in use since 1 April 1992.) At the end of the period, the General Secretariat of the Council informs the President of the Commission and the Protocol Department, which informs the relevant embassy of the Council's approval. A diplomatic note is also sent to the permanent representations and to the Ministries of Foreign Affairs of the Member States.

The President of the General Affairs Council is responsible for receiving ambassadors from non-member States, who present their credentials to him during a short ceremony on the occasion of a Council meeting.

Credentials are presented at almost every meeting. In general, the President receives between two and eight ambassadors, involving a brief interview with each of them. The date and time are fixed by mutual agreement between the embassies concerned, the Presidency and the Protocol Department of the General Secretariat of the Council. It is sometimes difficult to arrive at a definitive timetable a few days in advance. Every effort should be made to avoid last-minute changes, which are often taken badly by the ambassadors. The President of the Council may delegate his duty to a State Secretary if this helps to set appointment times.

The ceremony — which is not in any way grand — is normally attended by the President of the Council (or State Secretary) together with an assistant, the Head of Protocol for the Council and the Director-General for External Relations at the General Secretariat of the Council.

A few days before the meeting, the President of the Council receives a brief note on relations between the ambassador's State and the Union, to which is attached the curriculum vitae of the new ambassador.

**2. Meals and functions** (organised by the General Secretariat and charged to the Council budget) <sup>(1)</sup>

**(a) Meals at Council meetings**

The principle is as follows:

- General Affairs, Ecofin and JHA Councils: one lunch per meeting;
- all other Councils: as a rule, one lunch at the beginning and one at the end of a Presidency.

Lunches are working lunches connected with the meeting. They are organised by the General Secretariat.

Those invited are ministers, members of the Commission, State secretaries, permanent representatives (or deputy permanent representatives) and — at meetings of the General Affairs Council — political directors. Guests are divided between two different rooms: one is for the President and heads of delegation, while the other guests lunch in a separate room.

The President and heads of delegation also have at their table:

- for the General Affairs and Ecofin Councils: the Secretary-General/High Representative or the Deputy Secretary-General, the chairman of Coreper, the chairman of the Political Committee (for the General Affairs Council) and the Secretary-General (or Deputy Secretary-General) of the Commission. When the President of the Commission is not present at a lunch, he himself chooses the commissioner who will replace him. If several subjects are being discussed over lunch, he may choose more than one commissioner;
- for other Council configurations: the chairman of Coreper (Part 1), the relevant commissioner and the relevant Director-General from the General Secretariat.

Whatever the Council, additional guests are invited to the Presidency table only if a President so requests because of the subject being discussed over lunch. This applies

---

<sup>(1)</sup> The General Secretariat is willing to provide assistance over and above the events described in this chapter, but the costs are to be met by the Presidency.

equally to, for example, members of the Commission and chairmen of committees in the context of the Ecofin Council.

*(b) Larger functions*

*ACP-EC Council*

When the meeting takes place in Europe, the Presidency gives a meal for heads of delegation plus one person and a meal or reception for other delegates. The General Secretariat is responsible for organisation and costs.

When the meeting takes place in an ACP country, the host State generally gives a very large reception for all those attending. The European side endeavours to return its hospitality by organising a reception on a smaller scale.

It is traditional for the President of the Council to take part in the annual meeting of **the ACP-EC Joint Assembly** and on that occasion to give a meal for a small number of people.

*Other Association or Cooperation Councils*

As a general rule, the Presidency gives a meal. The format varies, depending on the venue and the programme.

*Participation in negotiations in the framework of international organisations (UN, Unctad, WTO, etc.)*

The Community spokesman in these forums is usually either the Commission and the Presidency of the Council together or the Commission alone. It is for the Presidency to decide whether it is appropriate to hold a reception for heads of delegation. If it decides to do so, it may give the reception jointly with the Commission. Organisation is entrusted to the General Secretariat.

*(c) Other meals*

*Coreper (Part 2)*

Under established practice in recent years, one working meal per month is arranged (normally at the meeting preceding that of the General Affairs Council), as well as meals with certain commissioners.

*Political Committee/Political and Security Committee and Article 36 Committee*

Working meals may be arranged on similar terms, with the Council paying for one per month.

*Coreper (Part 1)*

Working meals may be arranged, with the Council paying for not more than three per six-month period.

*Special Committee on Agriculture, Article 133 Committee, Antici Group and Mertens Group*

Working meals may be arranged, with the Council paying for one per six-month period.

### **3. Travel by the President**

The nature of the President's duties requires him to travel on a number of occasions, all of which are connected with Council business.

The occasions in question are chiefly Association Council meetings held in non-member States and troika meetings, also in non-member States. Sometimes the President is sent by the Council on a 'tour of the capitals'.

Following the entry into force of the decision of 10 October 2000 of the Secretary-General/High Representative concerning reimbursement of travel expenses of delegates (Decision No 361/2000, see Annex IV), the Council decides whether the cost of the President's ticket and that of one companion is reimbursable. If it is, reimbursement is based on the business restricted class fare within Europe and the business class fare outside Europe. If the President travels first class, the Presidency has to pay the difference. Where a special plane is used, the Council pays part of the cost up to the limit indicated above.

When the President is representing his State at a major international conference, for example in the United Nations framework, and chairing on-the-spot coordinating meetings of Member States, the Council does not contribute to the cost.

The Council never pays accommodation expenses or office rental or equipment costs.

#### 4. Meetings away from customary places of work

In the case of all meetings **in the Council framework** taking place outside Brussels/Luxembourg, such as Association or Cooperation Councils meeting in non-member States, the bulk of the cost is borne by the host country. A proportion of costs (hiring of rooms, technical equipment and entertainment costs) can be charged to the Council's budget; the General Secretariat helps with the practical organisation of such meetings.

As a rule, the Presidency bears the full cost of all meetings convened by it **outside the institutional framework** as such — principally those held in its own country: informal ministerial meetings and meetings of the Permanent Representatives Committee, Political Committee, Article 36 Committee, Special Committee on Agriculture and certain working parties. The Presidency may, however, call on one of the 13 teams of interpreters placed at the Council's disposal daily. This, of course, means that the team in question is not available in Brussels.

The organisation and cost of European Council meetings are entirely the Presidency's responsibility, although it relies on the General Secretariat for help in all organisational matters. The General Secretariat keeps a detailed, regularly updated checklist available for consultation by the Presidency.

## Chapter VIII – Financial responsibility

As already mentioned in Chapter I, Section 6, concerning the General Secretariat of the Council, the Deputy Secretary-General, under the authority of the Secretary-General/High Representative, has full responsibility, in accordance with Article 207(2) TEC and Article 23(5) CRP, for administering the Secretariat's human and financial resources.

The Presidency should therefore ensure that it obtains the Deputy Secretary-General's agreement before embarking upon any initiatives or taking any decisions which might have implications in terms of human or financial resources.

The Presidency should note that the officials with whom it deals within the General Secretariat are under strict instructions not to commit the Secretariat, even tacitly, to any unauthorised organisational measure or expenditure whatever, whether involving human or financial resources (instructions issued on 20 October 2000). This concerns:

- any contact with the Presidency, delegations, other institutions or third parties;
- any action or initiative, in particular by a working party, which might:
  - involve making available staff, equipment or infrastructure <sup>(1)</sup>,
  - entail overtime or any other kind of supplementary service,
  - give rise to any other financial obligations for the Council.

Any Secretariat officials coming across any such measures must explicitly reserve their position and refer the matter to the appointing authority for agreement.

The Presidency should also note the following rules, dictated by budgetary constraints and the need to plan work in the light of the human resources available, which were agreed in May 2000 between the Deputy Secretary-General and the permanent representatives.

---

<sup>(1)</sup> Such matters should be referred to Coreper via the Antici Group for discussion with the appointing authority at that level.

***(a) Preparations on behalf of the Presidency***

Permanent representations should as far as possible handle preparations on behalf of the Presidency, or at least coordinate them.

Preparatory meetings between Presidency representatives and the relevant Secretariat officials should thus, as a rule, be held in Brussels. Meetings in the Presidency's capital should be arranged only where political preparation proves necessary and in exceptional cases, without the Secretariat incurring any expenditure as a result (travel and subsistence expenses chargeable to the Presidency).

***(b) Committee and working party meetings in the Presidency's country***

Under the rules applicable, 15 meetings of committees or working parties may be held in the Presidency's country. A list of such meetings is supplied to Coreper by each Presidency at the beginning of its six-month term. In the case of such meetings, subject to the limits laid down in the Secretary-General's decision of 10 October 2000 (see Annex IV), delegates' travel expenses and Council officials' mission expenses are paid by the Secretariat.

The figure of 15 meetings represents an absolute maximum, and it is intended to scale this down in future. In any event, for any 'informal meetings' nevertheless arranged and held in the Presidency's country in excess of those 15, the Secretariat will not meet any expenses, and all of these will have to be borne by the Presidency (including Secretariat officials' travel and subsistence expenses).

***(c) Document production and translation***

In planning the meetings and business of working parties and Coreper, allowance must be made for the time inevitably taken to draft, translate and produce documents. The Presidency should therefore discourage the holding of working party meetings the day before or on the same day as Coreper meetings, since such meetings make it impossible not only to have documents translated but also to have them properly distributed, thereby detracting from the efficacy of proceedings.

With its special responsibility for the planning and organisation of Council business, the Presidency should also as far as possible avoid, or at least limit to exceptional cases, the holding of meetings at weekends or on public holidays, which gives rise to considerable additional expenditure. In order to help the Presidency assess each specific situation arising, the Secretariat will systematically draw up financial impact statements where any such meetings are envisaged.

Cooperation between the Presidency and the Secretariat is also desirable as regards document production and translation into the official Community languages, which presents the Secretariat with a substantial workload and a constant organisational challenge <sup>(1)</sup>. Particular attention should be paid here to allowing reasonable intervals between meetings dealing with a particular issue, to compliance with time limits and to whether to have a text translated, which should be considered only where of assistance in making progress.

---

<sup>(1)</sup> In 2000, for instance, the General Secretariat of the Council processed 27 537 original documents, totalling 186 864 pages, some 60 000 of which were translated by each of the 11 language divisions; the Document Reproduction Department produced over 151 million photocopied pages and distributed 101 044 hard-copy documents.

Helsinki European Council: Conclusions and follow-up (extracts)

*An effective Council  
for an enlarged Union*

*Guidelines  
for reform  
and  
operational  
recommendations*

Approved by the Helsinki European Council  
10–11 December 1999

## **Foreword**

If the Council is to operate effectively with nearly twice as many Member States as at present, substantial changes have to be introduced, starting now, so that by the time of enlargement, the Council can smoothly accommodate a larger membership. This is why the Helsinki European Council approved the following operational recommendations for reforming the Council to prepare for enlargement.

The Helsinki conclusions expressly mention that the Council, the Presidency and the Secretary-General/High Representative will be responsible for ensuring that these recommendations are observed and enforced in practice. As far as the Secretariat is concerned, steps will be taken over the coming months in order to implement all aspects of the reform for which the Secretary-General is responsible, and to ensure that Secretariat staff are equipped to lend greater and more upfront support for the Council and the Presidency, as called for by the European Council. Certain questions, such as reducing the number of Council formations, will require further work by the Council itself. This work will also include a revision of the Council's Rules of Procedure. However, given that much of the reform involves adhering to good practices in future, it is of the utmost importance that all Secretariat officials play their part in ensuring that these recommendations are actually applied and enforced. Enforcement should not, however, call into question arrangements and programming already made by the incoming Portuguese Presidency.

## Guidelines for reform

*Reforming the functioning of the Council is an important component of the broader institutional reform process to prepare the Union for enlargement. The scale of the coming enlargements coupled with the wider scope of the Union's action could well slow the Council down, and ultimately even paralyse it. That risk is already perceptible now and represents a threat to the smooth operation of the Union, given the Council's central role in Union decision-making. Hence, the need for a comprehensive review of the Council's working methods, as highlighted in the report submitted by the Secretary-General in March 1999 (1).*

*The Council must have an overview of all Union policies. For it to do so, there has to be at the heart of the system a single **chain of coordination** capable of ensuring that Union action is consistent with the will of its political leaders. This chain of command starts in the Member States themselves with effective interdepartmental coordination and arbitration, and extends through Coreper, the General Affairs Council to the European Council. The Council's ability to meet the challenges ahead largely depends on strengthening the effectiveness of this channel — the backbone of the system. Action to preserve the Council's ability to act decisively therefore needs to be taken at all levels.*

*The European Council must remain an effective forum for **policy leadership** in providing necessary impetus for the Union's development and defining general political guidelines. It must preserve the flexible way in which it is prepared at present, the restricted format of its meetings and the practical impact of the Presidency conclusions.*

*The General Affairs Council's central responsibility for general horizontal issues, including overall policy coordination, means that it will have to manage an increasingly complex **external and internal** agenda, dealing with major multidisciplinary and interpillar dossiers. Effectively handling all aspects of its work by better agenda management and suitable Member State representation is essential if the General Affairs Council is to continue to play its role in ensuring overall coordination and policy consistency, and in preparing European Council meetings.*

---

(1) See document No SN 2139/99.

*Given the diversification of the Union's activities and broadening of the areas covered by the Treaties, it is important to prevent fragmentation of the Union's activities and decision-making by **limiting the number of Council formations**, and by avoiding artificial activities to fill up agendas. This will help focus the Union's action and improve overall policy coordination and consistency by the Council's preparatory bodies.*

***Efficient legislative practices** must be followed. This means ensuring that the correct legislative instruments are used, that texts are drafted in a high quality and legally watertight manner, that the co-decision procedure, given its increasing application, operates smoothly and effectively and that the Council's legislative work is more transparent and open to public scrutiny.*

*While **internal coordination** in the Member States is, and must remain, the exclusive preserve of each government, effective coordination has a direct bearing on the functioning and coherence of the Council. Therefore Member States have a common and genuine interest in endeavouring to ensure that their internal organisation allows the Council to deliberate more effectively.*

*Effective Council decision-making requires preparatory work to be undertaken as rationally and cost-effectively as possible while ensuring overall policy consistency. This implies planning all programmable activities, a clear definition of the role of **Coreper** and **Council Working Parties**, and improved working methods designed to ensure optimum use of infrastructure and resources. Already now, and all the more so in an enlarged Union, full use must be made of the limited time available in meetings. Without suitable preparation upstream and greater discipline in plenary debates at all levels, discussions risk becoming completely ineffective. At meetings, delegations should be able to react and negotiate on clear options, drafted solutions to known difficulties or clearly identified problems. Therefore it is of the utmost importance that clear and well-structured papers are provided. The Presidency, as part of its particular responsibilities for managing and conducting discussions, should have the means to ensure suitable working methods.*

*The **Presidency must retain overall political responsibility** for managing Council business. Over the years its burden has increased substantially, and will continue to do so as the Union enlarges. Optimum use must therefore be made of the various forms of support available, such as the incoming Presidency, the Troika and the*

*General Secretariat, in order to ease the Presidency's workload. The increasing number of Council members, along with the increase in the Presidency's responsibilities, will also require greater and more upfront support for the Council and the Presidency from the General Secretariat.*

*Finally, **practical issues** such as the layout of rooms, translation, interpretation and document production are crucial to the smooth operation of the Council. New imaginative and pragmatic solutions are needed on these issues, while respecting basic principles, if the Council is to continue to operate effectively.*

*The following operational recommendations will, for the most part, be implemented as soon as possible. Some will require more detailed work before being implemented over the medium-term in connection with enlargement. They are designed to meet the Cologne European Council's call for specific proposals to be made for improving the operation of the Council with a view to enlargement. It is imperative that these recommendations are applied using effective means of enforcement through the Council's Rules of Procedure <sup>(1)</sup> and are coupled with the practical measures already being implemented by the Presidency and the Secretary-General, which must be consolidated over the coming years. The combined impact of these measures should ensure that the Council is properly equipped to welcome new members in the near future with minimum upheaval.*

---

<sup>(1)</sup> Asterisks denote recommendations which will require a revision of the Council's Rules of Procedure.

## **Operational recommendations**

### **A. The European Council and the General Affairs Council**

1. The European Council's primary purpose must be to continue to provide the Union with the necessary impetus for its development and define general political guidelines. One means of helping it better fulfil these tasks is to make the Presidency conclusions more concise (maximum 15 pages <sup>(1)</sup>) thereby focusing them on the political decisions taken on the items actually discussed at the meeting.
2. The General Affairs Council must be in a position to deal effectively with horizontal internal issues including overall policy coordination. The General Affairs Council agenda shall accordingly be divided into two distinct parts. Member States shall ensure that they are suitably represented at ministerial level at both parts of the session.
3. The General Affairs Council is responsible for the overall coordination of European Council preparatory work.

### **B. External relations <sup>(2)</sup>**

#### *Role of the Secretary-General/High Representative*

4. Subject to the requirement laid down in Article 3 of the TEU for the Council and the Commission to ensure consistency in external relations, and in accordance with their respective responsibilities under the Treaties, the Presidency, the Secretary-General/High Representative and the Commissioner for external relations, will cooperate closely in order to ensure overall continuity and coherence of action by the Union in external relations.
5. The Secretary-General/High Representative shall, in accordance with the Treaties:

---

<sup>(3)</sup> Except in very exceptional circumstances such as *Agenda 2000*.

<sup>(4)</sup> The recommendations in this section are without prejudice to developments on preparatory/implementing bodies for the CFSP which might result from ongoing discussions in the Council.

- (i) assist the Presidency in coordinating work in the Council to ensure coherence on the various aspects of the Union's external relations;
  - (ii) contribute to preparing policy decisions and formulating options for the Council on foreign and security policy matters, so that it constantly focuses on the major political issues requiring an operational decision or political guidance;
  - (iii) contribute to the implementation of foreign and security policy decisions in close coordination with the Commission, Member States and other authorities responsible for effective application on the ground.
6. The Secretary-General/High Representative may receive specified mandates from the Council.

*Regular meetings/contacts with third countries*

7. Given the increasing administrative burden of organising ministerial level meetings with third countries, in particular under cooperation and association agreements, more effective management of such meetings will be achieved by:
- (i) drawing up systematic schedules of ministerial meetings with third countries covering the current and the next two Presidencies, adjusted on a rolling basis, to enable an appropriate shareout of the administrative burden and ensure adequate preparation;
  - (ii) seeking the consent of third parties to include provisions under existing or future cooperation and association agreements:
    - which, as far as *timing of meetings* is concerned, do not specify a given periodicity, but allow ministerial meetings to be convened when warranted by a substantive agenda after proper preparation;
    - and which, as far as the *level of representation* is concerned, provide that the Council will as a rule be represented at ministerial level by the Presidency, assisted by the Secretary-General/High Representative, and the incoming Presidency. Other members of the Council may designate representatives at official level;
  - (iii) ensuring that, as far as *political dialogue* meetings are concerned, the Presidency and the High Representative make the most effective use of both possibilities offered under the Treaty for conducting such meetings

(i.e. the Presidency, assisted by the Secretary-General/High Representative or the High Representative at the request of the Presidency on the Council's behalf) in order to streamline the Union's political dialogue arrangements, in full association with the Commission.

#### *Optimum use of diplomatic networks*

8. The Secretary-General/High Representative is invited to draw up a report for the Council examining ways and means of using the networks of Member States' embassies and Commission delegations throughout the world to strengthen implementation of the Union's action and assist him in carrying out his tasks.

#### **C. Council formations**

9. In order to improve the coherence and consistency of the Council's work, the number of Council formations shall be reduced to a maximum of 15. The General Affairs Council shall take the necessary steps to achieve this objective as soon as possible by merging certain Council formations, by handling certain matters in other relevant Council formations and by making maximum use of 'back to back' arrangements when convening closely-related Council formations.
10. In convening Council sessions, particular attention shall be paid to the management and organisation of the agenda in order to allow Member States to be represented in each Council formation as they deem appropriate on the basis of their own internal organisation. The Presidency shall endeavour to ensure as a rule that each Council formation has a single President.
11. Without prejudice to Article 1(1) of the Council's Rules of Procedure, Council formations and sessions shall only be convened when a substantive agenda exists (e.g. when policy decisions are to be taken or political orientations are to be given) or when required by objective deadlines. Failure to meet these criteria would imply not convening the Council formation or session in question.
- \*12. No new formations of the Council may be convened unless the General Affairs Council so decides.
13. Joint sessions of different Council formations shall no longer be convened, save in exceptional circumstances.

14. Each Member State will keep under permanent review its internal coordination arrangements for EU matters so that they are tailored to ensuring the optimum functioning of the Council. On the basis of a contribution from each Member State giving a practical description of internal coordination procedures on EU matters, a summary of coordination systems in the different Member States will be compiled by December 2000.

#### **D. The Council's legislative role**

##### *Proper use of legislative instruments and improved drafting quality*

- \*15. Delegations shall ensure that proposed textual amendments are properly drafted, including during the first reading of a text by a Working Party.
- \*16. The Council shall refrain from adopting resolutions, declarations, or any other non-standard form of act when dealing with legislative matters.

##### *Improved codification procedures*

17. In order to speed up work on the codification of legislative texts and increase the amount of legislation available in a codified and more readable form:
  - (i) a strict deadline of 30 days shall be imposed within the Council for delegations to comment on proposals. The European Parliament should be approached in order to agree on procedural deadlines for giving its opinion on codification proposals;
  - (ii) the Council will seek a further interinstitutional agreement with the European Parliament and the Commission as soon as possible on the use of a fast-track method for the 'recasting' technique (i.e. using the opportunity offered by an amendment to a basic act to codify all of it), subject to ensuring that the principles and spirit of the codification technique (i.e. codification of texts as published without substantive amendment) are respected.

##### *Making the co-decision procedure more effective*

18. The Presidency shall, as an integral part of its programming, take due account of the requirement to schedule conciliation and preparatory meetings, bearing in mind the deadlines applicable for co-decision procedures. Contacts with

the European Parliament at the first and second reading stages must be undertaken with the aim of bringing the procedure to a successful conclusion as swiftly as possible.

19. The Presidency and the General Secretariat are invited to propose by the end of 2000 further changes in the Council's working methods in dealing with co-decided acts in the light of experience acquired in implementing the Joint Declaration of 4 May 1999.

### **E. Informal ministerial meetings**

20. Informal meetings of Ministers are designed to permit as free as possible an exchange of views on topics of general scope. They are not Council sessions and cannot replace the Council's normal activities. Such meetings are subject to the following rules:
  - (i) a maximum of five informal ministerial meetings may be held during any Presidency;
  - (ii) no official agenda shall be drawn up;
  - (iii) the presence of assistants shall be limited to a maximum of two per minister;
  - (iv) discussions must in no circumstances require Council documents to be prepared, either before or after the meeting;
  - (v) meetings cannot arrive at formal conclusions or decisions; any press communication must make this point explicitly clear.

### **F. Coreper**

21. Given that Coreper has responsibility for the final preparation and presentation of all agenda items to the Council <sup>(1)</sup>, it shall be responsible for assembling all preparatory work undertaken by different vertical bodies for both *multidisciplinary* and *interpillar* dossiers. In order to carry out effectively this role:

---

<sup>(1)</sup> See Article 207 of the TEC and Article 17(1) of the Rules of Procedure.

- (i) the Presidency, assisted by the General Secretariat, shall ensure effective forward planning of all *multidisciplinary* and *interpillar* dossiers;
  - (ii) all evaluations, assessments or contributions from other bodies must be available for the Coreper meeting preparing the Council where a final decision is to be made <sup>(6)</sup>;
  - (iii) as a rule, a *single* Presidency or Secretariat paper shall be prepared for the Council encompassing all contributions and aspects of the dossier;
  - (iv) the Antici, Mertens or 'Friends of the Presidency' groups may be called on to assist Coreper in this task.
- \*22. Preparatory work by Coreper for a *legislative* item on the Council agenda must be completed by the end of the week preceding the week prior to the Council. Failure to do so will, as a general rule, result in such items automatically being removed from the Council agenda unless considerations of urgency require otherwise.
- \*23. For any dossiers where substantive preparation is undertaken in other fora, Coreper must in any case be in a position to verify that the following principles and rules are respected:
- (i) the principle of legality in the light of Community law, including the principles of subsidiarity, proportionality and of providing reasons for acts;
  - (ii) the powers of Union institutions;
  - (iii) budgetary provisions;
  - (iv) rules on procedure, transparency and the quality of drafting of legislation;
  - (v) consistency with other Union policies and measures.
24. Ad hoc meetings of Coreper may be convened by the Presidency at short notice in order to discuss specific urgent matters.

<sup>(6)</sup> The Political Committee may provide updates on CFSP items prepared for the Council in order to take account of the latest political developments.

## **G. The Council presidency**

- \*25. The incoming Presidency shall assist the Presidency, while preserving fully the Presidency's powers and overall political responsibility for managing Council business in conformity with the Treaties and the Council's Rules of Procedure. The incoming Presidency, acting under the Presidency's instructions, shall replace the Presidency as and when required, relieve the Presidency, when needed, of some of its administrative burden and enhance continuity of work in the Council. The Presidency and the incoming Presidency will take all the necessary steps to ensure a smooth transition from one Presidency to the next.

## **H. Transparency**

### *Access to documents*

- \*26. Procedures for public access to Council documents should be streamlined and automated as far as possible using modern technology, including the Internet, without prejudice to general principles governing the right of access to documents to be decided in accordance with Article 255 of the Treaty.

### *Greater openness by the Council when acting in a legislative capacity.*

- \*27. The General Affairs and Ecofin Councils shall each hold a public debate every six months on the Presidency's work programme.
- \*28. At least one public Council debate should be held on important *legislative* proposals. Coreper shall decide on public debates by qualified majority.
29. In order to ensure more interesting public debates, discussion shall be organised as follows:
- (i) delegations shall be invited, in time before the Council, to communicate to the Presidency and the Secretariat their views on the proposal or the item to be publicly debated;
  - (ii) the Presidency, on the basis of the written statements, shall draw up a one-page note containing a brief questionnaire;
  - (iii) this note shall be circulated to delegations before the start of the meeting and will constitute the basis on which the debate shall be conducted.

## **I. Information policy**

30. The European Parliament, the Council and the Commission are urged to take steps to pool as far as possible efforts to provide coordinated general information about the Union, in particular by optimising use of existing resources; in this context, it might be useful to examine the feasibility of setting up in Brussels a joint European Parliament, Council and Commission information centre for receiving visitors to the institutions and coordinating publications on EU matters for the general public.
31. The Commission is invited to study the general question of the Union's information policy, including improving coordination with its information offices in the Member States and links with national information offices.

## **J. Organisation and conduct of meetings**

### *Programming of Council work*

32. Each Presidency shall, in cooperation with the Commission, the General Secretariat and the future Presidency, programme all legislative activities as well as all other aspects of the Council's work not dependent on the latest political developments.
- \*33. Seven months before the beginning of each Presidency, the incoming President of the Council shall make known the dates envisaged for all Council sessions where it is clear that legislative work needs to be undertaken or operational policy decisions need to be made. The final Presidency programme may provide for additional Council sessions, provided they are warranted for operational reasons. If a programmed session proves to be no longer warranted, it shall be cancelled.
- \*34. The Presidency programme, in the form of indicative Council provisional agendas indicating operational decisions and legislative work, shall be finalised at the latest one week before the beginning of the Presidency.

### *Working Parties*

35. When deemed useful, the Presidency may invite delegations to submit preliminary comments and positions in writing by a specified deadline before the Working Party begins its work on a new proposal. On the basis of the written contributions, a working paper will be produced setting out in an or-

dered way the main issues arising in order to guide and structure the initial debate in the Working Party.

36. A list of all Council preparatory bodies (7) shall be updated regularly by the General Secretariat as a result of decisions to establish such bodies by Coreper or the Council.
37. The Council and Coreper shall refrain from setting up new high-level working parties.
- \*38. All Working Party meetings preparing a *legislative* item for Coreper must complete their work at least five working days prior to the Coreper meeting in question. Failure to do so will, as a general rule, result in the item automatically being postponed to the following Coreper meeting, unless considerations of urgency require otherwise.

#### *Agendas and documents*

39. Without prejudice to Article 2 of the Council's Rules of Procedure, the Presidency and Secretariat shall ensure that items are only proposed for inclusion on Council provisional agendas when decisions or political guidance are necessary.
40. Council discussions shall be based on clear guidelines, options or suggested solutions prepared by Coreper for the key issues under examination.

#### *Conduct of meetings*

41. Council and Coreper discussions shall focus on reacting to options or solutions presented in the Presidency or Secretariat paper. Well-known arguments or positions should be developed in written statements.
42. Full table rounds shall be proscribed in principle; they may only be used in exceptional circumstances on specific questions, with a time limit on interventions set by the Presidency.
43. Where a good prospect exists of proposing a compromise for resubmission the same day, the Presidency shall convene a working party in the margins of Coreper or Council meetings. If a compromise emerges in the course of a

---

(7) See document 13406/99.

Council or Coreper debate, the agreed decision shall be framed in parallel with the meeting.

- \*44. Decisions may only be taken in formal sessions of the Council. The General Secretariat shall verify that a quorum exists for a decision to be taken. The Presidency shall provide for more restricted and super-restricted sessions during formal meetings (which include Ministerial conclaves) in order to discuss politically sensitive or classified subjects, instead of dealing with such matters over lunch.
- \*45. The Presidency may, *inter alia*:
  - (i) fix in advance the time to be allocated for agenda items in Coreper and Council where no objective need exists for a decision to be reached;
  - (ii) organise the time allotted for discussion of a particular item;
  - (iii) determine numbers per delegation present in the meeting room (i.e. whether to hold restricted or super-restricted sessions);
  - (iv) make use of points of order each time it is necessary to ensure the conditions imposed regarding the conduct of a discussion are respected.

## **K. The general secretariat and the practical framework**

### *Role of the General Secretariat*

- 46. The General Secretariat's supporting role as advisor to the Council and the Presidency shall be strengthened by being continually and closely associated in programming, coordinating and ensuring the coherence of the Council's work. In particular, it is encouraged to play a more active role, under the Presidency's responsibility and guidance, in assisting it in its 'good offices' function and searching for compromise solutions.
- 47. Documents issued by the General Secretariat and used as a basis for negotiations in the Council and its preparatory bodies must be concise and set out clearly the issues to be decided including, where appropriate, options or avenues for compromise. Lengthy records of meetings describing delegations' positions should be avoided.

- \*48. The Secretary-General/High Representative shall have full responsibility for managing the Council budget.

*Organisation of the General Secretariat*

49. The Secretary-General/High Representative is invited to take steps to adapt the General Secretariat rapidly to the changing requirements of the Council, in particular by:
- (i) tailoring its structures to the operational requirements of the Council, in particular by reorganising work in larger administrative units;
  - (ii) strengthening internal auditing to ensure the best possible match between the Council's requirements and the human and material resources available in the General Secretariat;
  - (iii) introducing a flexible and dynamic staff policy designed to provide greater staff motivation. This will involve ensuring adequate staff training so that the Secretariat is able to fulfil effectively an enhanced supporting role. The possibility of short-term exchanges with national administrations should be considered as part of this training.
50. The Secretary-General/High Representative is urged to review the Council's and the General Secretariat's working methods in order to improve efficiency by making optimum use of modern technology, including improved use of data processing and electronic means, adapting procedures and the document production and transmission circuit and targeting staff training at the needs of modernisation.

*Material aspects of the Council's work*

51. The Secretary-General/High Representative is invited to undertake a detailed examination of the *technical* and *methodological* means available for increasing the translating and interpreting capability at the disposal of the Council.
52. In the light of the above study, an examination should be undertaken to see how, at the preparatory level, the necessary efficiency of the Council can be ensured while respecting the provisions on the principles of equality of and non-discrimination among the Union's official languages <sup>(8)</sup>.

---

<sup>(8)</sup> As they are set out in Regulation No 1 determining the languages to be used by the European Community (Official Journal of 6 October 1958) and in the Council's Rules of Procedure.

### *Building requirements and configuration of meeting rooms*

53. While keeping the Council duly informed, the Secretary-General/High Representative shall have full responsibility for evaluating the building requirements for a substantially enlarged Council and how these requirements can be satisfied, so that detailed proposals can be made to the Council in due course in the light of that evaluation.
  
54. In order to allow effective deliberations and negotiations after enlargement, it will be essential to reduce numbers present in meeting rooms and at the main table. For meetings of the European Council, each delegation shall have no more than two seats at the table. For meetings of Council preparatory bodies (Committees and Working Parties), each delegation shall have one seat at the table, unless stipulated otherwise. The Secretary-General/High Representative is requested to study the appropriate configuration of meeting rooms for Council sessions and make appropriate proposals. This study shall take account of the various constraints linked to work in different Council formations.

### **L. Review**

55. The Secretary-General/High Representative shall evaluate implementation of these recommendations and, if appropriate, make further practical suggestions by July 2001 for improving the Council's working methods.

## List of Council formations

A. The following Council formations may be convened:

- General Affairs
- Agriculture
- Economic and Financial Affairs
- Environment
- Transport and Telecommunications
- Employment and Social Policy <sup>(1)</sup>
- Fisheries
- Industry and Energy
- Justice, Home Affairs and Civil Protection
- Internal Market, Consumer Affairs and Tourism
- Research
- Budget
- Culture
- Development
- Education and Youth Affairs
- Health

- B. The Presidency will organise Council agendas by grouping together related agenda items, in order to facilitate attendance by the relevant national representatives, particularly where a given Council formation has to deal with clearly distinguishable sets of topics.
- C. It is up to each Member State to determine the way in which it is represented at the level of the Council, in accordance with Article 203 of the EC Treaty.
- D. The Council will examine by July 2001 the list of Council formations, inter alia, in the light of experience gained in organising 'back-to-back'<sup>TM</sup> sessions, and the relevant conclusions of the European Council.

---

(1) The change of name of this formation reflects the wording of recent Treaty changes.

**List of Council working parties**

**(November 2001)**

GRUPE	REDACTEURS	SECRETAIRES
DG A - Personnel et administration - protocole, organisation, sécurité, infrastructures - traduction et reproduction documents: <b>Directeur général: M. GRIFFO</b> - Secrétaire: Mme Hirtz, tel.7871		
DG A II - Protocole, organisation, sécurité, infrastructures: <b>Directeur général adjoint: M. VIKAS</b> - Secrétaire: Mme Kaminari, tel. 8245		
IMMEUBLES	M. Burgers, tél. 7174	Mme Moens, tél. 7976
COMMUNICATIONS ELECTRONIQUES	M. Manenti, tél. 7645	Mme Ferracci, tél. 6683
DG B Agriculture - Peche: <b>Directeur général: M.</b> , tel. - Assistante: Mme Travella, tel. 6333, Secrétaires: Mme Poulsen, tel. 6346		
AGRICULTURE - GROUPE HAUT NIVEAU	Mme Travella, tél. 6333	
COMITE SPECIAL POUR L'AGRICULTURE	Mme Travella, tél. 6333	
DG B 1 - Pol. agricole ( y compris aspects internationaux); organisation des marchés des produits agricoles, harmon. des legis. vétérinaires et zootechniques: <b>Dir: M. Mazzaschi, tel.7571</b> ; Secr.: Mme Berniquet, tel. 6627		
Secteur 1 - <b>Ch. division: M. Adelbrecht, tel.6623</b> - Viandes bovine,ovine et porcine, harmonisation vétérinaire et zootechnique, protection des animaux, lait et produits laitiers, oeufs et volailles		
DIRECTEURS GENERAUX/CHEFS DES SERVICES VETERINAIRES	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS AGRICOLES ET VETERINAIRES	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS AGRICOLES ET VETERINAIRES, PRODUITS DE LA PECHE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS AGRICOLES ET VETERINAIRES, SANTE ANIMALE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS AGRICOLES ET VETERINAIRES, SANTE PUBLIQUE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS VETERINAIRES, BIEN ETRE DES ANIMAUX	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS VETERINAIRES - GROUPE DE POTSDAM	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
EXPERTS VETERINAIRES - PAYS TIERS	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coater, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
VIANDE BOVINE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
VIANDE OVINE ET CAPRINE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
VIANDE PORCINE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
OEUFS ET VOLAILLES	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
ZOOECHNIE	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
LAIT ET PRODUITS LAITIERS	M. Adelbrecht, tél. 6623; M. Renaers, tél. 6263; M. Coates, tel.5768	Mme De Cooman, tél. 6631; Mme Koorn, tél. 6799
Secteur 2 - <b>Chef de division: M. Ten Have</b> - Problèmes horizontaux, grandes cultures, fibres textiles, tabac, semences, houblon.		
GRANDES CULTURES: CEREALES	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
GRANDES CULTURES	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
GRANDES CULTURES - RIZ	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
GRANDES CULTURES - OLEAGINEUX	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
GRANDES CULTURES - PROTEAGINEUX	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
GRANDES CULTURES - SEMENCES	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
HOUBLON	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
SIMPLIFICATION DE LA PAC	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
QUESTIONS HORIZONTALES (AGRICULTURE)	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
TABAC	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
FIBRES TEXTILES	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
COTON	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324

COI

GRUPE	REDACTEURS	SECRETAIRES
LIN ET CHANVRE	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
VERS A SOIE	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
MARCHANDISES HORS ANNEXE I	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
FOURRAGES SECHES	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
SOURC ET ISOGLUCOSE	M. Ten Have, tél. 6625; Mme Cardelus, tél.9312	Mme d'Haeseleer, tél. 8134; Mme Centanin, tél. 8324
Secteur 3 - <b>Chef de Division: M. Culley, tél.6197</b> - Coord. aspects internationaux de la PAC (OMC, OCDE, FAO); fruits et légumes; bananes; floriculture, vin, alcool, vinaigre; olives et huile d'olive.		
COORDINATION OCDE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
COORDINATION OCDE: COMITE DE L'AGRICULTURE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
COORDINATION OCDE: STATISTIQUES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
ALCOOL	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
BANANES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
FLORICULTURE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
VINS AROMATISES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
BOISSONS SPIRITUEUSES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
FRUITS ET LEGUMES FRAIS	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
FRUITS ET LEGUMES TRANSFORMES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
COORDINATION FAO (AGRICULTURE)	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
HUILE D'OLIVE / OLIVES DE TABLE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
HUILES ET GRAISSES	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
VIN	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
VINAIGRE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
POMMES DE TERRE	Mme Tyliacos tél. 4940; M.Holstein, tél.8518; M.Culley,tel.6197	Mme Randers, tél. 7101; Mme Chianale, tél. 6223
DG B II - Structures agricoles; questions agrimonétaires et agrifinancières; harmonisation des législations agricoles; forêts; phytosanitaire; produits bio. <b>Directeur: M. MAJUT</b> - Secrétaire: Mme Perez, tél. 7331		
Secteur 1 - <b>Chef de division: M. D'Aloya, tél. 6446</b> - Questions financières, questions agrimonétaires, rent. moyens de contrôle, aides nationales, forêts, dev.rural, environnement.		
AGRI - FORETS	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
AGRIFIN	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
QUESTIONS AGRIMONETAIRES	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
RENFORCEMENT DES CONTROLES	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
RYCA (RESEAUX DES INFORMATIONS COMPTABLES AGRICOLES)	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
APICULTURE ET MIEL	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
AGRICULTURE/ENVIRONNEMENT	M. Mier, te. 7409; Mme Stromholm, tel. 6004	Mme Prieto, tél. 6310
STRUCTURES AGRICOLES	M. Mier, te. 7409; Mme Stromholm, tel. 6004; M.Head,tel. 5295	Mme Prieto, tél. 6310
STATISTIQUES AGRICOLES	M. Mier, te. 7409; Mme Stromholm, tel. 6004; M.Head,tel. 5295	Mme Prieto, tél. 6310
DEVELOPPEMENT RURAL	M. Mier, te. 7409; Mme Stromholm, tel. 6004; M.Head,tel. 5295	
Secteur 2 - <b>Chef de division: M. Schober, tél. 6450</b> - Sécurité alimentaire, codex alimentarius, qualité des aliments, résidus de pesticides, protection des végétaux, production bio. Secret: Mme Allen, tél.7364		
RESSOURCES GENETIQUES AGRICOLES	M. Lernhart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103
RESSOURCES GENETIQUES AGRI - ANIMALUX	M. Lernhart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103
RESSOURCES GENETIQUES AGRI - VEGETAUX	M. Lernhart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ILES MER EGEE	M. Lernhart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
CODEX ALIMENTARIUS	M. Lernhart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082

GRUPE	REDACTEURS	SECRETAIRES
DIRECTEURS GEN/CHIEFS DES SERVICES PHYTOSANITAIRES	M. Culley,tél.6197;M. Skovsholm,tél.8379;M. Mattila,tél.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
QUESTIONS AGRICOLES	M. Culley,tél.6197;M. Skovsholm,tél.8379;M. Mattila,tél.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
CONSEILLERS-ATTACHES AGRI	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ALIMENTS POUR ANIMAUX	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
DROIT DE L'OBTENEUR	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ORGANISMES NUISIBLES	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
AGRICULTURE BIOLOGIQUE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
QUALITE DES ALIMENTS	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ATTESTATIONS DE SPECIFICITE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
RESIDUES DE PESTICIDES	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
SEMENCES ET PLANTS	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ETIQUETAGE VIANDE BOVINE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
ETIQUETAGE DENREES ALIMENTAIRES	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
PROMOTION PRODUITS AGRICOLES	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
PHYTOSANITAIRE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
PESTICIDES/PRODUITS PHYTOPHARMACEUTIQUES	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
PHYTOSANITAIRE: PROTECTION ET INSPECTION	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
PHYTOSANITAIRE: PLANTS ET MATERIEL DE MULTIPLICATION	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
INDICATION D'ORIGINE ET APPELLATIONS D'ORIGINE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082
CONTAMINATIONS D'ORIGINE AGRICOLE	M. Lernihart, tel.6241; M. Tollikko, tel.7841, M. Matilla, tel.8357	Mme Erdini, tél. 7103; Mme Van den Abeele, tél.8082

DG B III - Politique de la Pêche (y compris les relations externes) Directeur: M. KRISTENSEN, TEL.7561 - Assistant: m. Pons, tel. 7217; Secrétaire: Mme Marlow, tel. 6188

DIRECTEURS GÉNÉRAUX DE LA PÊCHE	M. Kristensen, tel. 9561	Mme Marlow, tel. 6188
PÊCHE INTERNE/EXTERNE	M. Kristensen, tel. 9561	Mme Marlow, tel. 6188
Ch. Div: M. Siragusa, tel. 6543 - Sud; Politique Structurelle; Marchés; Méditerranée; Relations avec Pays d'Afrique, de l'Océan indien, de l'Amérique latine; Antartique - Secrétaire: Mme Foucart, tel. 8496	M. Siragusa, tel. 6543; M. Neisse, tel. 7097; Mme Rikkinen, tel. 8723	Mme Van Veijle, tél. 8054; Mme McLean, tél. 7466
PÊCHE EXTERNE	M. Siragusa, tel. 6543; M. Neisse, tel. 7097; Mme Rikkinen, tel. 8723	Mme Van Veijle, tél. 8054; Mme McLean, tél. 7466
Ch. Div.: M. - Nord; Cons. ressources; surveill. activités pêche; Rel. pays Eur. septent., orientale et Amérique du Nord; org. intern. Atlantique N. et Baltique; Recherche	M. Svensson, tél. 7853; M. Froik, tel. 6381	Mme Paterson, tél. 7235; Mme Coy Giron, tél. 5288
PÊCHE INTERNE	M. Svensson, tél. 7853; M. Froik, tel. 6381	Mme Paterson, tél. 7235; Mme Coy Giron, tél. 5288

DG C - M.I.-Union douanière-Politique Indust.-Télécommunications-Société de l'Information-Reserche-Energie-Transports: Dir.gén.:M. Gretschnmann, tel. 5550. Secr. Mme Pyka, tel. 7779

DGC I - Polit. Industrielle; PME; Règles de Concurrence; Siderurgie, Tourisme, Conv.de droit civil; Société de l'Information; Télécommunications; HDTV; Postes; Protection des Données

Secteur 1		
CECA [COMMUNAUTÉ EUROPÉENNE DU CHARBON ET ACIER] (ECSC en anglais)	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516
INDUSTRIE	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516
INDUSTRIE (AIDES D'ETAT)	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516
PETITES ET MOYENNES ENTREPRISES (y compris retards de paiement)	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516
RÈGLES DE CONCURRENCE	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516
TOURISME	M. Grosjean 7576; M. Schwab 7293; M. Millan 7162; M. Lefebure 6442	Mmes Lavelli, tél. 6632; de Jong, tél. 5516

Secteur 2 Chefe Division: M. Gonzalez Sancho, tel. 6236

PROTECTION DES DONNÉES	M. Mauro, tel. 6162; M. Vernhes, tel. 6521; M. Platten, tel. 7431	Mmes Kilianidou 7813; Jodard 8223; Van Der Smissen, 5507
------------------------	---	--

101

102

GROUPE	REDACTEURS	SECRETAIRES
TELECOMMUNICATIONS	M. Mauro, tel. 6162; M. Vernhes, tel. 6521; M. Platten, tel. 7431	Mmes Kiliaridou 7813; Jodard 8223; Van Der Smissen, 5507
POSTES	M. Mauro, tel. 6162; M. Vernhes, tel. 6521; M. Platten, tel. 7431	Mmes Kiliaridou 7813; Jodard 8223; Van Der Smissen, 5507
SERVICES DE LA SOCIETE DE L'INFORMATION	M. Mauro, tel. 6162; M. Vernhes, tel. 6521; M. Platten, tel. 7431	Mmes Kiliaridou 7813; Jodard 8223; Van Der Smissen, 5507
<b>DG C 2 - Marché Intérieur; Entraves Techniques; Propriété Intellectuelle; Union Douanière; Droit d'Etablissement et Libre Prestation de Services; Marchés Publics; Droit des Sociétés; Libre Circulation des Personnes; Produits Chimiques; Directeur: M. OLANDER, tél.6392 - Secrétariat: Mme Lefranc, tél. 6434</b>		
<b>Secteur 1 Ch. Div. M. Mellor, tel. 6679</b>		
PROPRIETE INTELLECTUELLE (BREVETS)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (DESSINS ET MODELES)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (DROIT D' AUTEUR)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (MARQUES)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (MODELE D'UTILITE)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (ATTACHES)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
PROPRIETE INTELLECTUELLE (???????????)	M. Mellor, tel. 6679; M. Karamountzos, tel. 8546	Mme Van Straalen, tél. 6435; Mlle Malesy, tél. 7610
AD HOC CONSEILLERS QUESTIONS ECO	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
AD HOC SOCIETE EUROPEENNE	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
DROIT DES SOCIETES	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
COMITE 133 - (GROUPE TECHNIQUE RECONNAISSANCE MUTUELLE)	Mme Laveau, tél. 6403	Mme Donnelly, tél. 5535
MARCHE INTERIEUR (QUESTIONS HORIZONTALES)	M. Olander, tél.6392; M. Mellor, tél. 6679; M. Galler, tél. 7298	Mme Lefranc, tél. 6434
ETABLISSEMENT ET SERVICES	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
(ETS ET SERV.) DIPLOMES	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
MARCHES PUBLICS	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
OFFRES PUBLICQUES D'ACHAT	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
RESSORTISSANTS PAYS TIERS	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
ASSURANCES	M. Railas, tél. 8570; M Weida, tel. 8605	Mme Den Boer, tél. 6158
ESSAIS CINIQUES / DIAGNOSTIC IN VITRO	Mme Sellerup, tel. 5298	Mme Den Boer, tél. 6158
DISPOSITIFS MEDICAUX	Mme Sellerup, tel. 5298	Mme Den Boer, tél. 6158
STATISTIQUES		Mme Arapoglou, tel. 6485
STATISTIQUES EDICOM		Mme Arapoglou, tel. 6485
STATISTIQUES DECHETS		Mme Arapoglou, tel. 6485
INTRASTAT		Mme Arapoglou, tel. 6485
METAUX PRECIEUX		Mme Arapoglou, tel. 6485
MACHINES		Mme Arapoglou, tel. 6485
PRODUITS DE CONSTRUCTION		Mme Arapoglou, tel. 6485
EQUIPMENTS ELECTRIQUES		Mme Arapoglou, tel. 6485
HARMONISATION TECH. (PRODUITS COSMETIQUES)		Mme Arapoglou, tel. 6485
INSTRUMENTS		Mme Arapoglou, tel. 6485
PRODUITS PHARMACEUTIQUES ORPHELINS	Mme Sellerup, tel. 5298	Mme Den Boer, tél. 6158
HARMONISATION TECH. (SUBSTANCES ET PREPARATIONS DANGEREUSES)		
TDC - TARIF DOUANIER COMMUN	Mme Laveau, tél. 6403	Mme Donnelly, tél. 5535
UNION DOUANIERE	Mme Laveau, tél. 6403	Mme Donnelly, tél. 5535
LEGISLATION/POLITIQUE DOUANIERES	Mme Laveau, tél. 64033	Mme Donnelly, tél. 5535
HARMONISATION TECH. (VEHICULES A MOTEUR)	M. Froik, tél. 6381; M. Landon, tél. 5298	Mme Arapoglou, tél. 6485

GRUPE	REDACTEURS	SECRETAIRES
133 - VEHICULES A MOTEUR		
ENGRAIS	Mme Sellerup, tél. 5298	Mme Den Boer, tél. 6158
NORMALISATION	M. Mellor, tél. 6679; M. Galler, tél. 7298	Mme Arapoglou, tél. 6485
RESPONSABILITE DU FAIT DES PRODUITS		
BATEAUX DE PLAISANCE		
COMPTABILITE/CONTROLE LEGAL DOCUMENTS	M. Railas, tél. 8570	Mme Den Boer, tél. 6158
<b>DG C 3 - Politiques de la Recherche et de l'Energie: Directeur: Mme Humphreys-Zwart, tel. 7215 - Secrétariat: Mme Fieve-Dieu, tel. 8322</b>		
ENERGIE	M. Decaestecker, tél. 6807; M. Goebel, tél. 6523; Mme Rackow, tél. 7504	Mmes Goebel, tél. 8568; Jurinovic, tél. 8568
ENERGIE (SIEGEANT AU NIVEAU DES HAUTS FONCTIONNAIRES)	M. Decaestecker, tél. 6807; M. Goebel, tél. 6523; Mme Rackow, tél. 7504	Mmes Goebel, tél. 8568; Jurinovic, tél. 8568
QUESTIONS ATOMIQUES	M. Decaestecker, tél. 6807; M. Goebel, tél. 6523; Mme Rackow, tél. 7504	Mmes Goebel, tél. 8568; Jurinovic, tél. 8568
AD HOC HAUT NIVEAU CHARTE EUROPEENNE DE L'ENERGIE	M. Decaestecker, tél. 6807; M. Goebel, tél. 6523; Mme Rackow, tél. 7504	Mmes Goebel, tél. 8568; Jurinovic, tél. 8568
COST (GROUPE TECHNIQUE)	M. Ellis, tél. 7362; M. Esders, tél. 7914	Mme Mullen, tél. 6896
COST (HAUTS FONCTIONNAIRES)	M. Ellis, tél. 7362; M. Esders, tél. 7914	Mme Mullen, tél. 6896
CREST (COMITE DE LA RECHERCHE SCIENTIFIQUE ET TECHNIQUE)	M. Ellis, tél. 7362	Mme Mullen, tél. 6896
RECHERCHE	M. Ellis, tél. 7362; M. van Rij, tél. 6943; M. Brandtner, tél. 7072	Mmes Hindle, tél. 8627; Murphy, tél. 6055
RECHERCHE/QUESTIONS ATOMIQUES (GROUPE CONJOINT)	M. Ellis, tél. 7362; M. van Rij, tél. 6943; M. Brandtner, tél. 7072	Mmes Hindle, tél. 8627; Murphy, tél. 6055
SECURITE NUCLEAIRE	M. Decaestecker, tél. 6807; M. Goebel, tél. 6523; Mme Rackow, tél. 7504	Mmes Goebel, tél. 8568; Jurinovic, tél. 8568
<b>DG C 4 - Transports; Directeur: M. Testa, tel. 6533; Assistante de direction: Mme Walter, tel. 6348; Secrétariat: Mme Priol, tel. 7105</b>		
AVIATION	M. Marinho de Bastos, tél. 6072; M. Cras, tél. 5483; M. Pluckers, tél. 5433	Mme De Vriese, tél. 5512
GROUPE TRANSPORTS	M. Testa, tél. 6533	Mme Priol, tél. 7105
HAUT NIVEAU TRANSPORTS	M. Testa, tél. 6533	Mme Priol, tél. 7105
QUESTIONS DE TRANSPORTS (TERRESTRES)	M. Laperre, tél. 6640; Mme Pozzani, tél. 6440; M. Tekelenburg, tél. 5511	Mme Zeelig, tél. 6064; Mme Mellhorn, tél. 5521
QUESTIONS DE TRANSPORTS (MARTIMES)	Mme Claeys, tél. 8443; M. Ivedad, tél. 5930	Mme De Vriese, tél. 5512
QUESTIONS DE TRANSPORTS (AERIENS)	M. Marinho de Bastos, tél. 6072; M. Cras, tél. 5483; M. Pluckers, tél. 5433	Mme De Vriese, tél. 5512
GAULEO (QUEST. INTERMODALES/RESEAUX)	M. Marinho de Bastos, tél. 6072; M. Cras, tél. 5483; M. Pluckers, tél. 5433	Mme De Vriese, tél. 5512
<b>DG E - Relations extérieures; Politique Étrangère et de Sécurité Commune - Directeur général: M. CROWE, tél. 8552 - Sec: Mlle Strain, tél. 7492</b>		
<b>DG E - Relations Économiques Extérieures - Dir. Général: M. STEKELENBURG, tél. 6272 - Secrétaires: Mme Piotrowski, tél. 7523;</b>		
<b>Direction I - "Élargissement" - Élargissement et Accords Européens - Directeur M. A. Kuosmanen, tél. 6947; Secrétaire: Mme Costa, tél. 6948</b>		
<b>1 - Élargissement</b>		
ÉLARGISSEMENT	M. Katharios, tél. 7567	Mme Kitrimi, tél. 7461
<b>2 - Accords Européens</b>		
EUROPE CENTRALE	M. Scaramucci, tél. 6447; Mme Claeys, tél. 8443	Mme Hugert Jansson, tél. 9592
<b>Direction II - "Développement" - Coop. développement; produits de base; aide alimentaire; CNUCED. Directeur M. Bel, tél. 6661; Assistantes: Mlle MacDonald, tél. 9559</b>		
<b>1 - Coop. Dev.; CDI/CTA; prod. Base; aide alim. CNUCED</b>		
AIDE ALIMENTAIRE	M. Murdock, tél. 7785	idém

7-01

GRUPE	REDACTEURS	SECRETAIRES
COOPERATION AU DEVELOPPEMENT	M. Murdock, tél. 7785, M Rand, tél, 5606	idem
PREPARATION DES CONFERENCES INTERNAT. SUR LE DEVELOPPEMENT	idem	idem
PRODUITS DE BASE	Mme. Lindorfer, tél. 9280, M, Rand tél, 5606	idem
SPG (SYSTEME DE PREFERENCES GENERALISEES)	idem	idem
2 - ACP/PTOM; négociation Post Lomé		
ACP (PAYS D'AFRIQUE, DES CARAIBES ET DU PACIFIQUE)	M. Bel, tél. 6661, M Buck, tél, 7574, Mme, Speck, tél, 5491	idem
ACP/FIN (ACP/FINANCES)	idem	idem
ad hoc POST-LOME	idem	idem

Direction III - "Affaires économiques multilatérales" - Chef de Service: M. Donnadou, tél. 7429; Sec.: Mme Depasse, tél. 8219

**1 - OMC; Politique commerciale**

QUESTIONS COMMERCIALES	M. Donnadou, tél. 7170; M, Parnisari, tél, 8316	Mmes Depasse, 8219, Feve, 6443, Hilton, 5707
2 - Instruments politique commerciale, Accords cooperation Nationale, CECA; Const.Navale; rapports des Conseillers Commerciaux		
CONSTRUCTION NAVALE	M Breuls tél, 7358	
COMITE SPECIAL ART. 133 CECA (ECSC EN ANGLAIS)	Mme Berger-7538; M.Breuls-7358	Mme Depasse, 8219, Feve, 6443, Hilton, 5707
COMITE SPECIAL ART. 133 SERVICES	idem	idem
COMITE SPECIAL ART. 133 TEXTILES	idem	idem
COMITE SPECIAL ART. 133 MEMBRES TITULAIRES	idem	idem
COMITE SPECIAL ART. 133 MEMBRES SUPPLEANTS	M. Donnadou, tél. 7170, M, Parnisari, tél, 8316	idem
3 - EEE/AELE; Suisse; Iles Feroe; Andorre; Saint Marin; OCDE; Accords textiles; Foires et Expositions		
FOIRES ET EXPOSITIONS	M. Bärwinkel, tél, 8241	idem
GROUPE AELE	M. Bärwinkel, tél, 8241	idem

Direction IV - "CFSP et Affaires regionales". Directeur:

**1 - Relations transatlantiques**

RELATIONS TRANSATLANTIQUES	M, PURCELL O'BYRNE tél, 7385	
2 - Droits de l'Homme, Nations Unies, Droit international publique, Drogues		
DROIT INTERNATIONAL PUBLIC	Mme Van Den Heuvel, tél. 8503;	
DROITS DE L'HOMME	Mme Van Den Heuvel, tél. 8503;	Mmes Millet-Fontanillas, tél. 8628;
NATIONS UNIES	Mme Van Den Heuvel, tél. 8503;	Mmes Millet-Fontanillas, tél. 8628;
PLANIFICATION	Mme Van Den Heuvel, tél. 8503;	Mmes Millet-Fontanillas, tél. 8628;
3 - Amérique Latine		
AMERIQUE LATINE	M, Oliveira, tél, 6619	idem

Direction V - "Méditerranée, Moyen-Orient, Afrique, Asie". Directeur: M. EICHINGER Secr.: Mme Bourseau tél.: 6330

**1 - Europe du Sud-Est, Golf, Iran, Irak, Yemen**

EUROPE SUD-EST	M, Larsson, tél, 9415	
GOLF	idem	
Processus de Barcelone		
COORDINATION EURO-MEDITERRANEE (BARCELONE)	Mme Sarat, tél. 6560; M. Zahriou, tél. 9121	
COMITE EURO-MEDITERRANEE (BARCELONE)	idem	

GROUPE	REDACTEURS	SECRETAIRES
Mashrek/Maghreb MASHRAK/MAGHREB	M Jäschke, tél. 9087	Mme Forcano, tél. 8986
2 - Processus de Paix au Moyen-Orient, PLO PROCESSUS DE PAIX AU MOYEN ORIENT	M Halskov tél.: 8555	Mlle Heusghem, tél. 6553
3 - Asie, Océanie ASIE-OCEANIE	M. Baneham, tél.7239; M. Manley, tél. 8504; M. Zinzius, tél.8331	Mme McGee-Kuyppers, tél. 6080 Mme D'Hondt, tél.6702
4 - Afrique AFRIQUE	M.Clausen tél.: 7356; M. Hanses, tél.7574	Mme, D'Hondt tél.: 6702
<b>Direction VI - "Europe Orientale, Western Balkans" Directeur: M, Radauer</b>		
1 - Balkans occidentaux BALKANS OCCIDENTAUX	Mme Hove, tél.8472; M. Cortese tél.8034	Mme Cretien, tél, 8554
2 - Eastern Europe EUROPE ORIENTALE ET ASIE CENTRALE	M Leskela tél.: 8528, Mme Drubigny tél.: 6651	
3 - Coopération régionale, Pacte de stabilité	M Gomez de Rojas tél.: 6946	
<b>Direction VII: "ESDP" Directeur: Mme Giannella tél, 8045</b>		Mme Patel tél.: 8045
1 - Politique de sécurité et défense, OTAN, pays tiers, désarmements, armements et Non-prolifération		
POLITIQUE EUROPEENNE DE L'ARMEMENT		
DÉSARMEMENT GLOBAL ET MAITRISE DES ARMEMENTS		
EXPORTATIONS D'ARMES CONVENTIONNELLES		
NON PROLIFERATION		
SECURITE		
BIENS A DOUBLE USAGE AD HOC UE-OTAN	Mme Chabanski tél.: 6893 idem	
2 - OSCE et processus associés		
Conseil de l'Europe, Terrorisme		
OSCE (ORGANISATION P/ SECURITE ET COOPERATION EN EUROPE) TERRORISME	M, Azamopoulos tél.: 8037 Mme Silveira Reis tél.: 6093	
<b>Direction VIII: "Opérations et Exercices" Directeur: Mme ARNOULD tél: 6185</b>		
GROUPE POLITICO-MILITAIRE		
EUMC ORGANE MILITAIRE		
GROUPE MILITAIRE INTERIMAIRE		
AD HOC MODELE DE SECURITE		
HEADLINE TASK FORCE (HTF)		

GROUPE	REDACTEURS	SECRETAIRES
Direction IX: 'Gestion des crises' (aspects civils) Directeur: M. Gonzales Sanchez tél.: 6546		
1 - Comité Politique et de Sécurité Conseillers Relations extérieures		
Dialogue politique		
COMITE POLITIQUE ET DE SECURITE (COPSI)	Mme Comamala, tél.7039	
COMITE POLITIQUE (COPO)	idem	
CONSEILLERS POUR LES RELATIONS ETRANGERES	idem	Mme Havaux, tél.7189
2 - Aspects civils de la gestion des crises		
COMITE ASPECTS CIVILS DE LA GESTION DES CRISES	M. Arkwright tél.: 5519 Mme Comamala tél.: 7039	idem
3 - Unité "Police"	M Coppola tél.: 5462	
4 - Financement	M Vries tél.: 5619	
5 - Affaires administratives et protocole PESC		
Communications PESC, Affaires consulaires,		
Droit de la Mer		
DROIT DE LA MER	M Porzio, tél, 6102	
AFFAIRES ADMINISTRATIVES ET PROTOCOLE PESC	idem	Mme Paties, tél, 6341
AFFAIRES CONSULAIRES (PESC)	idem	idem
COMMUNICATIONS (ELECTRONIQUES)	idem	idem
DG F - Relations avec le PE, le CES et le CdR; affaires institutionnelles; Conseil de l'Europe - Dir. gén.: M. BOIXAREU CARRERA, tel.6234 - Secr. Mmes Iglesias 8061; Mme Boone, tel.6965		
DG F I - Relations avec le PE (sauf proc. législatives en codecision); affaires institutionnelles; Conseil d'Europe - Directeur: M. WALL, tel.8055 - Secrétaire, Mme Gouverneur, tel. 7627		
Chefe de Division: M. Masca, tel.6562 - Secr.: Mme Devroedt, tel.6746		
AFFAIRES GENERALES		
	M. Decroocq, tél, 8483	Mme Venti, tél, 6063
DG F II - Budget et Statut - Directeur : M.Harnier,tel.6437 - Secrétaire: Mme Maes, tel. 6383		
COMITE BUDGETAIRE	M. Harnier,tel.6437; M. Grossir, tél.8118; M.Gomez Lasaga,tel.6090	Mme Van Der Cammen,tel.7854; Mme Maes, tél. 6383
PROTECTION DES INTERETS FINANCIERS DES COMMUNAUTES	M. Harnier,tel.6437; M. Grossir, tél.8118; M.Gomez Lasaga,tel.6090	Mme Van Der Cammen,tel.7854; Mme Maes, tél. 6383
STATUT	M. Harnier,tel.6437; M. Truquet, tel.8323	Mme Colmant, tél.6665
LUTTE CONTRE LA FRAUDE	M. Harnier, tél. 6437; M. Truquet, tél. 8323	Mme Colmant, tél.6665
DG F III - Procéd. législatives en codecision; Politique de l'information; Transparence; Rel. publiques - Dir. gén. adjoint: M.BRUNMAYR - Secrétaire: Mme Beerman, tel. 6670;		
INFORMATION	M. Jimenez Fraile, tél.6176	Clune, tel.708; mme Rosas Valle, tél. 6454
DG G - Affaires économiques, monétaires et financières - UEM Directeur general: M. KORKMAN,tel.6213 - Assistante: Mme BONI, tel. 7903. Secrétaire: Mme tel.7903		
GROUPE A HAUT NIVEAU (FISCALITE)	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tel. 8304; Mme Vargas Liñan, tel.5479
QUESTIONS FISCALES	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tel. 8304; Mme Vargas Liñan, tel.5479
FISCALITE INDIRECTE (TVA, DROITS D'ACCISE, TAXATION DE L'ENERGIE)		M.Graf, tél. 6617; M. Abad, tél. 5093 Mme Monin, tel. 8304;
Mme Vargas Liñan, tel.5479		

GROUPE	REDACTEURS	SECRETAIRES
FISCALITE DIRECTE (TAXATION EPARGNE, INTERETS ET REDEVANCES)	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tél. 8304; Mme Vargas Liñan, tél. 5479
CONSEILLERS/ATTACHES FISCAUX	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tél. 8304; Mme Vargas Liñan, tél. 5479
CONSEILLERS/ATTACHES FINANCIERS	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tél. 8304; Mme Vargas Liñan, tél. 5479
CREDITS A L'EXPORTATION	M. O'Luanaigh, tél. 7357; Mme Derelou, tél. 6557	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
ATTACHES SERVICES FINANCIERS	Mme Nielsen, tél. 6195; M. Brannstrom, tél. 9416/	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
LIQUIDATION ETABLISSEMENTS DE CREDIT	Mme Nielsen, tél. 6195; M. Brannstrom, tél. 9416/	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
ACTIONS STRUCTURELLES	Mme Markopoulidou, tél. 6899	Mme Monin, tél. 8304; Mme Vargas Liñan, tél. 5479
SERVICES FINANCIERS	Mme Nielsen, tél. 6195; M. Brannstrom, tél. 9416/	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
SERVICES FINANCIERS - OPCVM (valeurs mobilières)	Mme Nielsen, tél. 6195; M. Brannstrom, tél. 9416/	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
SERVICES FINANCIERS - BLANCHIMENT DE CAPITAUX	Mme Nielsen, tél. 6195; M. Brannstrom, tél. 9416/	Mme Petricola, tél. 5518; Mme Lehmusjarvi, tél. 7201
QUESTIONS FINANCIERES	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
QUESTIONS FINANCIERES: RESSOURCES PROPRES	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
UEM-UNION ECONOMIQUE ET MONETAIRE	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
CODE DE CONDUITE (FISCALITE DES ENTREPRISES)	M.Graf, tél. 6617; M. Abad, tél. 5093	Mme Monin, tél. 8304; Mme Vargas Liñan, tél. 5479
EURO 12	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
REGIONS ULTRAPERIPHERIQUES	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
STATISTIQUES ECOFIN	M. Brautigam, tél. 7234; San José, tél. 8266	Mme Weber, tél. 6335; Mme Mora Torroero, tél. 5883
DG H - Justice et Affaires Interieurs; Dir. Gén.: M. ELSEN, tél. 8505; Secr. Mme Timmermans, 8506, Mme Bastin, 8907 -Coord. Art. 36, CRP, Conseil; rép. questionnaires; documentation- M. Maffei, 7426; m. Derba, tél. 5276		
DG H - Directeur: M. De Kerchove; Secrétaire: Mme Zabala, tél. 8602		
COMITE ARTICLE 36 (CATS)	M. Elsen, tél. 8505	Mmes Timmermans, tél. 8506, Bastin, tél. 8907
	M. De Kerchove, tél. 7933	Mmes Van Eyken, tél. 5417; Laurijsens, tél. 5395; Lazaro, tél. 5420
CONSEILLERS JAI	M. De Kerchove, tél. 7933	Mmes Van Eyken, tél. 5417; Laurijsens, tél. 5395; Lazaro, tél. 5420
Secteur 1 - Asile, immigration. Chef de Division: M. Ellis, tél. 7624		
HAUT NIVEAU ASILE ET MIGRATION	M. Ellis, tél. 7624	Mmes Ossieur, tél. 8608
COMITE STRATEGIQUE IMMIGRATION, FRONTIERES, ASILE (CSIFA/SCIFA)		M. Ellis, tél. 7624 Mmes Ossieur, tél. 8608
MIGRATION ET ELOIGNEMENT	M. Cossu, tél. 8113	Mme De Norre, tél. 9593
VISA	M. Ellis, tél. 7624	Mme Laurijsens, tél. 5395
ASILE//EURODAC	M. Trancoso, tél. 8217	Mme De Norre, tél. 9593
CONVENTION de DUBLIN	M. Trancoso, tél. 8217	Mme De Norre, tél. 9593
EURODAC	M. Trancoso, tél. 8217	Mme De Norre, tél. 9593
CIREA	M. Sabsoub, tél. 7228	Mme Sanders, tél. 6480; Mme Soares, tél. 5396
[CENTRE D'INFO. REFLEXION ET ECHANGES EN MATIERE D'ASILE]		
CIREFI [CENTRE INFO. REFLEXION ET ECHANGE FRANCH. FRONT. IMMIGR.]		M. Buysens, tél. 5397 Mme Laurijsens, tél. 5395
FRONTIERE (Y COMPRIS DOCUMENTS FALSIFIES)	M. Buysens, tél. 5397	Mme Sandra Soares, tél. 5396
Secteur 2 - Coopération policière et douanière: Chef de Division: M. De Kerchove, tél. 7933		
COOPERATION DOUANIERE	M. Fahr tél. 7817; M. Galan, tél. 5418	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
COOPERATION POLICIERE	M. Fahr tél. 7817; M. Galan, tél. 5418	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
COOPERATION POLICIERE (TELECOMMUNICATIONS)	M. Fahr tél. 7817; M. Galan, tél. 5418	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
COOPERATION POLICIERE (TECHNIQUES D'INVESTIGATION)	M. Fahr tél. 7817; M. Galan, tél. 5418	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426

108

GROUPE	REDACTEURS	SECRETAIRES
COOPERATION POLICIERE (ECHANGE DE RENSEIGNEMENTS)	M. Fahr tél. 7817; M. Galan, tél. 5418	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
EUROPOL	Niels Bracke, tél. 7791	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
TERRORISME	M. Vos, tél. 7819	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
TRAFIC DE DROGUE	M. Vos, tél. 7819	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
Secteur 3 - Coopération judiciaire. <b>Chef de Division: M. Nilsson, tél. 7915</b> - Secrétaire: Mme Wandel, tél. 7129		
COOPERATION JUDICIAIRE	M. Nilsson, tél. 7915	Mme Wandel, tél. 7129
QUESTIONS DE DROIT CIVIL / QUESTIONS GENERALES	M. Nilsson, tél. 7915; M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
QUESTIONS DE DROIT CIVIL, ROME I	M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
QUESTIONS DE DROIT CIVIL, ROME II	M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
QUESTIONS DE DROIT CIVIL, ROME III	M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
QUESTIONS DE DROIT CIVIL, BRUXELLES I	M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
QUESTIONS DE DROIT CIVIL, BRUXELLES II	M. Paulino Pereira, tél. 6621	Miet Verberckmoes, tél. 6359
DROIT PENAL MATERIEL	M. Mejbom, tél. 6722; M. Philippart, tél. 5393	Mme Malec, tél. 8457; Mme Dahl, tél. 6321
COOPERATION JUDICIAIRE EN MATIERE PENALE	M. Mejbom, tél. 6722	Mme Malec, tél. 8457; Mme Dahl, tél. 6321
Secteur 4 - Questions horizontales. <b>Chefs de Division:</b>		
QUESTIONS HORIZONTALES	M. De Kerchove, tél. 7933	Zabala, tél. 8602
GROUPE HORIZONTAL "DROGUES"	M. Vos, tél. 7819	Mmes Dreesen, 6166; Jeangille, 7985; Vandepitte, 5426
GROUPE HORIZONTAL INFORMATIQUE (PROTECTION DE DONNÉES)	M. Vos, tél. 7819	Mme Dreesen, tél. 6166; Mme Jeangille, tél. 7985
GROUPE MULTIDISCIPLINAIRE SUR LA CRIMINALITE ORGANISEE (GMD)	M. Nilsson, tél. 7915	Mme Wandel Petersen, tél. 7129; Mme Martin Ruiz, tél. 5419
RESEAU JUDICIAIRE EUROPEEN	M. Nilsson, tél. 7915; De Moor, tél. 8903	M. Penteado, tél. 8914
CONTACT AND SUPPORT NETWORK	M. Nilsson, tél. 7915; M. Nath, tél. 6677	Mme Napoli, tél. 8494
ACQUIS DE SCHENGEN	M. Bracke, 7791	Mme Bastin, tél. 8907
(SIS) SYSTEMES D'INFORMATION SCHENGEN	Luc Vandamme, tél. 53997; M. Lensaert, tél. 5425	Claudine Boesman, tél. 5398; Mme Lechado, tél. 5421
SIS - TECH	Mme N. Pensaert, tél. 5425	Karin de Cre, tél. 5423
SIRENE	Gerrit Huybrechts, tél. 6712	Karin de Cre, tél. 5423
EVALUATION SCHENGEN	Van de Rijt, tél. 5416	Mme Van Eyken, tél. 5417
EVALUATION COLLECTIVE	Laetitia Bot, tél. 8981	Mme Heidi Beirens, tél. 5428
AUTORITE DE CONTROLE COMMUNE SCHENGEN (SCHAC)	M. Philippart, tél. 5393	Mme Zabala, tél. 8602
PAPEG (FACT PRE-ADHESION)	M. Chourry, tél. 8909	Mme Napoli, tél. 8494
GROUPE DE DUBLIN	M. Nilsson, tél. 7915; M. Vos, tél. 7819	Mme Wandel, tél. 7129
QUESTIONS JURIDIQUES	M. Paulino Pereira, tél. 6621; M. Bracke, 7791	Miet Verberckmoes, tél. 6359
INFORMATIQUE JURIDIQUE (CELEX)	M. Paulino Pereira, tél. 6621; M. Bracke, 7791	Miet Verberckmoes, tél. 6359
DG I - Protection de l'Environnement et des Consommateurs - Protection Civile - Denrées alimentaires - Santé. Dir. gén.: MME NIBLAEUS, tél. 7421 - Secrétaires: Mme Postiglione, tél. 6588; Mme Malinen, tél. 8875		
DG I - Directeur: Mme S. EHMKE-GENDRON tél. 8569 Secrétaires: Mme Tur Tur, tél. 9568		
Division 1 - Environnement; Chef de Division: M. GAEDE, tél. 7778		
ENVIRONNEMENT INT. CLIMAT	Mmes Stokart, tél. 6544; Mme Marotta, tél. 6225; Mme Mantegazzini-5540	Mmes Cooke, tél. 6717; Mme Estahani, 7559; Mme Maurizi, 8765;
ENVIRONNEMENT	Mmes Stokart, tél. 6544; Mme Marotta, tél. 6225; Mme Mantegazzini-5540	Mmes Cooke, tél. 6717; Mme Estahani, 7559; Mme Maurizi, 8765;
ENVIRONNEMENT INT. BIODIVERSITE	Mmes Stokart, tél. 6544; Mme Marotta, tél. 6225; Mme Mantegazzini-5540	Mmes Cooke, tél. 6717; Mme Estahani, 7559; Mme Maurizi, 8765;
ENVIRONNEMENT INT. BIOSECURITE	Mmes Stokart, tél. 6544; Mme Marotta, tél. 6225; Mme Mantegazzini-5540	Mmes Cooke, tél. 6717; Mme Estahani, 7559; Mme Maurizi, 8765;

GRUPE	REDACTEURS	SECRETAIRES
Division 2 - Santé, Législation alimentaire; Chef de Division: Mme AIROLDI, tél.7875		
ATTACHES DENREES ALIMENTAIRES	M. Laboure, tél. 7400; M. Cavanagh, tél. 5800; Mme Namorado, tél. 7049	Mmes Maretto, tél. 8212; Ramos, tél. 7102, Mme Morgan 7102;
EXPERTS DENREES ALIMENTAIRES	M. Laboure, tél. 7400; M. Cavanagh, tél. 5800; Mme Namorado, tél. 7049	Mmes Maretto, tél. 8212; Ramos, tél. 7102, Mme Morgan 7102;
SANTE PUBLIQUE	M. Laboure, tél. 7400; M. Cavanagh, tél. 5800; Mme Namorado, tél. 7049	Mmes Maretto, tél. 8212; Ramos, tél. 7102, Mme Morgan 7102;
PROTECTION ET INFORMATION DES CONSOMMATEURS	M. Laboure, tél. 7400; M. Cavanagh, tél. 5800; Mme Namorado, tél. 7049	Mmes Maretto, tél. 8212; Ramos, tél. 7102, Mme Morgan 7102
Division 3 - Protection civile		
PROTECTION CIVILE	M. Vermote, tél. 6436	Mme Estahani, tél. 7559
DG J - Politique sociale et Emploi, Politiques structurelles et de cohésion, Education et Jeunesse, Culture, Audiovisuel: Dir. gén.: M. LEPOIVRE, tél. 8267 - Séc.: Mme Beyney, tél. 8337		
Division 1- Politique sociale et Emploi; Chef de Division: M. George, tél. 7354 - Secr.: Mme Pissoort, tél. 8473		
QUESTIONS SOCIALES	Mme Hivonnet, tél. 8332; M. Enqvist, tél. 8301; Mme Marques, tél. 8716	Mmes Rizzo, tél. 7253; Nilsson, tél. 5250; Pastina, tél. 5509
COMITE PERMANENT DE L'EMPLOI	Mme Hivonnet, tél. 8332; M. Enqvist, tél. 8301; Mme Marques, tél. 8716	Mmes Rizzo, tél. 7253; Nilsson, tél. 5250; Pastina, tél. 5509
	M. Harms 5012	
Division 2 - Education/Jeunesse/Culture/Audiovisuel; Chef de Division: M. Frediani, tél. 6439		
COMITE DE L'EDUCATION	M. Frediani, tél. 6439; M. Whitton, tél. 7313; Mme Hietanen, tél. 8197	Mme Santana, tél. 5449
COMITE DES AFFAIRES CULTURELLES	M. Frediani, tél. 6439; M. Whitton, tél. 7313	Mme Santana, tél. 5449
AUDIOVISUEL	M. Frediani, tél. 6439; Mme Hietanen 8197	Mme Santana, tél. 5449
JEUNESSE	M. Frediani, tél. 6439; Mme Hietanen 8197	Mme Santana, tél. 5449
Division 3 - Politiques structurelles et cohésion économique et sociale		
Action structurelles	M. Carmona Nuñez, tél. 9548	Mme Nateboom, tél. 6892;
Régions ultrapériphériques	M. Carmona Nuñez, tél. 9548	Mme Nateboom, tél. 6892;
SERVICE JURIDIQUE - Directeur général: M. PIRIS, tél. 6227 - Secrétaire: Mme Lecoq, tél. 6327; Mme Piaser, tél. 6329		
AD HOC COUR DE JUSTICE	M. Petersen, tél. 7169	Mme Malamatau, tél. 8475
JURISTES LINGUISTES	Mme Blanchet, tél. 8775	Mme Salary, tél. 6711
CODIFICATION LEGISLATIVE	M. Borges, tél. 8371	Mme Del Bino, tél. 8319

**Decision of the Secretary-General of the Council/High Representative  
for the common foreign and security policy  
concerning reimbursement of travel expenses  
of delegates of Council members**

THE SECRETARY-GENERAL OF THE COUNCIL/HIGH REPRESENTATIVE  
FOR THE COMMON FOREIGN AND SECURITY POLICY,

Having regard to the Council's Rules of Procedure of 5 June 2000 <sup>(1)</sup>, and in particular Article 23(5) thereof,

Whereas:

1. The Secretary-General of the Council/High Representative for the Common Foreign and Security Policy (hereafter Secretary-General/High Representative), assisted by the Deputy Secretary-General, is fully responsible for administering the appropriations under Section II — Council — of the general budget of the European Communities, and takes all necessary steps to ensure their sound management. He implements the appropriations in accordance with the provisions of the financial regulation applicable to the general budget of the European Communities.
2. Given existing budgetary constraints, and in order to facilitate planning of budgetary expenditure of Member States and the General Secretariat of the Council, it is necessary to specify the criteria, limits and practical arrangements for the reimbursement of delegates' expenses by the Council.
3. Under Article 1 of the financial regulation, expenses shall comprise those arising from the activities of the institutions. The appropriations in Section II — Council — of the budget under 'meetings in general' are intended to cover the refund of travel expenses incurred by the Presidency and delegations at meetings of the Council and meetings held within the Council framework.
4. Only expenses arising from travel which actually took place in order to participate in meetings of the Council or its subordinate bodies, in meetings within the framework of the activities of the Council as an institution or those held within the framework of the Treaties and which are inextricably linked to the work of the Council may be reimbursed, independently of whether or not such sessions or meetings are held at the Council's headquarters.
5. The decision of the Secretary-General of 21 May 1997 should be repealed and replaced by this decision.

---

<sup>(1)</sup> OJ L 149, 23.6.2000, p. 21.

HAS DECIDED AS FOLLOWS:

*Article 1*  
**Principles**

1. Travel expenses incurred by delegates of Council members, with the exception of administrative and secretarial staff of Council members, shall be charged to the general budget of the European Communities (Section II — Council), subject to the conditions and limits set out below, as long as the travel actually took place to attend:
  - (a) a meeting of the Council or one of its preparatory bodies; however, when in the course of an international meeting in which they participate because of the competences of the Member States, delegates from the Member States also participate in a meeting of one of the Council's preparatory bodies, their travel expenses shall not be reimbursed by the Council;
  - (b) another meeting in the framework of the activities of the Council as an institution;
  - (c) a meeting of an intergovernmental conference with a view to revising the Treaties or the accession of a State to the European Union, or of one of its dependent bodies;
  - (d) any meeting other than those mentioned under (c), held within the framework of the Treaties and which is considered to be inextricably linked to the work of the Council and aimed at giving major political impetus to the development of the Union.

For meetings mentioned under (b) and (d), reimbursement requires the prior agreement of the Secretary-General/High Representative, in accordance with Article 8.

2. Travel expenses listed under paragraph 1 shall be reimbursed on the basis of the expense actually incurred, subject to the conditions and limits set out below. Such reimbursement shall exclude payment by the Council of any other allowance to the persons concerned.

*Article 2*  
**Methods of applying for reimbursement**

1. Delegates' travel expenses shall be reimbursed on the basis of a declaration by the person concerned and of the travel ticket which constitutes the supporting document. The declaration must, in particular, state whether the applicant's

travel expenses are covered in whole or in part by another authority and indicate whether he is eligible for free travel or for a reduced fare.

2. All applications for reimbursement of delegates' expenses must be submitted to the General Secretariat of the Council within 45 days of the date of the meeting. No application submitted late or without supporting documents shall be taken into consideration.
3. Following the instructions issued by the competent national administration, travel expenses shall as a general rule be reimbursed to the delegate's administration, or in exceptional, duly substantiated cases, to his personal account.

### *Article 3*

#### *Methods of reimbursement*

1. Reimbursement of air fares shall be made, upon production of supporting documents, at the cheapest return rate available on the market; Ministers and State Secretaries shall be entitled to reimbursement of the club class fare or equivalent.

Where duly substantiated requirements of the service necessitate additional expense for making or changing reservations, such expense shall be borne by the Council.

Where the distance between the capital of the Member State which has sent the delegate and Brussels is less than 400 km, reimbursement of air travel shall be at a flat rate based on the first class rail fare, with the exception of travel from and to the United Kingdom and of Ministers and State Secretaries.

2. Rail travel expenses shall be reimbursed upon production of supporting documents at the rate corresponding to the direct route on the basis of the 1st class fare, plus any supplements (paid for express trains, TGV, Eurostar, sleepers), upon production of the appropriate coupons and taking account of any reductions given.
3. Delegates of Council members, with the exception of administrative and secretarial staff of Council members, authorised by their national administrations to travel by car, shall have their travel expenses reimbursed at a flat rate based on the first class train fare. If two or more persons use one car, only the person in charge of the vehicle shall be entitled to the reimbursement.

*Article 4*  
*Meetings of the Council and its subordinate bodies*

The maximum number of delegates whose travel expenses may be reimbursed shall be as follows:

(a) meetings at the Council's headquarters:

- Council meetings: six persons per delegation (including head of delegation) plus three more for the Presidency <sup>(1)</sup>;
- joint meetings of two Councils: 10 persons per delegation (including two heads of delegation) plus four more for the Presidency <sup>(2)</sup>;

For Council meetings held in Luxembourg, travel expenses for a maximum of four delegates from the Permanent Representations shall be reimbursed in addition to the abovementioned delegates' expenses;

- working parties and committees in the list of committees and working parties involved in the Council's preparatory work established by Coreper: two persons per delegation plus one more for the Presidency; for the SCA, the Article 36 Committee, the Multidisciplinary Group on Organised Crime and the European Judicial Network: three persons per delegation plus one more for the Presidency; at the request to the Chairman of Coreper, and in exceptional, duly substantiated cases, particularly to take into account the competences of different ministries in a Member State on a given matter, the Secretary-General/High Representative may decide to increase the maximum number of persons entitled to reimbursement to three and four respectively for the abovementioned working parties and committees.
- joint working parties and committees: two more persons per delegation plus an additional two for the Presidency;

(b) meetings held outwith the Council's headquarters:

- in European Union Member States:

---

<sup>(1)</sup> For meetings in Luxembourg, these figures do not include delegates from the Permanent Representations.

<sup>(2)</sup> The previous footnote also applies.

- Council meetings: four persons per delegation (including head of delegation) plus one more for the Presidency;
  - working parties and committees in the list of committees and working parties involved in the Council's preparatory work established by Coreper: one person per delegation plus one more for the Presidency; for Coreper II, the SCA and the Article 36 Committee: two persons per delegation plus one for the Presidency;
  - European Councils: two persons per delegation;
- meetings held outwith the European Union:
- Council meetings: three persons per delegation, including the head of delegation, plus one more for the Presidency;
  - working parties and committees in the list of committees and working parties involved in the Council's preparatory work established by Coreper: one person per delegation plus one more for the Presidency;
  - meetings of the Article 133 Committee (full members) in Geneva: two persons per delegation plus one for the Presidency.

#### *Article 5*

#### ***Meetings within the framework of the common foreign and security policy***

For meetings inside and outside the European Union Member States held in the framework of the Presidency tasks mentioned in Article 18(4) of the Treaty on European Union, the maximum number of persons whose travel expenses shall be reimbursed shall be limited to two persons for the Presidency and one person for the next Council member to hold the Presidency.

#### *Article 6*

#### ***Meetings held outwith the Council's headquarters***

With the exception of meetings of the European Council, no reimbursement shall be granted for any meeting mentioned in Article 4(1)(b) and Article 5 held outwith the Council's headquarters, unless holding this meeting outwith the Council's headquarters was decided by the Council or by Coreper.

*Article 7*

***Intergovernmental conferences and meetings of its dependent bodies***

For activities listed under Article 1(1)(c), the number of delegates whose travel expenses are reimbursed shall be determined on a case-by-case basis by the Secretary-General/High Representative after consultation with the Presidency.

*Article 8*

***Meetings in the framework of the activities of the Council  
as an institution and meetings in the framework of Treaties  
inextricably linked to the work of the Council***

For meetings listed under Article 1(1)(b) and (d), a request for prior authorisation for the Council to cover the travel expenses must be sent by the Coreper Chair to the Secretary-General/High Representative, so that he can ascertain whether the conditions giving rise to the reimbursement are met in that specific instance. The decision of the Secretary-General/High Representative shall determine the number of delegates whose travel expenses will be met by the Council.

*Article 9*

***Final provisions***

This decision repeals and replaces the decision of the Secretary-General of the Council of 21 May 1997 concerning reimbursement of travel expenses of delegates of Member States. It shall enter into force on 1 November 2000.

Brussels, 10 October 2000

Javier SOLANA

Secretary-General/High Representative

**List of commitments in relation to non-member States**

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>ÉLARGISSEMENT</b>  <b>Conférences intergouvernementales bilatérales d'adhésion</b> (Chypre, Hongrie, Pologne, Estonie, République tchèque, Slovénie, Malte, Roumanie, Slovaquie, Lettonie, Lituanie, Bulgarie)	<ul style="list-style-type: none"> <li>• Article 49 du TUE</li> <li>• Conclusions du Conseil européen de Luxembourg (12 et 13.12.97)</li> <li>• Six conférences au niveau ministériel inaugurant les négociations d'adhésion avec Chypre, la Hongrie, la Pologne, l'Estonie, la République tchèque et la Slovénie (doc. 6962/98 à 6967/98 adoptés par le Conseil le 24.3.1998)</li> <li>• Conclusions du Conseil européen de Cardiff (15 et 16.6.1998)</li> <li>• Conclusions du Conseil européen de Vienne (11 et 12.12.1998)</li> <li>• Conclusions des Conseils européens de Berlin et de Cologne (24 et 25.3 et 3 et 4.6.1999)</li> <li>• Conclusions du Conseil européen de Helsinki (10 et 11.12.1999)</li> <li>• Six conférences au niveau ministériel inaugurant les négociations d'adhésion avec Malte, la Roumanie, la Slovaquie, la Lettonie, la Lituanie et la Bulgarie (15.2.2000 — doc. 5362/00 à 5367/00 adoptés par le Conseil le 24.1.2000)</li> <li>• (p.m.) Modalités internes de la procédure de négociation de l'UE (doc. 5361/00 adopté par le Conseil le 24.1.2000)</li> </ul>	Pour chacun des douze pays candidats: <ul style="list-style-type: none"> <li>• Rencontre au niveau des ministres des affaires étrangères: séquence minimale deux fois par an (dont une session en liaison avec conseil d'association si possible)</li> <li>• Rencontre au niveau suppléants (Coreper + État candidat): séquence minimale quatre fois par an</li> </ul>			Mise à jour de l'examen analytique de l'acquis ( <i>screening</i> )  (Préparation de l'examen analytique avec la Turquie)

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<p><b>Processus global d'adhésion</b> (Chypre + 10 PECOS, ainsi que Malte et la Turquie à la suite du Conseil de Helsinki)</p>	<ul style="list-style-type: none"> <li>• Article 49 du TUE</li> <li>• Conclusions du Conseil européen de Luxembourg (12 et 13.12.97)</li> <li>• Conférence au niveau ministériel: lancement du processus d'adhésion avec Chypre + 10 PECOS le 30.3.1998 (doc. 6961/98 adopté par le Conseil le 24.3.1998)</li> <li>• Conclusions du Conseil européen de Helsinki (10 et 11.12.1999)</li> <li>• Règlement relatif à l'assistance en faveur de 10 PECOS dans le cadre de la stratégie de préadhésion: régl. (CE) 622/98 (JO L 85 du 20.3.1998, p. 1)</li> <li>• Partenariats d'adhésion avec la Hongrie, la Pologne, la Roumanie, la Slovaquie, l'Estonie, la Lettonie, la Lituanie, la Bulgarie, la République tchèque et la Slovaquie (JO L 335 du 28.12.1999)</li> <li>• (p.m.) Programme PHARE, ISPA (Fonds structurels) — régl. (CE) 1268/99 (JO L 161 du 26.6.1999, p. 87)</li> <li>• Sapard (agriculture et développement rural) — régl. (CE) 1267/99 (JO L 161 du 26.6.1999, p. 73)</li> </ul>	<p>Cadre multilatéral:</p> <ul style="list-style-type: none"> <li>• Niveau ministres des affaires étrangères: en tant que de besoin</li> <li>• Réunions ministérielles techniques: pourront également être envisagées en tenant compte des expériences du dialogue structuré</li> </ul>	<p>Cadre multilatéral:</p> <ul style="list-style-type: none"> <li>• Conclusions du Conseil européen de Copenhague (21 et 22.6.1993)</li> <li>• Conclusions du Conseil (7 et 8.3.1994)</li> <li>• Lignes directrices relatives à un dialogue politique renforcé avec les PECOS, Chypre et Malte (Coreu SEC 660 du 31.5.1996)</li> <li>• Malte: conclusions du Conseil (21 et 22.6.1999)</li> <li>• Turquie: conclusions du Conseil européen de Helsinki (10 et 11.12.1999) et Coreu SEC 69/00 (14.1.2000)</li> </ul> <p>Une fois par présidence, réunion au niveau des directeurs politiques (15 + Cion + associés) et, à la discrétion de la présidence, d'autres réunions avec la troïka.</p> <p>Une réunion au niveau des experts avec la troïka; les groupes concernés sont: Nations unies, non-prolifération, exportation d'armes conventionnelles, Balkans occidentaux, Europe de l'Est et Asie centrale, sécurité, terrorisme, droits de l'homme, drogues, désarmement</p> <p>Une réunion au niveau des experts avec tous les partenaires; les groupes concernés sont: OSCE, analyse et prévisions</p>	<p>Conclusion du pacte de préadhésion, le 28 mai 1998 par les ministres JAI. Réunions régulières avec tous pays candidats dans le cadre groupe multidisciplinaire sur la criminalité organisée (GMD) pour la mise en œuvre du pacte. Système d'évaluation collective mis en place par le Conseil, par l'adoption d'une action commune, le 29 juin 1998. Lors du Conseil JAI des 26 et 27 mai 1999, ce système a été renforcé.</p>	<p>Stratégie de préadhésion renforcée (10 PECOS). Stratégies de préadhésion pour Chypre et Malte. Stratégie de préadhésion pour la Turquie.</p>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>Conférence européenne</b> Chypre, Malte + 10 PÉCOS + Turquie (invitation à la Suisse comme «member elect»)	<ul style="list-style-type: none"> <li>• Conclusions du Conseil européen de Luxembourg (12 et 13.12.97)</li> <li>• Conclusions du Conseil européen de Vienne (12 et 13.12.98)</li> <li>• Conclusions du Conseil européen de Helsinki (10 et 11.12.1999)</li> </ul>	Cadre multilatéral: <ul style="list-style-type: none"> <li>• Niveau des chefs d'État ou de gouvernement: une fois par an</li> <li>• Niveau des ministres des affaires étrangères: une fois par an</li> </ul>			
<b>I. PÉCOS associés</b> (Relations bilatérales)  <b>BULGARIE</b>	Accord européen d'association (JO L 358 du 31.12.1994)  (Accord mixte)	<ul style="list-style-type: none"> <li>• S'il y a lieu, rencontres entre le président du Conseil européen, le président de la Commission et le président de la Bulgarie</li> <li>• Une fois par an, le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions des directeurs politiques entre la Bulgarie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
<b>RÉPUBLIQUE</b> <b>TCHÈQUE</b>	Accord européen d'association (JO L 360 du 31.12.1994)  (Accord mixte)	<ul style="list-style-type: none"> <li>• S'il y a lieu, rencontres entre le président de la République tchèque, le président du Conseil européen et le président de la Commission</li> <li>• Une fois par an, le conseil d'association, au niveau ministériel traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions des directeurs politiques entre la République tchèque, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
ESTONIE	Accord européen d'association (JO L 68 du 9.3.1998)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Une fois par an, le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunion entre les directeurs politiques d'Estonie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
HONGRIE	Accord européen d'association (JO L 347 du 31.12.1993)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Consultations entre les parties, au niveau politique le plus élevé</li> <li>• Une fois par an, le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions au niveau des directeurs politiques hongrois, de la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
LETTONIE	Accord européen d'association (JO L 26 du 2.2.1998)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Une fois par an, le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunion entre les directeurs politiques de Lettonie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
LITUANIE	Accord européen d'association (JO L 51 du 20.2.1998)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunion entre les directeurs politiques de Lituanie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
POLOGNE	Accord européen d'association (JO L 348 du 31.12.1993)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Consultations, s'il y a lieu, entre le président du Conseil européen, le président de la Commission et le président de la Pologne</li> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions entre les directeurs politiques de Pologne, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
ROUMANIE	Accord européen d'association (JO L 357 du 31.12.1994)  (Accord mixte)	<ul style="list-style-type: none"> <li>• S'il y a lieu, rencontres envisagés entre parties, au plus haut niveau politique</li> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions entre les directeurs politiques de Roumanie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
RÉPUBLIQUE SLOVAQUE	Accord européen d'association (JO L 359 du 31.12.1994)  (Accord mixte)	<ul style="list-style-type: none"> <li>• S'il y a lieu, rencontres entre le président de la République slovaque, le président du Conseil européen et le président de la Commission</li> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions des directeurs politiques de la République slovaque, de la présidence du Conseil et de la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>
SLOVÉNIE	Accord européen d'association (JO L 51 du 26.2.1999)  (Accord mixte)	<ul style="list-style-type: none"> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions des directeurs politiques de Slovénie, de la présidence du Conseil et de la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	<ul style="list-style-type: none"> <li>• Comité d'association: normalement 1 x par an, au niveau fonctionnaires</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
2. Multilatéral DIALOGUE STRUCTURÉ (PECOs avec accords européens, Chypre et Malte)			Voir: Élargissement: processus global d'adhésion – Engagements spécifiques PESC	<ul style="list-style-type: none"> <li>• Contacts spécifiques</li> <li>• Réunions périodiques avec des experts en matière d'asile et immigration dans le cadre du CIREA/CIREFI, en matière de visas au sein du groupe «Visa», en matière de police au sein du groupe de travail «Police et coopération douanière»</li> </ul>	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>II. CHYPRE/ MALTE ET TURQUIE</b>					
CHYPRE (bilatéral) (Voir également: Élargissement: processus global d'adhésion — Engagements spécifiques PESC)	Accord d'association (JO L 133 du 21.5.1973)  (Caractère mixte)	<ul style="list-style-type: none"> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> <li>• Comité d'association, niveau fonctionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Dialogue structuré [doc. CE – CY 702/95 (12.6.1995)] et conclusions du Conseil du 17.7.1995</li> </ul>		
MALTE (bilatéral) (Voir également: Élargissement: processus global d'adhésion — Engagements spécifiques PESC)	Accord d'association (JO L 61 du 14.3.1971)  (Caractère mixte)	<ul style="list-style-type: none"> <li>• Une fois par an le conseil d'association, au niveau ministériel, traite toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> <li>• Comité d'association au niveau fonctionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Dialogue structuré [doc. CE-M 602/95 (12.6.1995)] et conclusions du Conseil du 17.7.1999</li> <li>• Conclusions du Conseil des 21 et 22.6.1999</li> </ul>	Le 28 avril 1998 dans le cadre du conseil d'association, une déclaration relative à la coopération dans les domaines de la justice et des affaires intérieures a été adoptée	
TURQUIE (bilatéral) (Voir également: Élargissement: processus global d'adhésion — Engagements spécifiques PESC)	Accord d'association de 1963 (JO L 217 du 29.12.1964)  (Accord mixte)  + Résolutions du conseil d'association du 6 mars 1995 et du 31 octobre 1995 (doc. CE-TR 108/95 et CE-TR 130/95)  Conclusions du Conseil européen de Helsinki (10-11.12.1999) et Coreu SEC 69/00 (14.1.2000)	<ul style="list-style-type: none"> <li>• Une réunion annuelle entre le chef d'État ou le chef du gouvernement de la Turquie, le président du Conseil et le président de la Commission</li> <li>• Deux fois par an, conseil d'association, au niveau ministériel</li> <li>• Comité d'association, au niveau des hauts fonctionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Ministres des affaires étrangères: réunions semestrielles — une de ces deux réunions coïncidera avec le conseil d'association, l'autre associant la tröika</li> <li>• Deux fois par an, réunions des hauts fonctionnaires en formation tröika</li> <li>• Consultations entre experts turcs et de l'UE au niveau de certains groupes: «Sécurité», Balkans occidentaux, Nations unies, Europe de l'Est et Asie centrale, OSCE [caduques après les conclusions du Conseil européen de Helsinki (10 au 12.12.1999)]</li> </ul>	Le 26 novembre 1999, réunion à haut niveau entre de l'UE (président du comité de l'article 36, la CSIFA, la Commission, le secrétariat du Conseil) et les homologues turcs, afin de relancer le dialogue	<ul style="list-style-type: none"> <li>• Comité mixte de l'union douanière</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
			<ul style="list-style-type: none"> <li>• Dialogue multilatéral PESC avec les PECO, Chypre, et Malte (voir Élargissement: processus global d'adhésion – Engagements spécifiques PESC)</li> <li>• Poursuite du dialogue bilatéral au niveau des ministres des affaires étrangères et des hauts fonctionnaires, mais pas au niveau des experts</li> </ul>		
<b>III. MÉDITERRANÉE</b>  <b>1. Multilatéral</b>  PROCESSUS DE BARCELONE	Déclaration de Barcelone (adoptée le 28 novembre 1995)  (Caractère mixte)	Réunion des ministres des affaires étrangères: à peu près tous les ans  Comité euro-méditerranéen du processus de Barcelone: se réunit normalement 4 à 5 fois par an	<ul style="list-style-type: none"> <li>• Réunion de hauts fonctionnaires chargés du volet politique et de sécurité</li> </ul>	La déclaration de Barcelone comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	
<b>2. Bilatéral</b>  ALGÉRIE	Accord de coopération signé le 26 avril 1976  (Accord mixte)  Accord euro-méditerranéen d'association en cours de négociation  (Accord mixte)	<ul style="list-style-type: none"> <li>• Une fois par an: conseil de coopération au niveau ministériel</li> <li>• Comité de coopération: au niveau fonctionnaires (caduc)</li> <li>• Un conseil d'association au niveau ministériel par an</li> <li>• Comité d'association: généralement une fois par an</li> </ul>	Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment: <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant l'Algérie, la présidence du Conseil et la Commission</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération en matière d'affaires intérieures et de justice	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
ÉGYPTÉ	<p>Accord de coopération signé le 18 janvier 1977</p> <p>(Accord mixte)</p> <p>Accord euro-méditerranéen d'association en cours de négociation</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an: conseil de coopération au niveau ministériel</li> <li>• Comité de coopération, au niveau fonctionnaires (caduc)</li> <li>• Une fois par an: conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant l'Égypte, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	
ISRAËL	<p>Accord CE-Israël signé le 29 juin 1970</p> <p>Accord euro-méditerranéen d'association, signé à Bruxelles, le 20 novembre 1995 (pas encore entré en vigueur)</p> <p>(doc. 10373/95)</p> <p>(Accord mixte)</p> <p>Accord intérimaire (JO L 71 du 20.3.96)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, conseil de coopération, au niveau ministériel</li> <li>• Comité de coopération: normalement une fois par an, au niveau fonctionnaires</li> <li>• Une fois par an, conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> <li>• Les anciens organes de coopération restent en vigueur en attendant l'entrée en vigueur du nouvel accord</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant Israël, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
JORDANIE	<p>Accord de coopération signé le 18 janvier 1977</p> <p>(Accord mixte)</p> <p>Accord euro-méditerranéen d'association, signé à Bruxelles, le 24 novembre 1997 (pas encore entré en vigueur) (doc. 11119/97 RHJ 3)</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, conseil de coopération au niveau ministériel</li> <li>• Comité de coopération, au niveau fonctionnaires (caduc)</li> <li>• Une fois par an, conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant la Jordanie, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	
LIBAN	<p>Accord de coopération signé le 3 mai 1977</p> <p>(Accord mixte)</p> <p>Accord euro-méditerranéen d'association en cours de négociation</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an conseil de coopération au niveau ministériel</li> <li>• Comité de coopération au niveau fonctionnaires (caduc)</li> <li>• Une fois par an conseil d'association, au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an, au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant le Liban, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	
MAROC	<p>Accord de coopération signé le 27 avril 1976</p> <p>(Accord mixte)</p> <p>Accord euro-méditerranéen d'association, signé le 26 février 1996 (doc. 4132/96 + ADD 1), devrait entrer en vigueur le 1<sup>er</sup> mars 2000</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, conseil de coopération au niveau ministériel</li> <li>• Comité de coopération au niveau fonctionnaires (caduc)</li> <li>• Une fois par an, conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant le Maroc, la présidence du Conseil et la Commission</li> </ul>	<p>Les contacts avec ce pays, établis dans le cadre de Trévi (États-Unis, Canada, Suisse, Maroc) ont lieu sous les auspices de la présidence, le secrétariat général du Conseil ayant un rôle d'intermédiaire. L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
OLP	<p>Accord intérimaire d'association signé le 24 février 1997 et entré en vigueur le 1<sup>er</sup> juillet 1997 (JO L 187 du 16.7.97)</p> <p>Déclaration conjointe signée en même temps</p>		<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant l'OLP, la présidence du Conseil et la Commission</li> </ul>		<p>Comité mixte, une fois par an, au niveau des hauts fonctionnaires</p>
SYRIE	<p>Accord de coopération signé le 18 janvier 1977</p> <p>(Accord mixte)</p> <p>Accord euro-méditerranéen d'association en cours de négociation</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, conseil de coopération au niveau ministériel</li> <li>• Une fois par an, conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à intervalles réguliers et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant la Syrie, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	
TUNISIE	<p>Accord euro-méditerranéen d'association, (JO L 97 du 30.3.98)</p> <p>(Accord mixte)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, conseil d'association au niveau ministériel</li> <li>• Comité d'association: normalement une fois par an au niveau fonctionnaires</li> </ul>	<p>Dialogue politique à échéances régulières et chaque fois que nécessaire, notamment:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel, principalement dans le cadre du conseil d'association (au moins une fois par an)</li> <li>• au niveau des hauts fonctionnaires représentant la Tunisie, la présidence du Conseil et la Commission</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>IV. AUTRES ÉTATS EN EUROPE DE L'OUEST</b>  ESPACE ÉCONOMIQUE EUROPÉEN (Islande, Norvège, Liechtenstein)	Accord sur l'Espace économique européen (JO L 1 du 3.1.1994)  (Accord mixte)  Déclaration commune sur le dialogue politique adoptée par le Conseil de l'EEE le 30 mai 1995 (doc. EEE 1604/95)	<ul style="list-style-type: none"> <li>• Réunions régulières entre les Premiers ministres des États de l'EEE, du président du Conseil européen et du président de la Commission</li> <li>• Deux fois par an, conseil de l'EEE au niveau ministériel, qui traite de toute question importante bilatérale ou internationale (y compris le dialogue politique)</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions éventuelles au niveau des directeurs politiques</li> <li>• Le cas échéant, réunions entre experts; les groupes suivants sont concernés: sécurité, processus de paix au Moyen-Orient, Europe de l'Est et Asie centrale, Balkans occidentaux, désarmement, non-prolifération, exportation d'armes conventionnelles, OSCE</li> </ul>	Réunions à tous les niveaux dans le cadre du comité mixte	Comité mixte (plusieurs réunions par an; un certain nombre de sous-comités ont été créés)
SUISSE	Accord entre la CEE et la Confédération helvétique (Accord de libre-échange) (JO L 300 du 31.12.1972)  Accords signés le 21.6.99 dans 7 secteurs			Les contacts avec ce pays, établis dans le cadre de Trévi (États Unis, Canada, Suisse, Maroc) ont lieu sous les auspices de la présidence, le secrétariat général du Conseil ayant un rôle d'intermédiaire	Comité mixte (fréquence irrégulière)
ISLANDE	Accord entre la CEE et la République d'Islande (Accord de libre-échange) (JO L 301 du 31.12.1972)			Réunions à tous les niveaux dans le cadre du comité mixte sur les matières qui étaient couvertes par la coopération «Schengen»	Comité mixte (fréquence irrégulière)
NORVÈGE	Accord entre la CEE et le Royaume de Norvège (Accord de libre-échange) (JO L 171 du 27.6.1973)			Réunions à tous les niveaux dans le cadre du comité mixte sur les matières qui étaient couvertes par la coopération «Schengen»	Comité mixte (fréquence irrégulière)
ANDORRE	Accord sous forme d'échange de lettres entre la CEE et la Principauté d'Andorre (JO L 374 du 31.12.1990)  Accord de coopération en cours de négociation				Comité mixte (une réunion par an)

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
SAINT-MARIN	Accord de coopération et d'union douanière entre la CEE et la République de Saint-Marin  Accord intérimaire signé le 27.11.92 (JO L 359 du 9.12.92)				Comité de coopération (fréquence irrégulière)
<b>V. 12 RÉPUBLIQUES EX-Union Soviétique</b>  ARMÉNIE	Entrée en vigueur le 1 <sup>er</sup> juillet 1999 de l'accord de partenariat signé le 22 avril 1996 le 1 <sup>er</sup> juillet 1999 (JO L 239 du 9.9.1999) (Accord mixte)	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	<ul style="list-style-type: none"> <li>• Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres et la République d'Arménie</li> <li>• Tous autres moyens, tels que les réunions d'experts</li> </ul> Ce dialogue peut être mené sur une base régionale	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	Comité de coopération: normalement une fois par an au niveau fonctionnaires
AZERBAÏDJAN	Entrée en vigueur le 1 <sup>er</sup> juillet 1999 de l'accord de partenariat signé le 22 avril 1999 le 1 <sup>er</sup> juillet 1999 (JO L 246 du 17.9.1999)  (Accord mixte)	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	<ul style="list-style-type: none"> <li>• Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres et la République d'Azerbaïdjan</li> <li>• Tous autres moyens tels que les réunions d'experts</li> </ul> Ce dialogue peut être mené sur une base régionale	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	Comité mixte: normalement une fois par an au niveau fonctionnaires  Comité de coopération: normalement une fois par an au niveau fonctionnaires

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
BELARUS	<p>Accord de coopération CEE-URSS de 1989 (JO L 68 du 15 mars 1990) + accord intérimaire signé le 25 mars 1996 (pas encore conclu) (doc. 5671/96)</p> <p>Avec l'entrée en vigueur de l'accord de partenariat signé le 6 mars 1995 (doc. 4890/95)</p> <p>(Accord mixte)</p>	<p>Conseil de coopération: une fois par an au niveau ministériel</p> <p>Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)</p>	<ul style="list-style-type: none"> <li>• Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres, d'une part, et la République du Bélarus, d'autre part</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans le domaine de la justice et des affaires intérieures</p>	<p>Comité de coopération: normalement une fois par an au niveau fonctionnaires</p>
GÉORGIE	<p>Entrée en vigueur le 1<sup>er</sup> juillet 1999 de l'accord de partenariat signé le 22 avril 1996, le 1<sup>er</sup> juillet 1999 (JO L 205 du 4.8.1999)</p> <p>(Accord mixte)</p>	<p>Conseil de coopération: une fois par an au niveau ministériel</p> <p>Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)</p>	<ul style="list-style-type: none"> <li>• Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres et la République de Géorgie</li> <li>• Tous autres moyens tels que les réunions d'experts (groupe «Europe de l'Est et Asie centrale»).</li> </ul> <p>Ce dialogue peut se dérouler sur une base régionale</p>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	<p>Comité de coopération: normalement une fois par an au niveau fonctionnaires</p>
KAZAKHSTAN	<p>Entrée en vigueur le 1<sup>er</sup> juillet 1999 de l'accord de partenariat signé le 23 janvier 1995 le 1<sup>er</sup> juillet 1999 (JO L 196 du 28.7.1999)</p> <p>(Accord mixte)</p>	<p>Conseil de coopération: une fois par an au niveau ministériel</p> <p>Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)</p>	<ul style="list-style-type: none"> <li>• Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres, d'une part, et la République du Kazakhstan, d'autre part</li> <li>• Tous autres moyens, tels que les réunions d'experts, susceptibles de contribuer à consolider et à développer le dialogue politique</li> </ul>	<p>L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures</p>	<p>Comité de coopération: normalement une fois par an au niveau fonctionnaires</p>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
KIRGHIZSTAN	Entrée en vigueur le 1 <sup>er</sup> juillet 1999 de l'accord de partenariat signé le 9 février 1995 le 1 <sup>er</sup> juillet 1999 (JO L 196 du 28.7.1999)  (Accord mixte)	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	<ul style="list-style-type: none"> <li>Réunions régulières de hauts fonctionnaires représentant la Communauté et ses États membres, d'une part, et la République kirghize, d'autre part</li> <li>Tous autres moyens, tels que les réunions d'experts, susceptibles de contribuer à consolider et à développer le dialogue politique</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	Comité de coopération: normalement une fois par an au niveau fonctionnaires
MOLDOVA	Accord de partenariat (JO L 181 du 24.6.1998)  (Accord mixte)	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	<ul style="list-style-type: none"> <li>Réunions régulières de hauts fonctionnaires représentant la République de Moldova d'une part, et la Communauté, d'autre part</li> </ul>	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures  La première réunion du sous-comité traitant des affaires JAI a eu lieu en mai 1999	Comité de coopération: normalement une fois par an au niveau fonctionnaires
OUBÉKISTAN	Entrée en vigueur le 1 <sup>er</sup> juillet 1999 de l'accord de partenariat signé le 21 juin 1996 le 1 <sup>er</sup> juillet 1999 (JO L 229 du 31.8.1999)  (Accord mixte)	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	<ul style="list-style-type: none"> <li>Au niveau ministériel, le dialogue politique est mené au sein du conseil de coopération ou à d'autres occasions, par accord mutuel</li> <li>Réunions régulières des hauts fonctionnaires représentant la Communauté et ses États membres et la République d'Ouzbékistan</li> <li>Tous autres moyens tels que les réunions d'experts</li> </ul> Ce dialogue peut être mené sur une base régionale	L'accord avec ce pays comporte des dispositions concernant la coopération dans les domaines de la justice et des affaires intérieures	Comité de coopération: normalement une fois par an au niveau fonctionnaires

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
RUSSIE	<p>Déclaration politique conjointe du 9 décembre 1993 (doc. 11237/93)</p> <p>Accord de partenariat (JO L 327 du 28.11.1997)</p> <p>(Accord mixte)</p> <p>Stratégie commune de l'UE à l'égard de la Russie (conclusions du Conseil européen de Cologne, 3 et 4.6.1999)</p>	<ul style="list-style-type: none"> <li>Réunions en principe deux fois par an entre le président du Conseil européen, le président de la Commission et le président de la Russie</li> </ul> <p>Conseil de coopération: une fois par an au niveau ministériel</p>	<ul style="list-style-type: none"> <li>Au niveau ministériel, le dialogue politique est mené au sein du conseil de coopération ou à d'autres occasions, notamment avec la trïoka de l'UE, par accord mutuel</li> <li>Une réunion des directeurs politiques représentant la trïoka de l'UE et la Russie, au début de chaque présidence</li> <li>Une réunion des directeurs politiques représentant l'UE (événement. 15 États membres) et la Russie lors de chaque présidence, en marge du POCO, un peu avant le sommet</li> <li>Tous autres moyens, comprenant notamment la possibilité de réunions d'experts</li> </ul> <p>(Sont concernés les groupes suivants: Nations unies, Balkans occidentaux, non-prolifération, drogues, terrorisme, OSCE, processus de paix au Moyen-Orient, analyse et prévision, Maghreb/Machrek, sécurité, Europe du Sud-Est, Asie/Océanie, désarmement, Moyen-Orient/Golfe, exportation d'armes conventionnelles)</p> <p>Ce dialogue peut être mené sur une base régionale</p>	<p>Sous-comité n° 6 sur la lutte contre la criminalité (première et deuxième réunions tenues respectivement à Moscou, les 27 et 28.1.1999, et à Bruxelles, les 28 et 29.1.1999)</p> <p>Une réunion des officiers de liaison avec la participation des autorités russes a eu lieu à Moscou en juin 1999</p> <p>Le plan d'action sur la criminalité organisée est en cours d'élaboration</p>	<p>Comité de coopération: normalement une fois par an au niveau fonctionnaires</p>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
TADJIKISTAN	Accord de coopération CEE- Union Soviétique de 1989 (JO L 68 du 15.3.1990)				Comité mixte: non activé
TURKMÉNISTAN	Accord de coopération CEE- Union Soviétique de 1989 (JO L 68 du 15.3.1990)  Accord de partenariat signé le 25 mai 1998 (doc. 5606/98) pas encore en vigueur	Conseil de coopération: une fois par an au niveau ministériel  Le conseil de coopération constitue l'organe mixte le plus élevé, qui examine toutes les questions importantes bilatérales et internationales d'intérêt commun (y compris le dialogue politique)	Réunions régulières des hauts fonctionnaires  Réunions d'experts		Comité mixte: normalement une fois par an au niveau fonctionnaires  Comité de coopération: normalement une fois par an au niveau fonctionnaires
PAYS D'ASIE CENTRALE (KAZAKHSTAN, KIRGHIZSTAN, TADJIKISTAN, TURKMÉNISTAN, OUZBÉKISTAN)	Conseil européen de Dublin (décembre 1996)			Plan global d'action en matière de drogue en voie d'adoption par le Conseil	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
UKRAINE	<p>Accord de partenariat (JO L 49 du 19.2.1998)</p> <p>(Accord mixte)</p> <p>Stratégie commune de l'UE à l'égard de l'Ukraine (conclusions du Conseil européen de Helsinki (10 au 12.12.1999)</p>	<p>Une fois par an: sommet entre le président de l'Ukraine, le président du Conseil européen et le président de la Commission</p> <p>Conseil de coopération: une fois par an au niveau ministériel</p> <p>Dialogue économique de haut niveau</p>	<ul style="list-style-type: none"> <li>• S'il y a lieu, les consultations sont organisées entre les parties au plus haut niveau politique</li> <li>• Au niveau ministériel, le dialogue politique se déroule au sein du conseil de coopération ou à d'autres occasions, d'un commun accord, avec la troïka de l'Union</li> <li>• Réunions régulières de hauts fonctionnaires représentant l'Ukraine et la Communauté</li> </ul> <p>Réunions d'experts (groupe «Sécurité») Réunion de la troïka au niveau des experts; groupes concernés: sécurité, désarmement, non-prolifération, exportation d'armes conventionnelles, OSCE</p>	<p>La première réunion du sous-comité sur la criminalité organisée et le blanchiment d'argent s'est tenue à Kiev en mars 1999</p>	<p>Comité de coopération: normalement 1 x par an au niveau fonctionnaires</p>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>VI. BALKANS OCCIDENTAUX</b>					
BOSNIE-ET- HERZÉGOVINE	Déclaration de l'Union européenne du 8 juin 1998 instituant une task force consultative (8 juin 1998, conclusions du Conseil affaires générales, doc. 9243/98)				Task force consultative: 2 x par an
CROATIE	Conclusions du Conseil (21.1.2000) sur la mise en place d'une task force consultative; le mandat figure dans les conclusions du Conseil (14 et 15.2.2000)				Task force consultative: 2 x par an
ARYM	Accord de coopération (JO L 348 du 18.12.1997)  Déclaration commune du 29.4.97		<ul style="list-style-type: none"> <li>• Réunions au niveau ministériel</li> <li>• Réunion au niveau des hauts fonctionnaires</li> <li>• Réunions au niveau des experts (Balkans occidentaux)</li> </ul>		Conseil de coopération: <ul style="list-style-type: none"> <li>• niveau indéterminé</li> <li>• 1 x par an</li> </ul>
RFY	—				
ALBANIE	<ul style="list-style-type: none"> <li>• Accord de commerce et de coopération, signé le 11.5.1992 (JO L 343 du 25.11.1992)</li> <li>• Déclaration conjointe instituant un dialogue politique (11 mai 1992 Coreu LIS 628/92)</li> </ul>		<ul style="list-style-type: none"> <li>• Réunions au niveau ministériel</li> <li>• Réunions au niveau des hauts fonctionnaires entre l'Albanie, la présidence du Conseil et la Commission</li> </ul>		Comité de coopération: normalement 1 x par an au niveau fonctionnaires

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>VII. AMÉRIQUE DU NORD</b>  ÉTATS-UNIS	Déclaration transatlantique du 23 novembre 1990  «Nouvel agenda transatlantique» du 3 décembre 1995	<ul style="list-style-type: none"> <li>• Une fois par présidence: sommet entre le président des États-Unis, le président du Conseil européen et le président de la Commission</li> <li>• Au niveau ministériel, une fois par an (premier semestre), réunion entre les présidents du Conseil et de la Commission et leur homologue américain</li> </ul> <p>réunions ad hoc (normalement une fois par an au cours du deuxième semestre) entre tous les ministres des affaires étrangères de l'UE, le représentant de la Commission et leur homologue américain</p> <ul style="list-style-type: none"> <li>• Deux à trois fois par présidence: réunion du groupe de haut niveau (GHN)</li> <li>• Deux à trois fois par présidence: réunion de la task force</li> </ul>	<ul style="list-style-type: none"> <li>• Réunions au niveau des directeurs politiques au début de chaque présidence + chaque fois que nécessaire</li> <li>• Au niveau des experts, une réunion trioka + Commission par présidence en marge des groupes de travail cités ci-après: exportation d'armes, Afrique, Asie/Océanie, Europe centrale, OSCE, affaires consulaires, désarmement, Europe orientale et Asie centrale, droits de l'homme, Amérique latine, Machrek/Magheb, non- prolifération, terrorisme, Nations unies, Balkans occidentaux, sécurité, drogues, Europe du Sud- Est, Moyen-Orient/Golfe, processus de paix au Moyen-Orient. En outre, réunions de hauts fonctionnaires UE-États- Unis-Canada sur l'Iran, en général une fois par présidence</li> </ul>	<p>Contacts réguliers au niveau de la présidence du Conseil et du comité de l'article 36, contacts spécifiques couvrant:</p> <ul style="list-style-type: none"> <li>• la criminalité organisée</li> <li>• (groupe multidisciplinaire Europol)</li> <li>• la traite de femmes</li> <li>• les drogues</li> <li>• l'asile/immigration (CIREA/CIREFI)</li> </ul>	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
CANADA	<p>Accord-cadre de coopération commerciale et économique entre la CE et le Canada (JO L 260 du 24.9.1976)</p> <p>(Coreu BON 316 du 14.4.1988)</p> <p>Déclaration conjointe du 22 novembre 1990 (Coreu SEC 793/90)</p> <p>Déclaration conjointe UE-Canada du 17 décembre 1996</p>	<ul style="list-style-type: none"> <li>• Une fois par présidence, réunion entre le Premier ministre du Canada, le président du Conseil européen et le président de la Commission</li> <li>• Rencontres semestrielles entre le président du Conseil, la Commission et le secrétaire d'État aux affaires extérieures du Canada</li> </ul>	<ul style="list-style-type: none"> <li>• Une fois par présidence au niveau des hauts fonctionnaires (en formation trioka)</li> <li>• Réunions ad hoc d'experts sur des questions d'intérêt commun (non-prolifération, désarmement, droits de l'homme, Nations unies, Amérique latine, Europe de l'Est et Asie centrale, Afrique, Asie/Océanie, Balkans occidentaux)</li> <li>• Réunions de hauts fonctionnaires UE-États-Unis-Canada sur l'Iran, en général une fois par présidence</li> </ul>	<p>Mise en œuvre du plan d'action par participation du Canada aux travaux du groupe multidisciplinaire, CIREA, CIREFI et plusieurs séminaires.</p> <p>Le Canada assurera la présidence du groupe de Dublin (mécanisme de consultation en matière de drogue) en 2000 et 2001.</p>	Comité mixte de coopération
<b>VIII. MOYEN-ORIENT/GOLFE</b>					
<p>CONSEIL DE COOPÉRATION DU GOLFE (Arabie saoudite, Bahreïn, Émirats arabes unis, Koweït, Oman, Qatar)</p>	<ul style="list-style-type: none"> <li>• Accord de coopération de 1988 (JO L 54 du 25.2.89)</li> <li>• Communiqué conjoint de la réunion ministérielle et du 6<sup>e</sup> Conseil conjoint UE-CCG, Luxembourg, du 22 avril 1996 (doc. CE-GOLFE 3501/96)</li> </ul>	<p>Une fois par an: réunion ministérielle et session du Conseil conjoint au niveau ministériel (en alternance, à Bruxelles/Luxembourg et dans la région du Golfe)</p>	<ul style="list-style-type: none"> <li>• Les réunions des hauts fonctionnaires UE-CCG peuvent avoir lieu deux fois par an</li> <li>• Déjeuner ministériel (15 + 6) en marge de l'AGNU</li> </ul>		Comité mixte de coopération: une fois par an au niveau fonctionnaires
IRAN	Conclusions du Conseil du 23.2.1998		«Dialogue global»		
YÉMEN	Accord de coopération de 1997 (JO L 72 du 11.3.1998)				Comité de coopération: une fois par an au niveau fonctionnaires

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>IX. ASIE/OCÉANIE</b>  <b>1. Bilatéral</b>  AUSTRALIE	Déclaration conjointe du 26 juin 1997 (doc. 9305/97)	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunions entre le président du Conseil, le président de la Commission et le Premier ministre australien</li> </ul>	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunions avec la présidence au niveau ministériel</li> <li>• Réunions au niveau des hauts fonctionnaires</li> <li>• Experts (Asie/Océanie)</li> </ul>	Ce pays fait partie du groupe de Dublin qui réunit, dans le domaine de la lutte contre la drogue, en plus des Quinze, les États-Unis, le Canada, le Japon, l'Australie, la Norvège et le PNUCID	
BANGLADESH	Accord de coopération de 1976 (JO L 319 du 19.11.1976)  Négociations en cours pour un nouvel accord de coopération				Comité mixte: une fois par an au niveau des experts
CAMBODGE	Accord de coopération signé le 29.4.96 et entré en vigueur le 1.1.1999 (JO L 269 du 19.10.1999)				Comité mixte: tous les deux ans au niveau des experts

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
CHINE	Accord de coopération (JO L 250 du 19.9.1985) et échange de lettres du 9 juin 1994 (COREU ATH 1209/94)  Conclusions du Conseil 29.6.98		<ul style="list-style-type: none"> <li>• Une fois par an au niveau ministériel en formation troïka (en marge de l'AG de l'ONU)</li> <li>• Une fois par présidence au niveau des ambassadeurs des États membres de l'UE avec le ministre chinois des affaires étrangères</li> <li>• Une fois par présidence, présidence + ambassadeur chinois</li> <li>• Périodiquement au niveau des hauts fonctionnaires en formation troïka Groupes de travail: Asie/Océanie, droits de l'homme, non-prolifération, exportation d'armes conventionnelles</li> <li>• Instauration des sommets annuels</li> </ul>		Comité mixte une fois par an
CORÉE DU NORD	Décision du comité politique 26.11.98		<ul style="list-style-type: none"> <li>• Experts (Asie/Océanie)</li> </ul>		
CORÉE DU SUD	Accord-cadre de coopération signé le 28.10.1996  (Accord mixte)		<ul style="list-style-type: none"> <li>• S'il y a lieu, réunions au niveau des chefs d'État (Prés + Cion)</li> <li>• Une fois par an au niveau ministériel (en formation troïka)</li> <li>• Au niveau hauts fonctionnaires, fréquence non précisée</li> <li>• Experts (Asie/Océanie)</li> </ul>		Comité mixte une fois par an normalement au niveau des experts

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
INDE	<p>Accord de coopération de 1994 (JO L 223 du 27.8.1994)</p> <p>Déclaration conjointe, signée à Bruxelles le 20.12.1993</p> <p>Conclusions du Conseil, 6.12.96</p> <p>Conclusions ministérielles conjointes du 3.12.1999</p>		<ul style="list-style-type: none"> <li>• Réunions au sommet</li> <li>• Réunions au niveau ministériel entre l'Inde, d'une part, et la troïka de l'UE, d'autre part</li> <li>• Réunions au niveau des hauts fonctionnaires</li> <li>• Experts (non-prolifération)</li> </ul>		Comité mixte: une fois par an normalement au niveau des experts
JAPON	<p>Déclaration conjointe de La Haye du 18 juillet 1991 (doc. P 66/91) et conclusions du Conseil du 29 mai 1995 (doc. 7393/95)</p> <p>Décision du comité politique du 18.1.1996 (Coreu SEC 57/96)</p>	<ul style="list-style-type: none"> <li>• Une fois par an, réunion entre le Premier ministre du Japon, le président du Conseil européen et le président de la Commission</li> <li>• Une fois par présidence, réunion au niveau ministériel en formation troïka</li> </ul>	<ul style="list-style-type: none"> <li>• Une fois par présidence, réunion au niveau des directeurs politiques en formation troïka</li> <li>• Réunions au niveau des experts; groupes de travail concernés: Asie/ Océanie, Europe de l'Est et Asie centrale, Balkans occidentaux, Moyen-Orient/Golfe, processus de paix au Moyen-Orient, Afrique, non-prolifération, droits de l'homme, Nations unies</li> </ul>	Ce pays fait partie du groupe de Dublin qui réunit, dans le domaine de la lutte contre la drogue, en plus des Quinze, les États-Unis, le Canada, le Japon, l'Australie, la Norvège et le PNUCID	
LAOS	Accord de coopération (JO L 334 du 5.12.1997)				Comité mixte: tous les deux ans au niveau des experts
MACAO	Accord de coopération (JO L 404 du 31.12.1992)				Comité mixte: une fois par an au niveau des experts
MONGOLIE	Accord de coopération (JO L 41 du 18.2.1993)				Comité mixte: une fois par an au niveau des experts
NÉPAL	Accord de coopération (JO L 137 du 8.6.1996)				Comité mixte: tous les deux ans au niveau des experts

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
NOUVELLE- ZÉLANDE	Déclaration commune du 4.5.99		<ul style="list-style-type: none"> <li>• Réunions régulières au niveau ministériel</li> <li>• Réunions au niveau hauts fonctionnaires</li> <li>• Experts (Asie/Océanie)</li> </ul>		
PAKISTAN	<p>Accord de coopération (JO L 108 du 25.4.1986)</p> <p>Décision du comité politique du 12-13 janvier 1992 (Coreu LIS 291/92)</p> <p>Texte d'un nouvel accord de coopération paraphé le 22 avril 1998</p>		<ul style="list-style-type: none"> <li>• Dialogue politique au niveau des directeurs politiques adjoints</li> <li>• Experts (non-prolifération)</li> </ul>		Comité mixte: une fois par an au niveau des experts
SRI LANKA	<p>Accord de coopération (JO L 85 du 19.4.1995)</p> <p>Déclaration de l'UE et du Sri Lanka sur le dialogue politique du 16 mai 1994 (Coreu ATH 758/94)</p>		<ul style="list-style-type: none"> <li>• Réunions au niveau de ministres ou des fonctionnaires et, s'il y a lieu, entre les autorités du Sri Lanka et la tróika de l'UE</li> </ul>		Comité mixte: une fois par an au niveau des experts
VIÉT NAM	Accord de coopération (JO L 136 de 1996)				Comité mixte: tous les deux ans au niveau des experts

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>2. Multilatéral</b>  ASEAN (Birmanie, Brunei, Cambodge, Indonésie, Laos, Malaisie, Philippines, Singapour, Thaïlande, Viêt Nam)	Accord de coopération CE- ASEAN (JO L 144 du 10.6.1980)  Déclaration de Karlsruhe du 23.9.1994  Communiqué de la réunion ministérielle CE-ASEAN à Manille, 29-30 octobre 1992	<ul style="list-style-type: none"> <li>• Les ministres se rencontrent au moins une fois tous les deux ans N.B. La réunion des ministres prévue à Berlin en mars 1999 a dû être annulée en raison du problème de la Birmanie</li> <li>• Les hauts fonctionnaires se réunissent entre les réunions des ministres (dans la pratique, également une fois tous les deux ans)</li> </ul>	<ul style="list-style-type: none"> <li>• Le dialogue politique constitue une partie essentielle des rencontres UE-ASEAN à tous les niveaux</li> </ul>	Lors de la deuxième rencontre Asie-Europe les 3 et 4 avril 1998, il a été convenu de renforcer la coopération dans la lutte contre le trafic de drogues illicites et le blanchiment d'argent	Comité mixte: tous les deux ans
ASEM (Brunei, Chine, Corée du Sud, Indonésie, Japon, Malaisie, Philippines, Singapour, Thaïlande, Viêt Nam)	Déclaration de Bangkok du 1.3.1996 et déclaration de Londres d'avril 1998	<ul style="list-style-type: none"> <li>• Réunions au niveau des chefs d'État ou de gouvernement tous les deux ans</li> <li>• Réunions au niveau des ministres des affaires étrangères tous les deux ans (date de la première réunion: Singapour, février 1997)</li> <li>• Réunions des ministres de l'économie et des finances: tous les deux ans</li> <li>• Réunions des hauts fonctionnaires tous les deux ans</li> </ul>	<ul style="list-style-type: none"> <li>• Depuis les discussions qui ont eu lieu lors de la ministérielle ASEM de Singapour (15.2.1997), la tenue d'un dialogue politique non exclusif est à considérer comme acquise pour les réunions futures</li> <li>• Il a été convenu à Bangkok (1<sup>er</sup> au 4.3.1996) que les fonctionnaires auraient des consultations régulières dans le cadre de l'ONU à New York</li> </ul>	Lors de la deuxième rencontre Asie-Europe les 3 et 4 avril 1998, il a été convenu de renforcer la coopération dans la lutte contre le trafic de drogues illicites et le blanchiment d'argent	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>X. AMÉRIQUE LATINE</b>					
<b>1. Bilatéral</b>					
ARGENTINE	Accord de coopération (JO L 295 du 26.10.1990)			Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama City les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	<ul style="list-style-type: none"> <li>• Une fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance à Bruxelles ou en Argentine</li> </ul>
BRÉSIL	Accord de coopération (JO L 262 du 1.11.1995)			Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama City les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	<ul style="list-style-type: none"> <li>• Une fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance à Bruxelles ou au Brésil</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
CHILI	<p>Accord-cadre de coopération entre la CEE et le Chili, signé le 20.12.90 (JO L 122 du 17.5.91)</p> <p>Déclaration commune concernant le dialogue politique entre l'UE et le Chili, signé à Florence, le 21 juin 1996 (doc. 7868/96 et 7792/96) (Accord mixte)</p>	<ul style="list-style-type: none"> <li>Des réunions, dont les modalités seront définies par les parties, se tiendront régulièrement entre le président de la République du Chili et les plus hautes autorités de l'Union européenne</li> <li>Des réunions, dont les modalités seront définies par les parties, se tiendront régulièrement au niveau des ministres des affaires étrangères (le dialogue sera mené au sein du Conseil conjoint institué par l'accord-cadre de coopération)</li> <li>Des réunions se tiendront régulièrement entre d'autres ministres compétents sur des questions d'intérêt commun, lorsque les parties estiment qu'elles sont nécessaires au renforcement de leurs relations</li> </ul>	<ul style="list-style-type: none"> <li>Des réunions se tiendront périodiquement entre hauts fonctionnaires des deux parties</li> </ul>	<p>L'accord intérimaire prévoit que les anciens organes mixtes restent en vigueur; en outre, une réunion du comité de coopération a eu lieu en 1997. Une nouvelle réunion est envisageable cette année</p> <p>Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amerique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000</p>	<ul style="list-style-type: none"> <li>Une fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance dans un État membre de l'UE ou au Chili; les services de la Commission représentant la CE, les représentants des États membres y participent</li> <li>Sous-comités commerciaux: tous les six mois; les États membres sont invités à y participer</li> </ul>
MEXIQUE	<p>Accord de partenariat économique, de coordination politique et de coopération. Signé le 8.12.97 (pas encore ratifié)</p> <p>Accord intérimaire de commerce conclu le 29 juin 1998 (doc. 11890/1/97) JO L 226 du 13.8.98</p> <p>Déclaration commune du 8.12.97</p>	<ul style="list-style-type: none"> <li>Dialogue régulier au niveau du Conseil conjoint (composé des membres du Conseil de l'UE, de membres de la Commission et de membres du gouvernement mexicain)</li> <li>Une fois par an, réunion du comité conjoint (représentants de l'UE, de la Commission et du Mexique)</li> </ul>	<p>Dialogue</p> <ul style="list-style-type: none"> <li>au niveau présidentiel</li> <li>au niveau ministériel</li> <li>au niveau des hauts fonctionnaires</li> </ul>	<p>Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amerique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000</p>	<ul style="list-style-type: none"> <li>Unr fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance à Bruxelles ou au Mexique</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
PARAGUAY	Accord de coopération (JO L 313 du 30.10.92)			Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	<ul style="list-style-type: none"> <li>• Une fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance à Bruxelles ou au Paraguay</li> </ul>
URUGUAY	Accord de coopération (JO L 94 du 8.4.1992)			Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	<ul style="list-style-type: none"> <li>• Une fois par an: comité mixte au niveau des experts (dans la pratique tous les 18 à 24 mois), se réunissant en alternance à Bruxelles ou en Uruguay</li> </ul>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<p><b>2. Multilatéral</b></p> <p>AMÉRIQUE LATINE, CARAÏBES</p>	<ul style="list-style-type: none"> <li>• Conclusions du Conseil européen d'Amsterdam, 1997</li> </ul>	<p>Sommet des chefs d'État ou de gouvernement UE-Amérique latine/Caraïbes, les 28 et 29 juin 1999 à Rio de Janeiro.</p> <ul style="list-style-type: none"> <li>• Possibilité de sommets futurs</li> <li>• Mécanisme(s) de suivi (à décider à Rio)</li> </ul>		<p>Plan global d'action en matière de drogue entériné lors du sommet de Rio, les 28 et 29 juin 1999</p>	
<p>COMMUNAUTÉ ANDINE (Bolivie, Colombie, Équateur, Pérou, Venezuela)</p>	<p>Accord-cadre de coopération de 1993 (JO L 127 du 29.4.1998)</p> <p>Déclaration conjointe sur le dialogue politique, signée à Rome le 30.6.1996 (doc. 7722/96)</p> <p>Déclaration conjointe de la troïka des ministres de la justice et des affaires intérieures de l'UE et des ministres responsables de la lutte contre le trafic de drogue des pays du Pacte andin, signée à Bruxelles le 26 septembre 1995</p>	<ul style="list-style-type: none"> <li>• Des réunions auront lieu en Europe, chaque fois que cela sera jugé opportun, entre le président du Conseil présidentiel andin, la présidence du Conseil de l'UE et le président de la Commission européenne</li> </ul>	<ul style="list-style-type: none"> <li>• Des rencontres auront lieu périodiquement au niveau des ministres des affaires étrangères, selon des modalités qui seront arrêtées par les parties, en marge d'autres dialogues politiques en cours. Dans la pratique, il y aura en règle générale une rencontre ministérielle en marge de l'AGNE ainsi qu'une rencontre ministérielle en marge de la réunion ministérielle UE-groupe de Rio</li> <li>• Des rencontres auront lieu au niveau approprié, lorsque les circonstances l'exigent</li> </ul>	<p>Dans le cadre de la lutte contre la drogue, des réunions sont prévues:</p> <ul style="list-style-type: none"> <li>• au niveau ministériel (JAI), s'il y a lieu</li> <li>• au niveau des hauts responsables techniques, de manière périodique</li> </ul> <p>Une réunion au niveau des hauts responsables a eu lieu à Lima, le 29 mars 2000</p> <p>Contacts dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998.</p> <p>Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000</p>	<p>Réunion du comité mixte tous les 18 mois</p>

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
GROUPE DE RIO (Argentine, Brésil, Bolivie, Chili, Equateur, Colombie, Mexique, Panama, Paraguay, Pérou, Uruguay, Venezuela)	Déclaration de Rome du 20 décembre 1990 (doc. P90/91 PE) et communiqués suivants	<ul style="list-style-type: none"> <li>Réunion annuelle au niveau ministériel au cours du 1<sup>er</sup> semestre, en alternance en Amérique latine et dans le pays qui exerce la présidence du Conseil. En 1999, cette réunion sera remplacée par le sommet des chefs d'État ou de gouvernement UE-Amérique latine</li> </ul>	Une fois par an, réunion au niveau ministériel en marge de l'Assemblée générale de l'ONU	Contact dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	
Mercosur (Argentine, Brésil, Paraguay, Uruguay)	Accord-cadre interrégional de coopération commerciale et économique (entre en vigueur très prochainement) (doc. 11133/95 et JO L 69 du 19.3.1996)  Accord mixte, partie communautaire en application provisoire	<ul style="list-style-type: none"> <li>Réunions régulières entre les chefs d'État du Mercosur et les plus hautes autorités de l'UE</li> <li>Réunions annuelles des ministres affaires étrangères plus la Commission</li> <li>Réunions périodiques de hauts fonctionnaires</li> <li>Réunions d'autres ministres</li> <li>Conseil de coopération</li> </ul>	<ul style="list-style-type: none"> <li>Dialogue politique, peut être étendu au Chili et à la Bolivie</li> </ul>		<ul style="list-style-type: none"> <li>Comité de coopération (Commission plus représentants des États membres, en principe une fois par an)</li> <li>Sous-comité (même composition) en principe tous les six mois</li> </ul>
SAN JOSÉ (membres: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua et Panama; pays coopérants: Colombie, Mexique, Venezuela; observateurs: Belize et République dominicaine)	Déclaration solennelle signée à Florence le 21 juin 1996 (doc. 6332/96)	<p>Dialogue annuel au niveau ministériel en alternance dans un pays d'Amérique centrale et dans un pays de l'Union européenne de la manière suivante:</p> <ul style="list-style-type: none"> <li>tous les deux ans, des réunions plénières se tiendront en alternance dans le pays qui exerce la présidence de l'Union européenne et en Amérique centrale</li> <li>dans l'intervalle, les ministres des pays d'Amérique centrale se réuniront avec la troïka de l'UE, selon la même formule d'alternance que pour les réunions plénières</li> </ul>	<ul style="list-style-type: none"> <li>Une fois par an, réunion au niveau ministériel en marge de l'AG de l'ONU</li> </ul>	Contact dans le cadre des mécanismes de coopération/coordination avec les Caraïbes/Amérique latine sur les drogues, paraphés les 23 et 24 mars 1998. Deuxième réunion à Panama les 8 et 9 avril 1999, troisième réunion à Lisbonne en mai 2000	

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
<b>XI. AFRIQUE</b>  ACP (71 pays d'Afrique subsaharienne, des Caraïbes et du Pacifique)	IV <sup>e</sup> convention de Lomé (JO L 229 du 17.8.1991)  (Accord mixte)  Accord portant modification de la IV <sup>e</sup> convention signé le 4.11.95 (JO L 156 du 29.5.98)  Directives de négociation d'un accord de partenariat pour le développement avec les États ACP, adopté par le Conseil le 29 juin 1998 (doc. 10017/98)	<ul style="list-style-type: none"> <li>• Réunions annuelles du Conseil ACP-CE au niveau ministériel (ces réunions ont lieu, alternativement, dans un pays ACP et à Bruxelles ou Luxembourg)</li> <li>• Au moins une fois par an, réunion du comité ACP-CE des ambassadeurs (à Bruxelles)</li> <li>• Réunions régulières des comités conjoints ACP-CE concernant notamment les questions relatives à la coopération pour le financement du développement, les produits de base et la coopération industrielle. Ces comités sont coprésidés par la présidence du Conseil (les deux premiers au niveau ministériel)</li> </ul>			Sous-comités spécialisés au niveau des experts coprésidés par la Commission
AFRIQUE DU SUD	Accord de commerce et de coopération, 11 octobre 1999	<ul style="list-style-type: none"> <li>• Composition, fréquence et lieu des réunions du conseil de coopération à décider par les parties</li> </ul>	<ul style="list-style-type: none"> <li>• Dialogue politique au niveau ministériel et des hauts fonctionnaires</li> <li>• Dialogue au niveau des experts (non-prolifération)</li> <li>• Experts (non-prolifération, désarmement)</li> </ul>		

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
OUA	Décision du comité politique du 12 décembre 1994 (Coreu SEC 1324/94 et SEC 1274/94)		<ul style="list-style-type: none"> <li>• La délégation de l'UE aux réunions ordinaires avec l'OUA revêt la forme du groupe «Afrique» dans le cas de réunions à Bruxelles, et celle de la troïka dans le cas de réunions en Afrique</li> <li>• Ces réunions ordinaires auront lieu une fois par présidence, au niveau des directeurs, des réunions ad hoc au niveau supérieur et inférieur pouvant être prévues le cas échéant</li> <li>• Les réunions ordinaires se tiendront en alternance à Bruxelles et à Addis-Abeba</li> </ul>		
SADC (Afrique du Sud, Angola, Botswana, Île Maurice, Lesotho, Malawi, Mozambique, Namibie, République démocratique du Congo, Seychelles, Swaziland, Tanzanie, Zambie, Zimbabwe)	<ul style="list-style-type: none"> <li>• Déclaration de la conférence ministérielle UE-SADC, à Berlin, septembre 1994 (doc. 9287/94)</li> <li>• Communiqué conjoint de la conférence ministérielle UE-SADC à Windhock, octobre 1996 (doc. 11194/96)</li> </ul>	<ul style="list-style-type: none"> <li>• S'il y a lieu, réunions de la conférence ministérielle (toutes les délégations y participent)</li> <li>• Réunions annuelles du comité conjoint de hauts fonctionnaires (toutes les délégations y participent)</li> <li>• Au moins une fois par an, réunion du comité directeur conjoint (l'UE y participe sous forme de troïka)</li> </ul> <p>Toutes ces réunions ont lieu en alternance dans une des deux régions</p>	idem		

	Base juridique/ Engagement politique	Engagements du Conseil			Activités gérées par la Commission (p.m.)
		Horizontaux	Spécifiques PESC	Spécifiques JAI	
SOMMET UE-AFRIQUE	Conclusions du Conseil européen d'Amsterdam, 16 et 17 juin 1997	Réunions dont les niveaux seront déterminés préalablement au sommet UE-Afrique prévu les 3 et 4 avril 2000 au Caire. Possibilité de sommets futurs ainsi que de mécanismes de suivi, qui seront décidés au sommet du Caire			
Cedeao (Bénin, Burkina Faso, Cap-Vert, Côte d'Ivoire, Gambie, Ghana, Guinée, Guinée-Bissau, Libéria, Mali, Niger, Nigeria, Sénégal, Sierra Leone, Togo — La Mauritanie a annoncé son retrait en décembre 1999	Décision du comité politique du 30 septembre 1999 (Coreu SEC 1483/99)	Réunions annuelles au niveau des hauts fonctionnaires, en alternance à Abuja et Bruxelles; réunion ministérielle si cela s'avère nécessaire (Coreu SEC 0864/99)			
SOUDAN	Décision du comité politique du 4 novembre 1999 (Coreu SEC 1731/99)		«Reprise de dialogue» selon le mandat (Coreu HEL 0904/99 et 1166/99). Ce dialogue a été lancé pour une période d'un an et est mené par les chefs de mission à Khartoum, côté UE, et les représentants du gouvernement du Soudan		
XII. MOUVEMENT DES NON-ALIGNÉS	Décision du comité politique du 6 septembre 1990 (Coreu ROM 703/90)		Une fois par an en marge de l'AG de l'ONU: rencontre au niveau ministériel en formation troika		

European Union — Council

**Council Guide — I. Presidency Handbook**

Luxembourg: Office for Official Publications of the European Communities

2002 — VIII, 154 pp. — 14.8 x 21 cm

ISBN 92-824-1650-X

