



ERGA Contact Network Internal Guidelines

Introduction

Article 14 of the ERGA Rules of Procedure foresees the set up of a Contact Network as a group of representatives of all members and observers, coordinated by a representative of the chair of ERGA, with the purpose of facilitating coordination of proposals to be considered by the meeting of ERGA. To that end, the Contact Network acts as facilitator between the Subgroups and the Members, enabling the Members at the Plenary meeting to have high-level, strategic discussions.

This article also states that the Contact Network can act as a platform for exchange of information and for cooperation, to support the tasks defined in Article 2(c) and (d) of the Commission Decision.

These internal guidelines seek to provide an efficient and transparent approach for the functioning of the Contact Network of ERGA.

Structure

- The Contact Network is composed of senior representatives of all Members. Its members shall have a mandate to speak on behalf of their respective NRA. It is preferred that the individual representing a Member of ERGA at the Plenary will not be representing that Member at the Contact Network.
- The Contact Network is chaired by a representative of the ERGA Chair. The Contact Network Chair directly reports to the Chair and Vice-Chairs of ERGA and, if requested, to the ERGA Members at the Plenary meeting.
- The ERGA Secretariat supports the Contact Network and attends its meetings.

Tasks

- The Contact Network shall make the necessary preparations for each Plenary meeting of the Members, with the support of the ERGA secretariat. To this end it shall aim:
 - o to resolve outstanding differences of opinion between the NRAs in advance of the Plenary meeting. If it is not possible to resolve a discussion point, the Contact Network shall pass it on as a strategic dilemma to the Plenary meeting.
 - o to ensure that proposed deliverables to be submitted for consideration by the Members at the Plenary meeting are duly and timely prepared. In case the deliverables are to be produced by a Subgroup, the Subgroup Chair shall be involved in the relevant discussions.

- to assess, if applicable together with the Subgroup Chair, the completeness and consistency of deliverables proposed to the Members at the Plenary meeting, and ensure that these deliverables are ready for discussion and decision by the Members.
 - to ensure that all NRAs are enabled to comment on the Subgroups' deliverables, even if a NRA does not participate in a Subgroup, before submitting them for consideration of the Members.
 - to ensure, if applicable together with the Subgroup Chair, that the deliverables of the Subgroups are aligned with the Terms of Reference approved by the Members at the Plenary meeting.
 - to expedite "A" items (items that are to be approved without discussion) to the Members at the Plenary meeting.
- The Contact Network shall operate as an informal network whose members are the key contact points between NRAs for exchanging information on oversight issues.
 - If a deliverable is to be adopted through a written procedure according to Article 11 of the Rules of Procedure, the Contact Network shall be enabled to provide comments prior to the formal launch of the written procedure, except in case of justified urgency.

Organisation

- The Contact Network shall communicate as much as possible by electronic means.
- The Contact Network meets at least once a year. Meetings of the Contact Network will ideally take place three to four weeks prior to plenary meetings of the Members. If there is no physical meeting of the Contact Network prior to a plenary meeting of the Members, the members of the Contact Network shall be enabled to exchange views electronically prior to the document deadline for plenary meetings, as mentioned in Article 8 of the Rules of Procedure.
- The provisional agenda, draft deliverables and other relevant materials shall be distributed by the ERGA Secretariat preferably not less than 10 working days before the date of the meeting.
- Summary minutes of the Contact Network meetings shall be drafted by the ERGA secretariat within 5 working days of the meeting. Summary minutes shall be distributed to the members of the Contact Network for comments. After taking in consideration the comments, the ERGA secretariat will distribute a final version.

"A" items

- When considering deliverables, the Contact Network will also assess whether a deliverable needs to be further addressed by the Members in the Plenary meeting. If the Contact Network unanimously finds that approval should be possible without further discussion, it can pass a draft deliverable for approval to the Members as "A" item.
- If an item is listed as "A" item on the agenda for the Plenary meeting, statements may still be made for entry in the minutes. If a position taken on an "A" item might lead to further discussion or if a Member so requests, the item can be withdrawn from the "A" list.

Review

- After one year the Contact Network will review these internal guidelines.