



*Civil Society Forum under the EU-Korea FTA*

## **RULES OF PROCEDURE**

**of the**

## **CIVIL SOCIETY FORUM UNDER THE EU – KOREA FTA**

**13 September 2013**

---

**RULES OF PROCEDURE**  
**(Adopted by the Civil Society Forum under the EU – Korea FTA**  
**at its second meeting held on 13 September 2013 in Seoul)**

**PREAMBLE**

1. Having regard to Article 13.13 of the Free Trade Agreement between the European Union and its Member States, of the one part, and the Republic of Korea, of the other part, signed in Brussels on 6 October 2010 (hereinafter referred to as "the FTA") and to the Decision of the European Council of 22 July 2012 (2012/488/EU)<sup>1</sup> establishing the general rules for the operation of the Civil Society Forum under the EU – Korea FTA;
2. Recognising the special role of civil society in the monitoring of the sustainable implementation of the provisions of the Free Trade Agreement.

**Rule 1 - Composition**

1. **The Civil Society Forum under the EU–Korea FTA** (hereinafter referred to as "the CSF") shall consist of the members of two respective Domestic Advisory Groups (hereinafter referred to as DAGs) established by the EU–Korea FTA, twelve from the EU and twelve from Korean civil society (hereinafter referred to as "parties").
2. CSF members shall be appointed by the parties' respective appointing bodies.
3. The CSF's membership should, as far as possible, reflect the various categories of economic and social activity within the contracting parties' respective areas of competence.
4. Representatives of the Civil Society Forum from each party shall include at least three representatives of business organisations, trade unions and environmental non-governmental organisations respectively.
5. The members can be represented by their alternates.

---

<sup>1</sup> COUNCIL DECISION on the position to be taken by the European Union within the Committee on Trade and Sustainable Development set up by the Free Trade Agreement between the European Union and its Member States, of the one part, and the Republic of Korea, of the other part, as regards the operation of the Civil Society Forum and the establishment of the Panel of Experts to examine the matters in the areas falling within the scope of the Committee on Trade and Sustainable Development

**Rule 2 - Aims and terms of reference**

1. The Civil Society Forum is a platform in which the organisations of civil society in Korea and in the European Union can exchange views and discuss matters related to the sustainable development aspects of the trade relations between the parties.
2. It thus promotes dialogue between the civil societies of both parties, in particular as concerns the implementation of the EU–Korea FTA.
3. The Forum shall also play an advisory role for other bodies established under the FTA and support them with the knowledge and expertise it represents.
4. Within this area of competence, the CSF may express its views in the form of opinions, reports or conclusions or through any other appropriate action.

**Rule 3 - Observers**

1. The observers are invited to attend the meetings of the Civil Society Forum to reflect the diversity of the civil societies of the EU and of Korea respectively to deal with CSF meetings agendas.
2. The list of invited observers shall be drawn up jointly by the two co-chairs on the basis of proposals by the two DAGs.
3. The observers shall attend CSF meetings at their own expense, unless decided otherwise.

**Rule 5 - Expert advisors**

The CSF members can be accompanied by expert advisors.

**Rule 6 - Chair**

1. The parties shall each appoint a co-chair. The two co-chairs shall chair the CSF jointly (each conducting parts of a meeting), with the hosting party playing a leading role as regards conducting the meeting.
2. The co-chairs shall be responsible for the preparation, coordination and organisation of the CSF's work. They shall also ensure that the necessary work is carried out between CSF meetings.

### **Rule 7 - Frequency of meetings**

The CSF shall meet once a year, alternating between the EU (Brussels) and Korea (Seoul) unless the CSF members decide otherwise.

### **Rule 8 - Proceedings**

The CSF members shall make every effort to take decisions by consensus. In case of disagreement between the two DAGs, the Conclusions and the minutes of the meeting should reflect that disagreement.

### **Rule 9 - Publication**

The Secretariats of both parties shall be responsible for distributing the documents adopted.

### **Rule 10 - Agenda**

1. The draft agenda shall be drawn up by the co-chairs, taking account of the proposals submitted by the CSF members. The draft agenda shall be sent to the CSF members no later than three months prior to the relevant meeting and opinions or reports should be submitted to the counterparts at least one month prior to the CSF.
2. The draft agenda shall be adopted at the start of each meeting.
3. The agenda of each CSF meeting should comprise at least the two permanent items stipulated in the annex of the rules of operation of the Civil Society Forum.

### **Rule 11 - Secretariats**

The co-DAGs shall be supported by their Secretariats who shall assist them in the preparations for the CSF meetings as well as in their day-to-day cooperation. The Secretariats shall be provided by each of the parties.

### **Rule 12 - Languages**

The working languages of the CSF shall be the official languages of the EU and Korean. The language arrangements shall be decided by the co-chairs before each meeting.

**Rule 13 - Financial provisions**

1. The parties shall bear the respective costs incurred by their delegation's attendance in the meetings of the CSF, as regards travel and hotel expenses, daily allowances and staffing costs.
2. The costs of translating any document into EU languages shall be met by the EU.
3. The costs of translating any document from EU languages shall be met by the Republic of Korea.
4. Expenses related to the practical organisation of the meetings shall be met by the host party.

**Rule 14 - Revision of the Rules of Procedure**

1. The present Rules of Procedure may be revised following a decision by the CSF.
  2. The requisite proposals shall be drawn up by the co-chairs.
-