COUNCIL

DECISION No 3/2007 OF THE EU-ALGERIA ASSOCIATION COUNCIL
of 29 November 2007
setting up subcommittees of the Association Committee and a working party on social affairs
(2007/835/EC)

THE EU-ALGERIA ASSOCIATION COUNCIL,

Having regard to the Euro-Mediterranean Agreement establishing an association between the European Community and its Member States, of the one part, and the People's Democratic Republic of Algeria, of the other part (1),

Whereas:

(1) A free trade area is to be established between the European Union and Algeria by 31 August 2017 at the latest.

(2) The European Union's relations with the southern Mediterranean countries are becoming increasingly complex as a result of the implementation of the Euro-Mediterranean Agreements and the continuation of the Euro-Mediterranean partnership.

(3) Subcommittees of the Association Committees of the other associated countries have been set up in order to monitor the implementation of partnership priorities and the approximation of legislation.

(4) The environment should be mainstreamed into sectoral policies with a view to sustainable development.

(5) Article 98 of the Agreement provides for the setting-up of the working parties or bodies necessary for the implementation of the Agreement and Article 76 of the Agreement provides for the setting-up of a working party to evaluate the implementation of the provisions on social matters,

HAS DECIDED AS FOLLOWS:

Sole Article

The working party and the subcommittees of the EU-Algeria Association Committee listed in Annex I are hereby set up and their respective rules of procedure as set out in Annex II are hereby adopted.

They shall work under the authority of the Association Committee, to which they shall report after each of their meetings. The working party on social affairs and the subcommittees shall have no decision-making powers.

The Association Committee shall take any other action needed to ensure that they operate properly and inform the Association Council accordingly.

The Association Council may decide to set up further subcommittees or working parties or to abolish existing subcommittees or working parties.

This Decision shall enter into force on the day of its adoption.

Done at Brussels, 29 November 2007.

For the Association Council

The President

M. MEDELCI

ANNEX I

EU-ALGERIA ASSOCIATION AGREEMENT

Working party on social affairs and subcommittees of the Association Committee

1. Working party on social affairs.
2. Subcommittee on industry, trade and services.
3. Subcommittee on transport, environment and energy.
4. Subcommittee on the information society, research, innovation, education, the audiovisual sector and culture.
5. Subcommittee on agriculture and fisheries.
6. Subcommittee on justice and home affairs.
7. Subcommittee on customs cooperation.

Issues concerning democratic principles and human rights are currently discussed in the framework of the political dialogue held under the Association Agreement. However, in time, as soon as the dialogue is sufficiently advanced, they will be dealt with by a specific body in the form of an ad hoc subcommittee.
ANNEX II

RULES OF PROCEDURE

EU-Algeria working party on social affairs

1. Composition and chair
The working party shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role
The working party shall work under the authority of the Association Committee, to which it shall report after each meeting. The working party does not have any decision-making power, but it may submit proposals to the Association Committee.

3. Purpose
The working party shall scrutinise the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The working party shall consider any problem that may arise in the following sectors and suggest what measures may be taken:

(a) ensuring compliance with the principle of non-discrimination on the basis of nationality between workers of Algerian nationality and workers who are nationals of each Member State as regards working conditions, remuneration and dismissal;

(b) implementing the social security provisions laid down in Articles 68 to 71 of the Agreement;

(c) dialogue on social matters in accordance with Article 72 of the Agreement, including the conditions for integrating the national community residing legally on the territory of the EU and protection against discrimination and islamophobic acts;

(d) cooperation on social matters referred to in Article 74 of the Agreement, in particular improvements in living conditions, social protection and the health sector, job creation and promotion of the role of women in the economic and social development process.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The working party may discuss matters relating to one, several or all of the above sectors.

4. Secretariat
An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the working party.

All communications concerning the working party shall be forwarded to the secretaries of the working party.

5. Meetings
The working party shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through their secretary, who will transmit the request to the other party. On receipt of a request for a meeting of the working party, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, the working party may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Each meeting of the working party shall be held at a time and place agreed by both parties.
The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair shall be informed of the intended composition of the delegation of each party.

If both parties agree, the working party may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future projects and EU-funded programmes, and that the priorities identified during the meeting receive the necessary support.

6. Agendas for meetings

All requests for inclusion of items on the agenda of a working party meeting shall be forwarded to the secretaries. A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

The provisional agenda shall include items that were the subject of a request for inclusion received by the secretary no later than 15 days before the beginning of the meeting. Supporting documents must be received by both parties at least seven days ahead of the meeting. To take account of special and/or urgent cases, later notification and supply of documentation may be allowed, provided both parties agree.

The agenda shall be adopted by the working party at the beginning of each meeting.

7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the working party’s proposals, shall be forwarded by the secretaries of the working party to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the working party shall not be public.

RULES OF PROCEDURE

EU-ALGERIA SUBCOMMITTEE

Industry, trade and services

1. Composition and chair

The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role

The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power, but may submit proposals to the Association Committee.

3. Work

The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) industrial cooperation, as described in Article 53 of the Association Agreement;

(b) trade matters, access to markets; liberalisation of trade in industrial products and in agricultural products, processed agricultural products and fishery products;

(c) services, including financial and banking services, and right of establishment (cross-border services, commercial presence, temporary presence of natural persons);

(d) tourism and the craft sector;
(e) investment promotion and protection;

(f) consumer protection;

(g) technical regulations, metrology, accreditation, standardisation, normalisation, certification, conformity assessment and market surveillance;

(h) competition law and State aids;

(i) intellectual, industrial and commercial property rights;

(j) public procurement;

(k) simplification of business procedures;

(l) education and training in entrepreneurship.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.

4. Secretariat

An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.

5. Meetings

The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.

6. Agendas for meetings

All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

The provisional agenda shall include items that were the subject of a request for inclusion received by the secretary no later than 15 days before the beginning of the meeting. Supporting documents must be received by both parties at least seven days ahead of the meeting. To take account of special and/or urgent cases, later notification and supply of documentation may be allowed, provided both parties agree.

The agenda shall be adopted by the subcommittee at the beginning of each meeting.
7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the subcommittee shall not be public.

RULES OF PROCEDURE

EU-ALGERIA SUBCOMMITTEE

Transport, environment and energy

1. Composition and chair

The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role

The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power, but it may submit proposals to the Association Committee.

3. Work

The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement, and the mainstreaming of environment policy in all areas of the Association Agreement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) transport, in particular infrastructure modernisation and maintenance (in particular interconnections); security and safety on the sea and in the air, in particular control and management of ports, railway, airports and road networks; the promotion of intelligent transport systems and the use of information technology in all the modes of transport; the development of road and rail connections with neighbouring countries; improvements to the intermodal system; and the strengthening of regional cooperation;

(b) environment: in particular environmental protection capacity in the priority areas specified in the Association Agreement (desertification, water resource and waste management, salinisation, controlling and preventing industrial, urban and marine pollution, protection of marine environments and biodiversity, etc.) and integration of the environmental dimension in the priority sectors of the Euro-Mediterranean Partnership with a view to sustainable development. Water: in particular infrastructure, modernisation, management, safe access to water resources and research;

(c) energy: cooperation on energy and mining as set out in Article 61 of the Association Agreement; setting-up of an EU-Algeria strategic dialogue on energy (in particular a memorandum of understanding on the establishment of a strategic partnership); monitoring the development of energy infrastructure of mutual interest in liaison with international and private financial institutions; Maghreb electricity market and integration with the EU internal market.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.

4. Secretariat

An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.
5. Meetings

The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.

6. Agendas for meetings

All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

The provisional agenda shall include items that were the subject of a request for inclusion received by the secretary no later than 15 days before the beginning of the meeting. Supporting documents must be received by both parties at least seven days ahead of the meeting. To take account of special and/or urgent cases, later notification and supply of documentation may be allowed, provided both parties agree.

The agenda shall be adopted by the subcommittee at the beginning of each meeting.

7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the subcommittee shall not be public.

RULES OF PROCEDURE

EU-ALGERIA SUBCOMMITTEE

Information society, research, education, the audiovisual sector, and culture

1. Composition and chair

The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role

The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power, but may submit proposals to the Association Committee.
3. Work

The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) development of institutional capacity in science, technology and innovation, including the use of S&T research findings by industry and SMEs and follow-up of the agreement on Algeria's participation in the RTD Framework Programme, technological innovation, new technology transfers and dissemination of knowledge, scientific and technological cooperation agreement with the EU;

(b) cooperation on communications and information technologies;

(c) reforms in education, training, including vocational training, and youth, including better access to education for women and girls;

(d) cultural cooperation and the audiovisual sector;

(e) participation of citizens, research workers, students and Algerian organisations in Community programmes for research, technological development and innovation, and relevant programmes in the fields of education, training and youth;

(f) policies and regulation for electronic communication networks and services.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.

4. Secretariat

An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.

5. Meetings

The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.
6. Agendas for meetings

All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

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The agenda shall be adopted by the subcommittee at the beginning of each meeting.

7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the subcommittee shall not be public.

RULES OF PROCEDURE

EU-ALGERIA SUBCOMMITTEE

Agriculture and fisheries

1. Composition and chair

The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role

The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power but may submit proposals to the Association Committee.

3. Work

The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) modernisation and restructuring of the agriculture, fisheries and forest sectors;

(b) trade in agricultural products, processed agricultural products and fishery products (including modernisation of distribution/marketing channels);

(c) agricultural cooperation and rural development;

(d) veterinary and plant health matters, in particular modernisation of food legislation;

(e) conservation and efficient management of natural resources, including fish stocks and the marine environment;

(f) Cooperation within the EU’s rapid alert system.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.
4. Secretariat
An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.

5. Meetings
The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.

6. Agendas for meetings
All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

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The agenda shall be adopted by the subcommittee at the beginning of each meeting.

7. Minutes
Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings
Unless otherwise decided, the meetings of the subcommittee shall not be public.

RULES OF PROCEDURE
EU-ALGERIA SUBCOMMITTEE
Justice and home affairs

1. Composition and chair
The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.
2. Role
The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power but may submit proposals to the Association Committee.

3. Work
The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) movement of persons:

— implementation of Article 83 of the Association Agreement concerning the movement of people, also looking at ways of facilitating procedures for issuing short-term visas for certain categories of person,

— cooperation under Article 84 of the Association Agreement to prevent and control illegal immigration; readmission agreements;

(b) legal and judicial cooperation (civil and penal) and police matters:

(c) cooperation in the fight against organised crime, including trafficking in human beings, terrorism, money laundering, drugs and drug addiction, racism, xenophobia and islamophobia;

(d) cooperation in the fight against corruption.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.

4. Secretariat
An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.

5. Meetings
The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.
6. Agendas for meetings

All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

The provisional agenda shall include items that were the subject of a request for inclusion received by the secretary no later than 15 days before the beginning of the meeting. Supporting documents must be received by both parties at least seven days ahead of the meeting. To take account of special and/or urgent cases, later notification and supply of documentation may be allowed, provided both parties agree.

The agenda shall be adopted by the subcommittee at the beginning of each meeting.

7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the subcommittee shall not be public.

RULES OF PROCEDURE

EU-ALGERIA SUBCOMMITTEE

Customs cooperation

1. Composition and chair

The subcommittee shall be composed of representatives of the European Community and its Member States and representatives of the Government of Algeria. It shall be chaired alternately by the two parties.

2. Role

The subcommittee shall work under the authority of the Association Committee, to which it shall report after each meeting. The subcommittee does not have any decision-making power but may submit proposals to the Association Committee.

3. Work

The subcommittee shall discuss the implementation of the Association Agreement in the areas listed below. In particular, it shall assess progress in law approximation, implementation and enforcement. Where relevant, cooperation in public administration matters shall be discussed. The subcommittee shall examine any problems that may arise in the following sectors and suggest what measures may be taken:

(a) rules of origin;

(b) general customs procedures, customs nomenclature, customs valuation;

(c) tariff regimes;

(d) customs cooperation.

The above list is not exhaustive and other subjects, including those of a horizontal nature, e.g. statistics, may be added by the Association Committee.

The subcommittee may discuss matters relating to one, several or all of the above sectors.

4. Secretariat

An official of the Commission of the European Communities and an official of the Government of Algeria shall act jointly as permanent secretaries of the subcommittee.

All communications concerning the subcommittee shall be forwarded to the secretaries.
5. Meetings

The subcommittee shall meet whenever circumstances require. A meeting may be convened at the request of either party, channelled through its secretary, who will transmit the request to the other party. On receipt of a request for a subcommittee meeting, the secretary of the other party shall reply within 15 working days.

In cases of particular urgency, subcommittee meetings may be convened at shorter notice, subject to the agreement of both parties. All requests to convene meetings should be made in writing.

Meetings of the subcommittee shall be held at a time and place agreed by both parties.

The meetings shall be convened by the secretary in charge, in agreement with the chair. Before each meeting, the chair will be informed of the intended composition of the delegation of each party.

If both parties agree, the subcommittee may invite experts to its meetings to provide the specific information requested.

Each meeting will be attended by a representative of the Algerian Ministry of Foreign Affairs in order to ensure the appropriate coordination and linkages with both ongoing and future EU-funded projects and programmes, and that the priorities identified during the meeting receive the necessary support.

6. Agendas for meetings

All requests for items to be included in the subcommittee agenda shall be forwarded to the secretaries.

A provisional agenda will be drawn up by the chair for each meeting. It shall be forwarded by the secretary in charge to his counterpart not later than 10 days before the beginning of the meeting.

The provisional agenda shall include items that were the subject of a request for inclusion received by the secretary no later than 15 days before the beginning of the meeting. Supporting documents must be received by both parties at least seven days ahead of the meeting. To take account of special and/or urgent cases, later notification and supply of documentation may be allowed, provided both parties agree.

The agenda shall be adopted by the subcommittee at the beginning of each meeting.

7. Minutes

Minutes shall be taken and agreed by both secretaries after each meeting. A copy of the minutes, including the subcommittee’s proposals, shall be forwarded by the secretaries of the subcommittee to the secretaries and chair of the Association Committee.

8. Non-public nature of meetings

Unless otherwise decided, the meetings of the subcommittee shall not be public.