



Council of the
European Union

Brussels, 8 December 2020
(OR. en)

13481/20

Interinstitutional File:
2020/0338 (NLE)

AVIATION 220
RELEX 947
RHJ 7

LEGISLATIVE ACTS AND OTHER INSTRUMENTS

Subject: Draft DECISION OF THE EU-JORDAN JOINT COMMITTEE ESTABLISHED BY THE EURO-MEDITERRANEAN AVIATION AGREEMENT BETWEEN THE EUROPEAN UNION AND ITS MEMBER STATES, OF THE ONE PART, AND THE HASHEMITE KINGDOM OF JORDAN, OF THE OTHER PART adopting its rules of procedure

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**DECISION No 1/... OF THE EU-JORDAN JOINT COMMITTEE
ESTABLISHED BY THE EURO-MEDITERRANEAN AVIATION AGREEMENT
BETWEEN THE EUROPEAN UNION AND ITS MEMBER STATES, OF THE ONE PART,
AND THE HASHEMITE KINGDOM OF JORDAN, OF THE OTHER PART**

of ...

adopting its rules of procedure

THE EU-JORDAN JOINT COMMITTEE,

Having regard to the Euro-Mediterranean Aviation Agreement between the European Union and its Member States, of the one part, and the Hashemite Kingdom of Jordan, of the other part¹ ('the Agreement'), and in particular Article 21, paragraph 3, thereof,

HAS DECIDED AS FOLLOWS:

¹ OJ EU L 334, 6.12.2012, p. 3.

Sole Article

The rules of procedure of the Joint Committee annexed to this Decision are hereby adopted.

Done at ...,

For the Joint Committee

The Head of the European Union Delegation

The Head of the Jordan Delegation

ANNEX

RULES OF PROCEDURE OF THE JOINT COMMITTEE

Article 1

Heads of Delegation

1. As provided for in Article 21, paragraph 1, of the Agreement, the Joint Committee shall be composed of representatives of the Contracting Parties.
2. The Joint Committee shall be chaired jointly by the Heads of Delegation of the Contracting Parties.

Article 2

Meetings

1. Pursuant to Article 21, paragraph 4, of the Agreement, the Joint Committee shall meet as and when necessary. Either Contracting Party may request the convening of a meeting.
2. The Joint Committee may hold meetings face-to-face or via other means (e.g. conference calls or video conferences).
3. Meetings take place, in as much as possible, in an alternated way between a place in a European Union Member State and Jordan unless agreed otherwise by the Contracting Parties.

4. Once the date and the place of the meetings have been agreed between the Contracting Parties, meetings shall be convened by the European Commission for the European Union and its Member States and by the Jordan Civil Aviation Regulatory Commission for Jordan.
5. Except as otherwise agreed by the Contracting Parties, the meetings of the Joint Committee shall not be public. If necessary, a press release may be drafted by mutual agreement at the end of the meeting.

Article 3
Delegations

1. Prior to each meeting, the Heads of Delegation shall inform each other of the intended composition of their delegations for the meeting.
2. Air transport industry stakeholder representatives may be invited to attend meetings as observers, if the Joint Committee so agrees.
3. The Joint Committee may invite other interested parties or experts to attend its meetings in order to provide information on particular subjects.

Article 4
Secretariat

An official of the European Commission and an official of the Jordan Civil Aviation Regulatory Commission shall be named to act jointly as secretaries of the Joint Committee.

Article 5
Agenda of the meetings

1. The Heads of Delegation shall establish the provisional agenda of each meeting by mutual agreement. The provisional agenda shall be transmitted by the secretaries to the members of the delegations at the latest fifteen days before the date of the meeting.
2. The agenda shall be adopted by the Joint Committee at the beginning of each meeting. Items other than those appearing on the provisional agenda may be included in the agenda if the Joint Committee so agrees.
3. The Heads of Delegation may shorten the time limits specified in paragraph 1 in order to take account of the requirements or urgency of a particular matter.

Article 6
Minutes

1. Draft minutes of each Joint Committee meeting shall be drawn up after each meeting. They shall indicate the items discussed, recommendations made and decisions adopted.
2. Within one month following the meeting, the draft minutes shall be submitted by the hosting Head of Delegation to the other Head of Delegation for approval by written procedure.
3. When approved, the Minutes shall be signed in duplicate by the Heads of Delegation and one original copy shall be filed by each of the Contracting Parties. The Heads of Delegation may decide that signing and exchanging electronic copies satisfies this requirement.
4. The Minutes of the Joint Committee meetings shall be public unless otherwise requested by one of the Contracting Parties.

Article 7
Written procedure

Where necessary and duly motivated, decisions and recommendations of the Joint Committee may be adopted by written procedure. To that end, the Heads of Delegation shall exchange the draft measures on which the opinion of the Joint Committee is requested, which may then be confirmed by exchange of correspondence. Any Contracting Party may however request that the Joint Committee be convened to discuss the matter.

Article 8
Deliberations

1. The Joint Committee shall make its recommendations and take its decisions on the basis of consensus.
2. The decisions and recommendations of the Joint Committee shall be entitled respectively 'Decision' and 'Recommendation' and followed by a serial number, by the date of their adoption and by a description of their subject.
3. The decisions and recommendations of the Joint Committee shall be signed by the Heads of Delegation and attached to the Minutes.

4. The decisions adopted by the Joint Committee shall be implemented by the Contracting Parties in accordance with their own internal procedures.
5. The decisions adopted by the Joint Committee may be published by the Contracting Parties in their respective official publications. Each Contracting Party may decide on the publication of any other act adopted by the Joint Committee. One original copy of the decisions and recommendations shall be filed by each of the Contracting Parties.

Article 9

Working Groups

1. The Joint Committee may set up working groups to assist the Joint Committee in carrying out its duties. Terms of reference for a working group shall be included in an Annex to the decision setting up the working group.
2. The working groups shall be composed of representatives of the Contracting Parties.
3. The working groups shall work under the authority of the Joint Committee to which they shall report after each of their meetings. They shall not take decisions but may make recommendations to the Joint Committee.
4. The Joint Committee may at any time decide to abolish existing working groups, modify their terms of reference or establish new working groups to assist it in carrying out its duties.

Article 10
Expenses

1. The Contracting Parties shall each defray the expenses related to their participation in the meetings of the Joint Committee and of working groups, both in respect of staff, travelling and subsistence expenditure and of postal and telecommunications costs.
2. Any other expenditure relating to the material organisation of meetings shall be borne by the Contracting Party hosting the meeting.

Article 11
Amendments of the Rules of Procedure

The Joint Committee may, at any time, amend these Rules of Procedure by a decision taken in accordance with Article 21 of the Agreement.
