

# European Minor Uses Coordination Facility

*hosted by*

**European and Mediterranean Plant Protection Organization**



RoP AGM  
Revision 3  
June 2025

## **Annual General Meeting (AGM)** **Rules of Procedure**

### **1. General**

All countries who commit to and contribute on a regular annual basis with an appropriate level of funding to the Coordination Facility shall be called ‘members’ and are entitled to be represented in the Annual General Meeting. Each member should nominate to the Facility a contact point for the purpose of receiving reports, requests for funding contribution payment, and invitations to the Annual General Meeting. An annual meeting of all funding member countries (Annual General Meeting) shall be convened either as a separate meeting in Paris or Brussels or as a remote meeting.

### **2. The Annual General Meeting**

#### **2.1 Duties**

- The role of the Annual General Meeting will be to approve the budget, and strategy, and to approve the annual work programme and reports of the MUCF and appoint the Steering Group.

#### **2.2 Composition**

- The Annual General Meeting comprises representatives from each of the European countries who have committed and contributed on a regular annual basis with an appropriate level of funding to the Coordination Facility.
- Representatives should have a mandate to represent national positions on strategy and funding for the MUCF.
- The Co-ordinator of the Coordination Facility will attend meetings of the Annual General Meeting ex officio.
- The EPPO DG (or representative) will attend Annual General Meeting meetings as line manager of the Co-ordinator and co-signatory to the Facility account.
- The Commission will attend the Annual General Meeting meetings as an observer.

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### **2.3 Nomination of the chair**

- The Annual General Meeting will appoint a Chair among the representatives participating and may decide that this person shall also be Chair of the Steering Group. The latter decision can be delegated to the Steering Group.
- The Chair will be appointed for 3 years, and the nomination is renewable.
- In case of resignation of the Chair, for any reason, a new Chair will be appointed by the Annual General Meeting, from among its members, as soon as possible. This can also be done via written procedure.

## **3. Functioning of the Annual General Meeting**

### **3.1 Duties of the Chair**

- Monitor the implementation of the duties of the Annual General Meeting.
- Organisation of the meetings in collaboration with the Coordination Facility.
- Chair the meeting and strive towards consensus where agreement is needed from the Annual General Meeting.
- Act as a first contact point for external questions regarding the Annual General Meeting.

### **3.2 Obligations for the members of the Annual General Meeting**

- Active participation to the meetings.
- Help to achieve the duties of the Annual General Meeting.
- Act in the general interest.
- Respect the rules of procedures.

### **3.3 Rights of the members of the Annual General Meeting**

- To be present in the meetings.
- To have access to all the documents that were or will be discussed.
- To place topics on the agenda with a clear description.
- To propose the invitation of (expert) guests.

### **3.4 Invitation to the meeting**

- The Annual General Meeting will meet face-to-face or remote once a year.
- The Chair in collaboration with the Coordination Facility will organise the meeting.
- The Coordination Facility will take the minutes of the meeting.

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- The invitation and draft agenda for the Annual General Meeting shall be distributed by the MUCF to all members by e-mail from the Facility at least four weeks before the meeting. Other papers shall be provided via the Minor Uses Extranet not less than 10 working days before the meeting. All members, EPPO and the Co-ordinator of the Coordination Facility (or their alternates) will be given access to the Minor Uses Extranet
- Absences must be notified in advance of the meeting.
- Members attending the meeting can take part in the decision-making.

### **3.5 Agenda of the meeting**

The agenda of the meeting comprises at least the following points:

- Adoption of the agenda.
- Adoption of the minutes of the previous meeting.
- Appointment of members of the Steering Group – when appropriate.
- Agreement on the strategy for the Facility.
- Receiving the report of activities (including a summary financial report).
- Agreement on the future work programme and budget.
- AOB, where short discussions can be held without prior notification.

### **3.6 Invited guests**

- A guest is invited by the Chair upon suggestion by a member of the Annual General Meeting, and all members agree.
- The guest only stays for the relevant part of the meeting.
- The guest cannot be part of the decision making.

### **3.7 Decision making**

- The Chair will strive to make decisions by consensus.
- If necessary, the Chair can propose a voting by simple majority.
- In case of voting, absent members can make their position known to the other members in advance of the meeting or give power of attorney to another member.
- Decisions can also be taken through a written procedure.

### **3.8 Report from the Annual General Meeting**

- The report of the Annual General Meeting will be made available for commenting to the participants within 20 working days after the meeting.
- A summary report of the Annual General Meeting will be made available on the MUCF website.

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- The report of the meeting can be used to inform the Standing Committee on Plants, Animals, Food and Feed.
- The Annual General Meeting will endorse the annual work plan and approve the annual report prepared by the Coordination Facility.

### 4. Final provisions

#### 4.1 Approbation of rules of procedures

The rules of procedures are approved and changed by consensus.

Revision history:

Last update: 06/2025, Revision 3

02/2019, Revision 2

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