



# Terms of Reference for the Annual Report Editorial Committee (AREdit)

## Table of contents

1. Reason for establishing a new Committee .....	2
1.1 The Annual Report.....	2
1.2 The Process.....	2
2. Members of the Committee .....	2
2.1 Full Members.....	2
2.2 Observing Members .....	3
2.3 Term of office.....	3
2.4 Chairperson.....	3
2.5 Duties.....	3
3 Functioning.....	4
3.1 Committee meetings.....	4
3.2 Minutes of committee meetings .....	4
3.3 Voting in the committee.....	4



## **1. Reason for establishing a new Committee**

### **1.1 *The Annual Report***

- 1.1.1 According to Article 4 Paragraph 1 litera (e) of the Agency's Founding regulation, the Agency is tasked to "publish an annual report on fundamental-rights issues covered by the areas of the Agency's activity, also highlighting examples of good practices" (the Annual Report, in the following AR).
- 1.1.2 In accordance with Article 12 paragraph 6 litera (a) of the Agency's Founding regulation, the AR is to be adopted – after having consulted the Scientific Committee – by the Management Board by a two-thirds majority.

### **1.2 *The Process***

- 1.2.1 The AR is drafted in English in a procedure involving FRANET, Executive Board (EB), National Liaison Officers (NLOs), Scientific Committee (SC), FRA Opinions Committee (FRACO).
- 1.2.2 According to Article 12 Paragraph 6 litera (b) of the Founding Regulation, the AR has to "be transmitted not later than 15 June to the European Parliament, the Council, the Commission, the Court of Auditors, the European Economic and Social Committee and the Committee of the Regions". Sticking to a reporting period covering the full calendar year, this requires a highly strict timeline.
- 1.2.3 The EN draft AR is sent to translation around mid of April and becomes available in the FR version mid of May. This implies that the MB comments in the course of February on the EN version (MB members can comment both in FR as well as in EN).
- 1.2.4 In order to guarantee an efficient and close commenting procedure, the Management is appointing an Annual Report Editorial Committee (AREDIT) functioning as a permanent link between the Management Board on the one side and the AR team at the FRA services on the other.

## **2. Members of the Committee**

### **2.1 *Full Members***

- 2.1.1 The Committee shall be composed of six members of the Management Board, including one representing the European Commission.



- 2.1.2 With the exception of the Commission's representative, the members of the Committee shall be elected by the Management Board, from among its members, to serve for a two and a half year term. Their mandate is renewable. In case a new member is elected in the course of a running term of the Committee, his/her mandate shall apply for the remaining term of office.
- 2.1.3 The members of the Committee shall be elected by the Management Board through a vote by simple majority.
- 2.1.4 They shall have experience, competence and knowledge in the drafting of reports.

## **2.2 Observing Members**

- 2.2.1 On the side of the FRA services, two members of the AR-team (the Project manager and the Deputy) will participate in the Committee's deliberations and provide input and clarification to questions as they arise in the discussion.
- 2.2.2. The Council of Europe may participate in the Committee's meetings as an observing member.
- 2.2.3 The observing members have no voting rights.

## **2.3 Term of office**

The members of the Committee elected at the first election shall end their term of office end of December 2014. The term of office is two years and may be renewed.

## **2.4 Chairperson**

The Committee shall elect its chairperson among its members through a vote by simple majority. The term of the chairperson shall be two years and may be renewed.

## **2.5 Duties**

The Committee shall assist in the preparation of the Management Board's adoption of the Agency's Annual Report.

The Committee shall:

- consider the topic of the "focus" section of the upcoming report.
- consider the first draft of the text of the AR, which will be written in English.
- communicate its comments and recommendations to the operational services
- report back to the MB at the meeting when the AR is to be adopted.





## **3 Functioning**

### **3.1 *Committee meetings***

#### **3.1.1 Meetings**

At least one physical meeting or a telephone conference of AREDIT shall be held well before the deadline for delivering MB comments on the AR expires. Additional correspondence and meeting can be agreed as needs arise throughout the process. The respective deadlines are defined in the AR timeline as elaborated by the responsible project manager.

#### **3.1.2 Place of meetings**

Committee meetings shall be held at the premises of the Agency or by teleconferencing or other means of communication

#### **3.1.3 Notification of dates of meetings**

The Agency's services shall notify the members of the Committee of the date and venue of each meeting/conference call. Such notification shall be sent, at least two weeks in advance.

### **3.2 *Minutes of committee meetings***

The AR Project Manager will be responsible of keeping minutes of the meetings held by the Committee.

### **3.3 *Voting in the committee***

3.3.1 The conclusions of the Committee shall be taken by simple majority. Any minority position shall be recorded.

3.3.2 The Director and the AR Project team (see above) shall take part in the meetings of the Committee without voting rights.

For the Management Board, the Chairperson

Done in Vienna, on 22 May 2013