



# EUROPEAN COMMISSION

Directorate-General for Trade

The Director General

Brussels,  
E1/Art 4.1(b) (2017)

## NOTE FOR THE ATTENTION OF

**J.B. PLEWA**, Director General AGRI  
**L. EVANS**, DIRECTOR GENERAL GROW  
**S. QUEST**, DIRECTOR GENERAL TAXUD  
**X. PRATS MONNE**, DIRECTOR GENERAL SANTE  
**R. J. SMITS**, DIRECTOR GENERAL RTD  
**O. GUERSENT**, DIRECTOR GENERAL FISMA  
**R. VIOLA**, DIRECTOR GENERAL CNECT

### **Subject: EU-Canada CETA committees – co-chairs and practical arrangements**

Further to the feedback received in response to DG TRADE's consultation of 26 October 2017 on the subject of CETA committee co-chairs and contact points, please find attached a revised list of EU contact points and co-chairs for CETA committees and/ or dialogues. The revised list incorporates the suggestions received from your services and also proposes practical arrangements to implement the Agreement effectively.

CETA foresees twenty one committees and dialogues to govern its multiple aspects. Effective coordination among the different co-chairs and contact points on the EU side will therefore be of paramount importance to ensure a coherent implementation of the Agreement.

The complex ratification process and the continued public debate also underline the need to make all necessary efforts to ensure a correct implementation of the Agreement. We expect that there will be a greater interest and demand for information on the functioning of the institutional structures under CETA within the EU institutions and more generally from civil society. In light of these expectations and the comprehensive nature of the Agreement, delivering successfully on these expectations will require a high degree of coordination amongst the different services. DG Trade is strongly committed to ensuring an optimal collaboration between Commission services to contribute to implementing CETA successfully.

CETA requires each Party to appoint an (overall) CETA contact point entrusted with the task of *monitoring* the work of all institutional bodies established under the Agreement and *coordinating* preparations for committee meetings. The CETA contact point on the EU side will be DG TRADE's Unit E1 Art 4.1(b).

In order to ensure a coherent approach on the EU side in the different CETA Committees, it will be important for services to agree on some **practical working arrangements**. The text below has been discussed with the Sec-Gen with the intention to guide the work amongst the different Commission services:

- **Calendar and agendas**: The EU co-chairs of the specialised committees, dialogues and other bodies should communicate (through their respective contact points) to the CETA contact point planned meeting dates to facilitate early coordination on the calendar, including the possibility of clustering of meetings, and securing the availability of experts from other relevant services. Furthermore, draft meeting agendas should be sent to the CETA contact point sufficiently in advance of the meetings, to allow for a useful coordination and sequencing on substance. The CETA contact point should convey any comments/ suggestions promptly to avoid delays in the subsequent consultation with Canadian co-chairs and finalisation of the agendas and schedules.
- **Meetings**: The EU co-chairs should associate (through their respective contact points) relevant services in drawing up the agenda of Committee meetings to ensure involvement. This consultation should be done sufficiently in advance to allow appropriate coordination and preparation. Unless agreed otherwise, the services concerned should participate in the meetings and lead the discussion on the topic for which they are competent.
- **Reporting**: The respective EU committee/body contact points should prepare the overall report/minutes for their committee/body meetings. Provided they were present at the meetings, associated services should provide the responsible contact point with the necessary input relating to the topics for which they are competent. Draft reports/ minutes should be communicated to the CETA contact point to allow appropriate horizontal coordination.
- **Preparatory Inter-service Group meetings**: in order to plan and prepare for the annual CETA Joint Committee meeting, a preparatory Inter-service Group meeting will be organised, including all responsible contact points to take stock of the activities of the committees and/or dialogues/other bodies (including on issues such as the topics discussed and proposed for discussion, conclusions of past meetings, recommendations or decisions proposed for adoption by the Joint Committee, scheduling of next meetings etc.). As the case may be, such Inter-Service Group meeting could also be organized at co-chairs level;
- **Transparency**: In order to comply with the Commission's commitment to ensure a greater level of transparency, agendas of all dialogues and committee meetings should be made public before the meeting takes place. Similarly, public reporting should be envisaged after these meetings. The CETA contact point shall be entrusted with the task of coordinating publication of these agendas and ex post reporting. The transparency section of the DG TRADE website will house all agendas and meeting reports.
- **Correspondence**: the CETA contact point is tasked with steering the implementation of the Agreement and will therefore require an overview on the work of all institutional structures established under the Agreement. The contact points of all committees and dialogues should ensure that the CETA contact point is in copy of relevant incoming and outgoing correspondence with their Canadian counterparts.

This will allow the EU to 'speak with one voice' in our communications with various interlocutors in the Canadian government involved in the implementation of CETA.

Finally, I would like to inform you that Commissioner Malmström and the Canadian Trade Minister have agreed to hold the first CETA Joint Committee in Art 4.1(a) 3, 2018. This timeline implies that the different specialised committees will need to agree on the sequencing of their meetings in advance of this date. DG Trade will reach out to the respective committee contact points in the coming days to establish a more precise calendar for the different specialised committee meetings.

An effective implementation of CETA is the right signal in the current political context but it is also a clear expectation of EU citizens and stakeholders. Your support and co-operation will be essential to make this a reality. I would request you to share the above-mentioned practical working arrangements with relevant colleagues in your services to ensure a smooth implementation of the CETA.

My services and I stand ready in case you would have questions or comments on the above arrangements.

*[e-signed]*  
Jean-Luc DEMARTY

Annex: Revised table of EU Co-Chairs and Contact Points for all institutional structures under CETA.

**C.C.:** A. Italianer (Secretary-General), T. Astola (JUST), N. Calviño (BUDG), V. Radermacher (ESTAT), N. Ilett (OLAF), M. Būti (ECFIN), M. Reicherts (EAC), H. Hololei (MOVE), D. Ristori (ENER), , M. Ruete (HOME), M. Lemaître (REGIO), S. Manservisi (DEVCO), C. Danielsson (NEAR), M. Pariat (ECHO), M Björklund (MOVE), L. Romero Requena (SJ), J. Laitenberger (COMP), J. Delbeke (CLIMA), M. Servoz (EMPL), D. Calleja Crespo (ENV), J. Aguiar Machado (MARE)

Art 4.1(b) (AGRI), Art 4.1(b) (SANTE), Art 4.1(b) (FISMA), Art 4.1(b) (GROW), Art 4.1(b) (CNECT), Art 4.1(b) (RTD), Art 4.1(b) (TAXUD), Art 4.1(b) (MOVE), Art 4.1(b) (RTD), Art 4.1(b) (SG)  
Art 4.1(b) (EEAS); Art 4.1(b) (EEAS-OTTAWA)

Art 4.1(b) J. Korte, Art 4.1(b), M. Petriccione, Art 4.1(b) P. Sandler, M. Martin-Prat, H. König, S. Gallina, I. García Bercero, D. Redonnet, S. Ratso, L. Rubinacci, Art 4.1(b)  
Art 4.1(b)  
Art 4.1(b) Unit E.1 (TRADE);