

# Checklist for the establishment of a Commission Expert Group Ref. Area 2017/1346744 - 15/03/2017

Name of the Group: <span style="background-color: black; color: black;">[REDACTED]</span>	Unit: GROW.I.4 <span style="float: right;">+</span>
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Version: March 2015

Supporting documents to be included in the file	✓ or N/A
Note to the file explaining the background and envisaged added value of the group in relation to DG GROW's policy priorities	✓
Prior authorisation form for the establishment of a Commission Expert Group	✓
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Draft Commission Decision in case of a formal Commission expert group	N/A
Draft call for applications if any / or proposed objective verifiable selection criteria	✓
List of proposed members (main group and sub-group), if already known	N/A

"General" checks	Yes/No <sup>1</sup>
The group comprises <del>at least six members</del> and is foreseen to meet more than once	Yes
It has been analysed whether the new group could be merged with an existing expert (sub)group	Yes
The name of the group includes the term "Commission expert group"	No (1)
The envisaged composition of the group is balanced with regard to stakeholder participation, gender and geographical coverage	Yes
If experts are envisaged to be appointed in their personal capacity, it is ensured that they are not employed by, or are in another way dependent on a commercial enterprise	Yes
The selection of the experts will be carried out in such a way as to avoid any conflict of interest. If an open call for applications is not reasonably practicable, the choice of experts will be made on the basis of objectively verifiable criteria	Yes
Have the organisations of the proposed members been invited to register in the Transparency Register?	Yes

	name + date + signature	
Desk officer	[REDACTED]	
Head of Unit		
Director		
R1 reviewer		

OK 25/10

R1's opinion without comments	✓
R1's opinion with comments	

<sup>1</sup> A statement replied with « No » would indicate a non-compliance with the Horizontal rules, please analyse 6.2.8.2.2 of the Manual of financial and budgetary procedures and/or contact R1

