

**Draft rules of procedure of the Steering Board  
under the joint EU approach to COVID-19 vaccines procurement**

**Article 1**

**Representation in the Steering Board and co-chairs**

The representative of the European Commission shall act as co-chair of the Steering Board. In addition, each Participating Member State shall appoint one representative to the Steering Board, one of which is chosen as co-chair of the Steering Board.

Each member of the Steering Board may appoint an alternate member to replace the main representative in case of absence.

All members of the Steering Board will obtain the status of experts associated to the procurement process as provided for in the Financial Regulation.

**Article 2**

**Convening a meeting**

A meeting of the Steering Board shall be convened by the co-chairs. Meetings can be held physically or virtually.

**Article 3**

**Agenda**

The co-chairs shall draw up the agenda and submit it to the Steering Board.

**Article 4**

**Documentation to be sent to members of the Steering Board**

The invitation to the meeting, the draft agenda, and the meeting documents shall be submitted as early as possible in advance of the meeting, taking into account the urgency of the matter.

**Article 5**

**Launching negotiations with manufacturers and advice on concluding Advance Purchasing Agreements**

In order to launch negotiations with a specific manufacturer, there needs to be support from at least four Participating Member States, as expressed in the Steering Board.

Similarly, the Commission will only consider those Advance Purchasing Agreements for financing where at least four Participating Member States have expressed their agreement in the Steering Board.

## **Article 6**

### **Joint negotiation team and relations with the Steering Board**

The co-chairs of the Steering Board propose a team of a limited number of experts with relevant experience for the ongoing negotiations with vaccines manufacturers from six Participating Member States with production capacities for vaccines. The proposed team is approved by the Steering Board by simple majority of its component members. They will join the European Commission in a negotiation team (“joint negotiation team”), which will work on a continuous basis as one unit.

The joint negotiation team will report back to the Steering Board on a regular basis on the progress made in negotiating with individual companies.

## **Article 7**

### **Opinions of the Steering Board**

The Steering Board may adopt written opinions to assist and advise the Commission and the joint negotiation team on any matter relevant for the negotiations with vaccine manufacturers. Opinions shall be adopted by simple majority of its component members.

The Commission and the joint negotiation team will make their best effort to take the advice of the Steering Board into account in the negotiations.

## **Article 8**

### **Secretarial support**

The Steering Board is supported by a secretariat in the European Commission. The secretariat shall assist in the preparation and execution of the meetings of the Steering Board, including by providing administrative and logistical support to the Steering Board under the direction of the co-chairs.

## **Article 9**

### **Attendance list and minutes of Steering Board meetings**

At each meeting, the co-chairs shall draw up an attendance list. The minutes of each meeting shall be drawn up by the secretariat under the responsibility of the co-chairs. The co-chairs shall send the minutes to the Steering Board members without delay.

## **Article 10**

### **Access to documents and confidentiality**

Requests for access to the Steering Board documents shall be handled in accordance with Regulation (EC) No 1049/2001 of the European Parliament and of the Council.

The Steering Board’s discussions shall be confidential.

Documents submitted to members of the Steering Board shall be treated as confidential, unless access is granted to those documents pursuant to the first sentence of this Article or they are otherwise made public by the Commission.

The members of the Steering Board, as well as its secretariat, and the joint negotiation team

shall be required to sign strict confidentiality declarations and respect the confidentiality obligations set out in this Article.

## **Article 11**

### **Conflicts of interest**

Given their access to highly sensitive business information, all members of the Steering Board and the joint negotiation team will be required to sign no-conflict-of-interest declarations.

At the beginning of each Steering Board meeting, any person participating in the meeting shall inform the co-chairs of any conflict of interest with regard to a particular item on the agenda. In the event of such a conflict of interest, the person concerned shall, at the request of the co-chairs, withdraw from the meeting whilst the relevant items of the agenda are being dealt with.

## **Article 12**

### **Protection of personal data**

The Steering Board may process personal data necessary for the purposes of concluding Advance Purchase Agreements. The Commission shall be regarded as controller in relation of the personal data processed by the Steering Board.