

# Member States' Mirror Group for ETP Food for Life



## Draft Terms of Reference

### 1. Objectives of the Member States' Mirror Group (MS-MG)

The MS-MG will contribute to the objectives of the European Technology Platform Food for Life [ETP]; specifically, to contribute to its Implementation Plan and other activities so as to develop, promote and exploit a programme of research, communication, training and knowledge transfer that will stimulate and underpin innovation in the agro-food sector. The MS-MG will form one of the key bodies of the TP [see **figure 1**] and will provide an interface for:

- 1.1: information and communication exchange between the Board and Member States;
- 1.2: collation of information on national funding for agro-food research and presentation on national agro-food strategies;
- 1.3: coordination with national, regional or local initiatives and activities in the agro-food sector, the sector's products and services, including related social- and economic aspects;
- 1.4: coordination with national initiatives relating to diet and healthy eating;
- 1.5: opinion and advice to the ETP on behalf of Member States;
- 1.6: coordination of the ETP deliverables with relevant national, regional and local policies and regulatory initiatives.

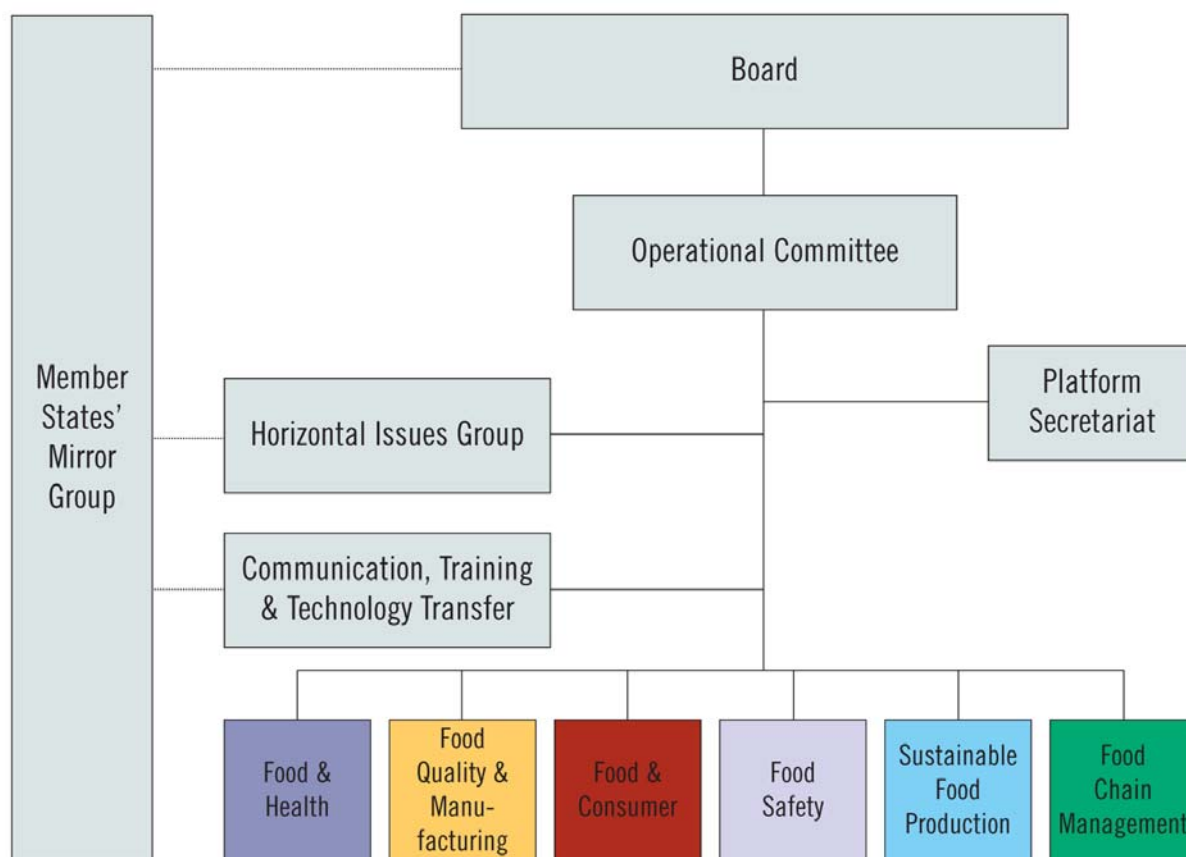


Figure 1: Organisational structure of the ETP Food for Life.

## 2. Role and Tasks of the MS-MG

The MS-MG represents and reflects the interests and views of the participating Member States only, and solely for the purpose of the ETP. Opinions expressed by Member States at MS-MG meetings shall not be considered binding in formal decision-making processes with regard to the substance or ways and means of implementation of the deliverables of the ETP. The MS-MG will:

- 2.1: *inform the ETP and bodies thereof about policies and programmes relevant to the activities and deliverables of the Platform, including policies and programmes relevant to the agro-food sector, in particular those addressing research, communication, training and knowledge transfer that aim to stimulate and underpin innovation, and develop products and services in the sector, including management of the food chain;*
- 2.2: *seek to establish linkages (by way of information, coordination or cooperation, as appropriate) between the deliverables of the ETP and national, regional, and local programmes with a view to establishing a durable and more cohesive EU research strategy and its future implementation;*
- 2.3: *cooperate with the ETP and its bodies to set goals and targets that take full account of national and regional circumstances and needs, having regard to the socio-economic and financial limitations for their implementation;*
- 2.4: *seek to translate technology developments as anticipated in the deliverables of the ETP into suitable policy development and*

*implementation* (including financing and instrumentation) in the agro-food sector;

- 2.5: *provide opinion and advice* on all relevant issues to the ETP and the various bodies thereof;
- 2.6: *represent the interests and opinions of Member States participating in the MS-MG in ETP Board meetings* by way of the Chair of the MS-MG or its representative.

### **3. Internal Organisation of the MS-MG**

#### **Participation**

- 3.1: Interested Member States will participate with listed representatives in the MS-MG. Each Member State will nominate its *key representative* as well as other representatives that may be required to address specific issues. Representation may thus more than one person representing various governmental interests, but national delegations will express *only one consolidated national opinion* at the meetings of the MS-MG.
- 3.2: The European Commission will be invited to attend the meetings of the MS-MG and will provide input as it deems necessary within its competences.
- 3.3: If agreeable, Member States may be represented by personnel from other Member States where such representation has been commonly agreed [e.g. within ERA-Nets].
- 3.4: Trans-national organisations, such as COST, ESF and EUREKA/EURAGRI may be invited to attend the meetings of the MS-MG?

#### **Officers**

- 3.5: The ETP board will select a Chair Person and two Deputies will be elected from MS-MG representatives in advance of its first meeting. The Chair will serve for two years and succession will be by ballot. The outgoing Chair will have the casting vote. A person from the F4L Board will facilitate the meetings in cooperation with the ETP secretariat.

#### **Operation**

- 3.6: The ETP Secretariat, operating under the auspices of the Chair of MS-MG, will announce the meetings of the MS-MG. For practical reasons the numbers attending meetings from any one Member State may be limited in number by the Chair. In this case those not attending will be able to provide written opinion to the Chair. The ETP Secretariat will draw up a list of attendees specifying the Member State, body or organisation represented.

- 3.7: Any representative whose involvement in a MS-MG meeting may constitute a conflict of interest with regard to any of the topics under discussion shall inform the Chair in advance of the meeting.
- 3.8: The MS-MG can establish Sub-groups to examine particular issues or to interact with Thematic Working Groups established by the Board, as deemed necessary. Discussions in such sub-groups are not binding to Member State representatives or delegations in the MS-MG. Sub-groups will report back to the MS-MG.
- 3.9: Correspondence relating to the MS-MG will be addressed to the ETP Secretariat, preferably by e-mail, and will be copied to the Chair of MS-MG.

#### **Decision Taking**

- 3.10: The MS-MG will seek to operate by consensus; where this is impossible decisions reached by vote, with the Chair having the casting vote in the case of a tie. Where a common opinion cannot be reached, the various views of representatives will be summarized by the Chair and reflected in the Summary Report.

#### **Reporting**

- 3.11: A draft Summary Report of each MS-MG meeting will be drawn up by the Secretary under the auspices of the Chair. The report will contain, in particular, the conclusions of the substantive discussions and the agreed measures and activities.
- 3.12: The draft Summary report will be circulated to representatives within two weeks of the meeting with an invitation to submit comments. Representatives that have not submitted any comments within a further two weeks will be considered to agree with the content of the draft.
- 3.13: A copy of this Summary will then be sent to the ETP Board.
- 3.14: The Chair or its nominee will present the agreed Summary Report at meetings of the Board.

#### **4. Amending Terms of Reference**

- 4.1: The MS-MG will continue its role as described in these Terms of Reference until the Implementation Action Plan of the ETP has been delivered. At this time, the MS-MG will, jointly with the ETP Board, re-examine its role for the Implementation Phase and any amendments to the Terms of Reference considered.