

ANNEX II to Observer letter of commitment

Explanatory note for communication rules for participation of observers in the work in EOTA Working Groups

By means of signing the **Observer Letter of Commitment** the representative of the organisation commits to participate in, and to contribute to the activity of EOTA, working together in a consistent and uniform way as defined by the EOTA Statutes (“Statutes”), in particular Art. 15, and the EOTA Internal Regulations (“Internal Regulations”).

Regarding the participation of an organisation in its capacity as observer in an EOTA Working Group this means:

- Communication and consultation in writing goes exclusively to the nominated members of the organisation, adopted as observer by the EOTA Technical Board.
- For the participation in meetings of the Working Group the organisation shall nominate an official representative (speaker) within the group of nominated representatives.
- It is the responsibility of the official representative to coordinate the position within the own organisation and to express its common view; this also applies in case of divergent comments by its representatives in writing.
- Objections on draft EADs need justifications; proposals introduced in the consultation of draft EAD(s) shall be detailed and supported by relevant explanations, as far as necessary.
- Comments shall be given within the timelines set by the convenor of the Working Group; Comments not given within the timelines established are to be disregarded.
- Comments in subsequent enquiries on draft EADs shall be limited to the changes done in the draft EAD and to those items resulting from previous enquiry in case the proposed changes in the draft EAD due to comments on previous draft EAD are not agreed (means the technical content of the version on hand already agreed on cannot be subject to any further comment).
- The official representative may be accompanied by not more than two persons in meetings of the Working Group (equivalent to the participation of members and observers in EOTA Technical Board meetings).
- For specific issues the convenor of the Working Group may decide on written demand on participation of further representative(s) in the meetings, taken from the pool of nominated representatives for the organisation, and in charge of such specific issues.
- In case of dissent within an organisation this is to be considered as no position expressed by the organisation yet.