



5. Meetings

5.1 Frequency

Meetings shall be held on a quarterly basis.

Ordinary meetings may be cancelled by the Chairperson with prior notice of at least 3 days and may be cancelled on shorter notice in case the quorum as defined in section 4.1 has not been reached.

At the discretion of the Chairperson, extraordinary meetings may be called or cancelled on an ad hoc basis.

5.2 Length of meetings

Meetings should have a maximum length of 2 hours. The Chairperson may allow an extension to the permitted meeting length in exceptional cases.

5.3 Attendance

At the discretion of the Chairperson, Members may attend meetings either in person, via telephone, or via video conference.

Voting Members should attend as many meetings as possible and will ensure that they attend at least two thirds of the meetings held in one calendar year. Section 2.7 applies accordingly.

6. Committee operations

6.1 Agenda

The Members will forward to the Secretary any issues which they want to be subject to discussion and / or decision at the next meeting. The Chairperson shall set the agenda for each meeting taking into account the issues communicated by the Members or other interested parties as well as any other issues the Chairperson deems relevant. A written agenda will be made available to the Members (and other attendees, as the case may be) in advance of each meeting in accordance with section 6.2.

6.2 Submission of documents

To ensure a sufficient preparation time, the meeting agenda and other documents prepared for the meeting should be distributed at least (considering the volume of

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