



Brussels, 9.11.2017
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ANNEX 1

ANNEX

to the

Proposal of a Council Decision

**establishing the position to be taken on behalf of the European Union
within the Joint Committee set up under the Agreement
between the European Union and the Republic of Azerbaijan
on the facilitation of the issuance of visas,
with regard to the adoption of its rules of procedure**

DRAFT
DECISION N° ____ OF THE JOINT VISA FACILITATION COMMITTEE
SET UP BY THE AGREEMENT BETWEEN THE EUROPEAN UNION AND THE
REPUBLIC OF AZERBAIJAN ON THE FACILITATION OF THE ISSUANCE OF
VISAS

of

with regard to the adoption of its Rules of Procedure

THE COMMITTEE,

Having regard to the Agreement between the European Union and the Republic of Azerbaijan on the facilitation of the issuance of visas (hereinafter referred to as “the Agreement”), and in particular Article 12(4) thereof,

Whereas that Agreement entered into force on 1 September 2014,

HAS DECIDED TO ADOPT THE FOLLOWING RULES OF PROCEDURE:

Article 1

Chairmanship

The Joint Visa Facilitation Committee shall be chaired jointly by a representative of the European Union and a representative of the Republic of Azerbaijan.

Article 2

Tasks of the Joint Committee

- (1) In accordance with Article 12(2) of the Agreement, the Joint Visa Facilitation Committee shall, in particular, have the following tasks:
 - (a) monitoring the implementation of the Agreement;
 - (b) suggesting amendments or additions to the Agreement;
 - (c) settling disputes arising out of the interpretation or application of the provisions in this Agreement.
- (2) The Joint Visa Facilitation Committee may agree on recommendations containing guidelines or “best practices” to assist in the implementation of the Agreement.

Article 3

Meetings

- (1) The Joint Visa Facilitation Committee shall meet whenever necessary, at the request of the Parties, and at least once per year.
- (2) The Parties shall take turns in hosting the meeting unless otherwise agreed.
- (3) Meetings of the Joint Visa Facilitation Committee shall be convened by the Co-chairs.

- (4) The Co-chairs shall establish a date for the meeting and exchange such documents as necessary in time to ensure adequate preparation, thirty days prior to the meeting.
- (5) The Party hosting a meeting shall arrange logistical matters.

Article 4

Delegations

The Parties shall notify each other at least seven days before a meeting of the intended composition of their delegation.

Article 5

Agenda for the meetings

- (1) A provisional agenda for each meeting shall be drawn up by the Co-chairs no later than fourteen days before the meeting. The provisional agenda shall include the items in respect of which a request for inclusion in the agenda has been received by either of the Co-chairs no later than fourteen days before the meeting.
- (2) Either Party may add items to the provisional agenda at any time prior to the meeting if the other Party agrees. Requests to add items to the provisional agenda shall be sent in writing and shall be accommodated to the extent possible.
- (3) The final agenda shall be adopted by the Co-chairs at the beginning of each meeting. An item not appearing on the provisional agenda may be placed on the agenda if the Parties agree and shall be addressed to the extent possible.

Article 6

Records of the meeting

- (1) A draft of the record shall be prepared as soon as possible by the Co-chair hosting the meeting.
- (2) The record shall, as a general rule, indicate in respect of each item on the agenda the following:
 - (a) the documentation submitted to the Joint Visa Facilitation Committee;
 - (b) statements which a Party has requested to be entered; and
 - (c) decisions taken, recommendations made and conclusions adopted on a specific item.
- (3) The record shall indicate the individuals of the respective delegations participating, with the ministry, agency or institution each individual represents indicated.
- (4) The record shall be approved by the Joint Visa Facilitation Committee at its following meeting.

Article 7

Decisions and recommendations of the Joint Visa Facilitation Committee

- (1) The Joint Visa Facilitation Committee shall take decisions by agreement of both Parties.
- (2) Decisions of the Joint Visa Facilitation Committee shall be entitled “Decisions” followed by a serial number, and by a description of their subject. The date the decision takes effect shall also be indicated. Decisions shall be signed by representatives of the Joint Visa Facilitation Committee who are authorised to act on behalf of the Parties. Decisions shall be drawn up in duplicate, each version being equally authentic.
- (3) Paragraphs 1 and 2 shall apply mutatis mutandis to recommendations of the Joint Visa Facilitation Committee.

Article 8

Expenses

- (1) Each Party shall be responsible for the expenses they incur by reason of their participation in the meetings of the Joint Visa Facilitation Committee, including staff, travel and subsistence expenditure and postal or telecommunications expenditure.
- (2) Other expenses arising from the organisation of the meetings shall generally be covered by the Party hosting the meeting.

Article 9

Administrative procedures

- (1) Unless otherwise decided, the meetings of the Joint Visa Facilitation Committee shall not be open to the public.
- (2) Records and other documents of the Joint Visa Facilitation Committee shall be treated confidentially.
- (3) Participants other than officials of the Parties and the Member States may be invited by agreement of both co-Chairs and shall be subject to the same confidentiality requirements.
- (4) The Parties may organise public briefings or otherwise inform interested members of the public of the results of the Joint Committee meetings.

Article 10

Entry into force

This decision shall enter into force on the date of its adoption by the Joint Visa Facilitation Committee.

For the European Union

For the Republic of Azerbaijan

**JOINT DECLARATION ANNEXED TO THE RULES OF PROCEDURE OF THE
JOINT COMMITTEE FOR THE MANAGEMENT OF THE EU-AZERBAIJAN VISA
FACILITATION AGREEMENT**

In order to ensure the continued, harmonized and correct implementation of the Agreement, The Republic of Azerbaijan, the European Commission and the Member States shall undertake informal contacts between formal meetings of the Joint Committee, in order to deal with urgent issues. At the next meeting of the Joint Committee, report will be made about these issues and informal contacts.