



**European Climate, Infrastructure and Environment Executive Agency**

## **European Climate, Infrastructure and Environment Executive Agency Advisory Group for CEF Transport MANDATE (Updated February 2022)**

This document describes the rationale, role, membership and working methods of the Advisory Group for CEF Transport set up by the European Climate, Infrastructure and Environment Executive Agency (hereafter 'CINEA'). It is updated based on the experience gained during the previous mandate of the Group (2018-2021).

### **I. Rationale**

CINEA was created by [Commission Implementing Decision \(EU\) 2021/173](#) of 12 February 2021 and started its activities on 1 April 2021.

Its mission is to support the Commission, project promoters and stakeholders to implement parts of certain EU programmes and to play a key role in supporting the EU Green Deal through the efficient and effective implementation of its delegated programmes. More information on the programmes managed by CINEA is available at CINEA's [website](#).

Among the programmes managed by CINEA, the Connecting Europe Facility (CEF) is a key EU funding instrument to promote growth, jobs and competitiveness through targeted infrastructure investment at European level, in the fields of transport, energy and digital. The [CEF Transport](#) programme aims at supporting investments in building new transport infrastructure in Europe or rehabilitating and upgrading the existing one, to realise the European transport infrastructure policy. Between 2021 and 2027, CINEA will manage €25.81 billion to support transport infrastructure projects throughout the EU and beyond. Furthermore, CINEA manages the legacy of the CEF transport programme 2014-2020 with 784 ongoing projects.

Within the context of CEF Transport, the Advisory Group was established in 2014. This Group serves as a forum of exchange between the stakeholders and the Agency in the development of programme and project management for CEF Transport.

### **II. Role and desired outcomes**

The Advisory Group constitutes a platform to discuss ways to improve the efficient implementation of CEF Transport for the beneficiaries, Member States and the

Agency/Commission alike. It supports the Agency in achieving its mandate and aims to maximise the expertise of both the Agency and Group members through the sharing of knowledge, experience and good practices. The objective is to find viable and efficient solutions to common problems and develop shared positions where appropriate through the provision of support, advice, feedback and recommendations related to simplification of procedures, ease of access and increased transparency.

In particular, the Advisory Group will respond to the following requests:

- Suggest improvements, in particular towards simplification of procedures and promote good practices identified in managing TEN-T transport infrastructure projects;
- Provide feedback and suggestions on relevant areas of cooperation, such as communication issues, calls for proposals and evaluation process;
- Propose areas appropriate for developing synergies across the CEF sectors and/or with other Programmes; in particular those managed by CINEA;
- Propose ways to exploit the experience gained from the implementation of transport infrastructure projects and to provide feedback to policy making;
- Offer technical advice on specific issues raised by the Agency or by a member of the Group;
- Provide support and advice on the preparation of documents of general interest for the implementation of CEF transport;
- Serve as a forum for testing new tools or concepts without any decision-making powers.

The conclusions and recommendations of the Advisory Group will be provided to the Commission and to the management of the Agency for their consideration and possible follow-up.

### **III. Membership**

Any individual working for an organisation involved in the implementation of CEF Transport actions funded by the EU may become a member of the Advisory Group.

Members shall participate in the Advisory Group in their individual capacity; they shall be independent and impartial in the exercise of their functions and shall be available to carry out their duties in an effective manner. They commit themselves to discuss the topics put forward and provide advice to the best of their ability and in the best interest of the Group.

To ensure efficiency and effectiveness, the Group will have around 20 members that will be appointed following an open and transparent selection procedure launched by CINEA. The members shall be appointed for a period of three years, which may be renewed. A rotation in

membership may also be applied. The names and functions of the Advisory Group members shall be published on the CINEA website. Any member wishing to stop his/her membership shall address his/her reasoned decision to the Agency. Leaving members may be replaced by other candidates or through a new call for members.

As far as possible, the Agency will ensure that the Advisory Group represents a cross-section of stakeholders (Member States and beneficiaries), a good geographical balance, an appropriate gender representation and an appropriate representation of the transport modes and horizontal priorities under CEF Transport.

#### **IV. Working methods**

##### ***Governance***

In principle, the Agency will serve as the chair of the Group.

##### ***Meetings***

The Advisory Group shall meet at least twice a year. Each meeting will have an agreed agenda and include background papers, discussions, conclusions and recommendations. Minutes will be circulated with a focus on the agreed follow-up actions.

Meetings shall take place in Brussels at the Agency's premises or by videoconference. The Group may decide to hold meetings at other venues in order to visit relevant CEF Transport Actions.

For meetings in Brussels, the Agency will take care of logistics and hosting of the meetings, and will support related costs such as meeting rooms, refreshments and lunches. The participating members will bear their own travel costs and daily allowances. For meetings at other venues, ad hoc arrangements shall apply.

Only designated members should participate in the meetings. Exceptionally and in duly justified cases, a designated member may appoint a replacement or may be accompanied by an expert for a specific meeting, subject to the approval of the chair of the Group.

The Agency will be responsible for convening the meetings, setting the agenda, preparing and circulating the background papers and the minutes of the meetings.

The meetings may include workshops at which participants focus on specific issues.

The Agency may invite representatives of Commission services according to the issues under discussion.

### ***Internal communication***

The Advisory Group will exchange documentation and ideas mainly via e-mail. To facilitate collaboration, the Agency will establish a distribution list of contacts that will be available to all members.

### ***External communication***

The Agency will maintain a section of its website for the Advisory Group to report on its works and include any relevant documents. The Agency will not be responsible for the content of documents published by the Group, but reserves the right to make the final decision about what may be published online.

The Advisory Group may be requested to present its results at any project management related event organised by the Agency in the interest of transparency and dissemination.

### ***Language regime***

All communication and meetings will be hold in English without translation/interpretation. This requires an appropriate level of English by all group members.

### ***Data protection***

The Commission's data protection rules shall apply to the proceedings of the group.

### ***Subgroups***

The Advisory Group will have the possibility to establish sub-groups, if needed, to take into account the different areas covered by its mandate. These sub-groups will report to the Advisory Group.