

DECISION OF THE JOINT COMMITTEE ESTABLISHED UNDER THE AGREEMENT ON
FREE TRADE AND ECONOMIC PARTNERSHIP BETWEEN JAPAN AND THE SWISS
CONFEDERATION

No. 1 of 2009

(Adopted on 1 September 2009)

ESTABLISHING THE RULES OF PROCEDURES
OF THE JOINT COMMITTEE

THE JOINT COMMITTEE,

Having regard to the Free Trade and Economic Partnership Agreement between the Swiss Confederation and Japan, signed in Tokyo on 19 February 2009 (hereinafter referred to as “the Agreement”),

Whereas:

Paragraph 4 of Article 148 of the Agreement provides that the Joint Committee shall establish its rules of procedures,

DECIDES:

Article 1

The Rules of Procedures of the Joint Committee are established as set out in the Annex to this Decision.

Article 2

This Decision enters into force with immediate effect.

Annex to Decision No. 1 of 2009 of the Joint Committee

**RULES OF PROCEDURES OF THE JOINT COMMITTEE UNDER THE AGREEMENT ON
FREE TRADE AND ECONOMIC PARTNERSHIP BETWEEN JAPAN AND THE SWISS
CONFEDERATION**

Article 1 Organisation of the Joint Committee

1. The Agenda will be adopted by the Joint Committee at the beginning of its meeting.
2. By mutual agreement of the Parties, the meeting of the Joint Committee may take place by video- or teleconference.
3. Unless the Parties decide otherwise, the meetings of the Joint Committee will not be public.

Article 2 Contact Points

1. The Contact Preferred to in Paragraph 1 of Article 149 of the Agreement (hereinafter referred to as "the Contact Points") jointly prepare the convening of meetings of the Joint Committee.
2. A provisional agenda, draft decisions, draft recommendations or draft declarations will be coordinated by the Contact Points on the basis of suggestions by the relevant authorities of the Parties for each meeting of the Joint Committee.
3. All exchange of correspondence and communications between the Parties relating to the work of the Joint Committee will be carried out through the Contact Points.

Article 3 Working language

1. The working language of the Joint Committee will be English.
2. All exchange of correspondence and communications between the Parties relating to the work of the Joint Committee will be carried out in the working language of the Joint Committee
3. The decisions, recommendations and declarations of the Joint Committee will be recorded in the working language of the Joint Committee.

Article 4 **Decisions, recommendations and declarations**

1. The Joint Committee may adopt decisions, recommendations and declarations by mutual agreement.
2. Decisions, recommendations and declarations of the Joint Committee will bear a number, the date of adoption and a title referring to their subject matter.
3. Unless the Joint Committee agrees otherwise, each Party may decide to publish in its respective official publications the decisions, recommendations and declarations adopted by the Joint Committee.
4. The Joint Committee may adopt decisions, recommendations and declarations by written procedure if the Parties mutually agree.

Article 5 **Joint Minutes**

Unless the Parties decide otherwise, the Joint Committee will draw up Joint Minutes for each of its meetings. The Joint Minutes will be signed in two original copies and contain, as a general rule, the following:

- a) the Agenda of the meeting;
- b) a list of all the officials that participated in the meeting;
- c) a summary of the deliberations of the Joint Committee, including the conclusions reached on specific issues;
- d) the decisions, recommendations and declarations agreed by the Joint Committee; and
- e) any documentation formally presented by the Parties during the meeting that the Joint Committee agreed to include as an annex to the Joint Minutes.

Article 6 **Expenses**

Each Party will cover its own expenses relating to meetings of the Joint Committee. Expenses in connection with the organisation of meetings will be borne by the Party that hosts the meeting. In case a meeting takes place outside the territory of the Parties, the Parties will decide on the responsibilities for the expenses for the organisation of the meeting by mutual agreement.