

Commission of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership

RULES OF PROCEDURE

These rules of procedure are established according to Article 27.4.4 of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) (the “Agreement”) and will apply to the conduct of work by the Commission. These rules also apply, *mutatis mutandis*, to a committee, working group, or other subsidiary body established under the Agreement, unless those groups or subsidiary bodies adopt specific rules.

1. **Meetings:** Recalling Article 27.4.1, the Commission will meet within one year of the date of entry into force of the Agreement and thereafter as Parties (as defined in Article 1.3) may decide.
2. In accordance with Article 27.4.3, the Commission will carry out its work through whatever means are appropriate, which may include by email or videoconferencing. Where ongoing work does not require Parties to convene a meeting of the Commission, Parties may conduct work through the exchange of information between designated overall contact points (as set out in Article 27.5) or other working-level contacts.
3. **Delegations:** Each Party will endeavour to notify its intended delegation at least 2 weeks in advance of each meeting of the Commission.
4. **Agendas:** A provisional agenda for each meeting will be drafted by the Chair, in consultation with the Parties. The Chair will endeavour to send the first draft of the agenda, together with relevant supporting documents, to each Party as early as possible, or at least 10 days before the meeting.
5. If a Party wishes to add an item to the agenda, the Party should notify the Chair as early as possible, but no later than 5 days before the meeting. The Parties will adopt a final agenda at the start of each meeting.
6. **Report:** After each meeting, the Chair will draft a report of the discussions as well as key decisions, recommendations, or follow-up actions made by the Parties. The Chair will endeavour to submit the report to the Commission for adoption at the end of the day of the meeting. After adoption, the Chair will make public the Commission report and, following consideration by the Commission, Committee reports, unless otherwise agreed by the Parties.
7. **Decisions:** In accordance with Article 27.3 of the Agreement, the Commission will adopt decisions, recommendations, and interpretations by consensus among the Parties, unless otherwise provided for in the Agreement or as decided by the Parties. If applicable, each decision should provide a date for which a decision, recommendation, or interpretation comes into effect. Decisions by the Commission will be made publicly available, unless otherwise agreed by the Parties.
8. **Documents:** All documents submitted to and produced by the Commission will be assigned a serial number and dated by the Chair. Documents will be circulated to each Party’s relevant contact points or other working-level contacts.