

Draft Rules of Procedure

Conference Plenary

▪ Composition

The Conference Plenary shall be composed of 108 representatives from the European Parliament, 54 from the Council and 3 from the European Commission¹, as well as 108 representatives from all national Parliaments on an equal footing, and citizens.

80 representatives from European Citizens' Panel, of which at least one third shall be younger than 25, the President of the European Youth Forum and 27 representatives² of national events and/or national Citizens' Panels will participate. This represents a total of 108.

18 representatives from the Committee of the Regions and 18 from the Economic and Social Committee, 8 from the social partners, and 8 from civil society will also participate. The High Representative of the Union for Foreign Affairs and Security Policy shall be invited when the international role of the EU is discussed.

Representatives of key stakeholders may also be invited.

The composition of the Conference Plenary shall respect gender balance.

▪ Tasks and working modalities

The Conference Plenary shall debate and discuss the recommendations from the national and European Citizens' Panels, and the input gathered from the Multilingual Digital Platform, grouped by themes, in full respect of the EU's basic principles and the Conference Charter, without a predetermined outcome and without limiting the scope to pre-defined policy areas. After these recommendations have been presented by and discussed with citizens, the Plenary will on a consensual basis put forward its proposals³ to the Executive Board.

The presence of at least 1/3 of each component part invited to the Conference Plenary is required to enable a meeting to take place. The Co-Chairs of the Executive Board shall verify.

¹ Other members of the European Commission will participate in the Plenary, notably where matters relevant to their portfolio are to be discussed.

² One per Member State.

³ Consensus has to be found at least between the representatives of the European Parliament, the Council, the European Commission, as well as representatives from all national Parliaments, on equal footing. If there is a clear diverging position from representatives of citizens from national events and/or European or national citizens' panels, this should be expressed in the report by the Executive Board.

- **Conclusions of the Plenary**

Based on the Conference Plenary's discussions and proposals, the Executive Board, acting on a consensual basis, shall draw-up a report, in full collaboration and in full transparency with the Conference Plenary, which will then be published in the Multilingual Digital Platform.

- **Notice of meetings, calendar, agenda and documentation**

The Co-Chairs, on behalf of the Executive Board, shall convene the Conference Plenaries, on the basis of a calendar agreed by the Executive Board. The agenda for a Conference Plenary meeting shall be proposed by the Executive Board and sent with the relevant documents, as a rule in all the official languages of the Union, by the Common Secretariat at the latest seven working days before the date of the meeting, unless exceptional cases of urgency require otherwise.

- **Conduct of meetings**

The meetings of the Conference Plenaries shall be jointly presided by the Co-Chairs of the Executive Board. The Co-Chairs shall agree on sharing chairing arrangements prior to each meeting to ensure equality among them.

The Co-Chairs shall ensure the proper and orderly conduct of discussions and may take any measure conducive to promoting the best possible use of the time available, such as organising the order in which items are discussed, limiting speaking time and determining the order in which contributors intervene.

The Co-Chairs will propose to the Plenary when appropriate the establishment of thematic working groups, in which representatives of the respective citizens' panels will participate⁴.

The Co-Chairs will jointly establish the practical modalities for the conduct of the Conference Plenary meetings, in accordance with the present rules and the Joint Declaration.

The meetings shall be held in all the official languages of the Union.

- **Location of meetings**

The Conference plenary shall meet on the premises of the European Parliament in Strasbourg, unless the Co-Chairs decide otherwise.

⁴ Political families can organise caucuses.

The Co-Chairs of the Executive Board shall decide whether participation may be in person or remote or hybrid, in accordance with the applicable health and safety regulations in place.

The Co-Chairs will decide on the choice of the electronic platform for hybrid and virtual meetings.

- **Transparency**

The meetings of the Conference Plenary shall be live-streamed and all the documents of the Conference Plenary shall be made publicly available on the Multilingual Digital Platform.

Final Provisions

The final outcome of the Conference will be presented in a report to the Joint Presidency. The three institutions will examine swiftly how to follow up effectively to this report, each within their own sphere of competences and in accordance with the Treaties.

The Rules of Procedure may be amended or supplemented by the Executive Board on a proposal by the Co-Chairs of the Executive Board.