



Conference on the **Future** of **Europe**

18 October 2021

Dear Members,

The 22-23 October 2021 Conference Plenary is fast approaching. We would like to provide you with a little additional information. The Plenary itself will kick off at 9h00 on Saturday 23 October and last until 17h00 with a break between 12h30 and 14h00.

Additionally, the first meetings of the Working Groups as well as other preparatory meetings will take place on Friday 22 October 2021. Working Groups' meetings will start at 11h00 and at 14h00 and will take place in the premises of the European Parliament in Strasbourg. You will find enclosed the schedule of all Working Group meetings. The meeting rooms will be communicated swiftly. Please note that all the meetings will be held in hybrid format.

The membership of the Working Groups is currently being finalised by the Co-chairs of the Executive Board of the Conference based on a proposal from the component parts of the Conference Plenary. Please find enclosed the composition of the Working Groups, as communicated so far to the Co-Chairs.

You will also find attached the Terms of Reference for the Working Groups setting out their internal procedures and purpose. They are also published in the Plenary section of the Conference digital Platform futureu.europa.eu.

According to the Terms of Reference, the Working Groups shall give input to prepare the debates and the proposals of the Conference Plenary, within the parameters of the Joint Declaration and the Rules of Procedures. They shall do so by discussing the recommendations from the respective national and European Citizens' Panels as well as the contributions on the Multilingual Digital Platform related to the Working Group's topics gathered in the framework of the Conference. The Chair and the spokesperson, who will have been selected from among the representatives of the European Citizens' Panels within the Working Group, will give a presentation of the outcome of the Working Group to the Plenary.

We are looking forward to welcoming you at the 22-23 October Conference Plenary.

With best wishes,

Co-Chair

Guy Verhofstadt
Member of the European
Parliament

Co-Chair

Gašper Dovžan
State Secretary for EU
Affairs

Co-Chair

Dubravka Šuica
Vice-President of the
European Commission