

**CONFERENCE FOR THE FUTURE OF EUROPE
THE COMMON SECRETARIAT**

Note to the Representatives and Observers of the Executive Board of the Conference for the Future of Europe

Subject: Rules of Procedure of the Executive Board of the Conference for the Future of Europe

Representatives and Observers of the Executive Board will find attached for endorsement the proposal of the Co-Chairs for the rules of procedure of the Executive Board of the Conference for the Future of Europe.

This Chapter will be integrated in a single text together with the Chapters related to the rules of procedure for Citizen's participation and for the Conference Plenary after their endorsement by the Executive Board at a later stage.

DRAFT RULES OF PROCEDURE OF THE CONFERENCE ON THE FUTURE OF EUROPE

CHAPTER ON EXECUTIVE BOARD

Composition

The Executive Board consists of an equal representation from the European Parliament, the Council and the European Commission, each having three representatives and up to four observers.

The presidential Troika of COSAC will participate as a permanent observer.

The Committee of the Regions and the European Economic and Social Committee may also be invited as observers, as well as other EU institutions and bodies and social partners where appropriate¹.

Tasks and working modalities²

The Executive Board shall act on all matters before it by consensus of the nine representatives

The Executive Board shall be responsible for taking decisions regarding the work of the Conference (the Plenaries, Panels and the Multilingual Digital Platform), its processes and events, overseeing the Conference as it progresses, and preparing the meetings of the Conference Plenary, including citizens' input and their follow-up.

The Executive Board shall agree on a set of common principles and minimum criteria reflecting EU values, "the Conference Charter", to be followed by events organised under the umbrella of the Conference, and on modalities for reporting on the outcomes of the various activities undertaken in the context of the Conference, as well as feedback mechanisms.

The Executive Board shall report on a regular basis to the Joint Presidency (the President of the European Parliament, the President of the Council and the President of the European Commission).

The presence of at least 1/3 of the representatives of each component of the Executive Board (European Parliament, Council and European Commission) is required to enable a meeting to take place and for the Executive Board to act. The Co-Chairs shall check that there is a quorum. Permanent observers and invited observers are not included in the calculation of the quorum.

The Executive Board shall draw-up and publish the conclusions of the Conference Plenary and present the final outcome of the Conference in a report to the Joint Presidency and their three institutions.

¹ European social partners consist of the following entities: Business Europe, ETUC, SGI Europe and SME United. Civil society organisations will be invited for the Conference Plenaries.

² Executive Board may wish to consider, in the Conference Plenary rules of procedure, to draw up and publish reports after each Conference Plenary meeting.

Common Secretariat

The Common Secretariat, composed of an equal number of staff respectively from the European Parliament, the General Secretariat of the Council and the European Commission shall, under the authority of the Executive Board, take all necessary steps to ensure the proper functioning of the Executive Board, and assist the representatives as well as observers of the Executive Board in accordance with these rules.

The co-heads of the Common Secretariat shall attend all meetings of the Executive Board.

The Common Secretariat will support the organisation and procedures of the Conference Plenary and of the European Citizens Panels.

The Common Secretariat shall act independently in accordance with these rules.

Experts

The Executive Board can engage experts and invite them to participate in the meetings and events organised in the context of the Conference, especially the Citizens panels.

Notice of meetings

The Executive Board shall be convened by the Co-Chairs.

Calendar and Agenda

The Co-Chairs shall draw up the provisional calendar and agendas for the meetings and shall submit them to the Executive Board for approval at the beginning of each meeting.

Documentation

The notice and provisional agenda for a meeting of the Executive Board, and any other documents relating to that meeting, shall be sent by the Common Secretariat to the members of the Executive Board and the observers on behalf of the Co-Chairs at the latest two working days before the date of the meeting, unless exceptional cases of urgency require otherwise.

Any representative of the Executive Board or observer may address a written contribution to the Executive Board. Such written contributions shall be circulated by the Common Secretariat to the other representatives of the Executive Board as well as to observers.

Summary reports of the Executive Board meetings will be prepared by the Common Secretariat and endorsed by the Co-Chairs of the Executive Board, where appropriate by written agreement. The summary reports shall be forwarded to the representatives and the observers of that meeting and to the Joint Presidency by the Common Secretariat.

Where the Executive Board acts by issuing reports, the word "reports" shall be inserted in the title. The Common Secretariat shall record any reports under a serial number and with a reference to the date it was approved in view of publishing them on the Multilingual Digital Platform

Conduct of meetings

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

The Co-Chairs of the meeting shall ensure the proper 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 Executive Board, on a proposal of the Co-Chairs, may exceptionally decide to invite other persons to attend an agenda item of a meeting. The Co-Chairs shall decide on which staff, beyond the Common Secretariat members, may attend its meetings.

Transparency

Provisional agendas shall be made publicly available before the meeting of the Executive Board takes place. The summary note or other documents that the Executive Board may consider necessary shall be made publicly available after the meeting on the Multilingual Digital Platform.

Location of meetings

The Executive Board shall meet in the premises of the Council, unless the Co-Chairs decide otherwise³. Participation may be in person or remotely, in accordance with the applicable health and safety regulations in place. The Co-Chairs of the Executive Board will decide on the choice of the electronic platform for hybrid and virtual meetings.

³ Subject to further discussion, the Conference Plenaries and Citizens Panels could take place in the European Parliament premises. The Joint Secretariat will be located in one place as soon as sanitary conditions allow this, ideally in the Commission.