



Conference  
on the Future  
of Europe

## **Working Groups**

### **Terms of reference**

**[Annex to the concept paper on Plenary organisation]**

#### **I.**

**A.** In accordance with the Rules of Procedure of the Conference on the Future of Europe (the Conference), the Co-Chairs of the Executive Board of the Conference proposed to the Conference Plenary that nine thematic Working Groups are established (see proposed list of Working Groups in Annex to this concept paper). On 19 June, the Co-Chairs presented the proposal on the organisation of thematic Working Groups to the Plenary, which was supportive of this proposal.

**B.** The Co-Chairs of the Executive Board of the Conference will designate the Chair of each Working Group (2 European Parliament, 2 Council, 2 Commission, 2 national Parliaments, 1 European Youth Forum). The list of Working Groups, their Chairs and Members shall be published on the Multilingual Digital Platform.

#### **II.**

The membership of the Working Groups will be finalised by the Co-chairs of the Executive Board of the Conference based on a proposal from the component parts of the Conference Plenary<sup>1</sup> taking into account up to three preferences expressed by the Members based on the following terms:

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<sup>1</sup> As defined in the Rules of Procedures of the Conference on the Future of Europe.

- J Each Conference Plenary Member will be able to participate in only one Working Group<sup>2</sup>;
- J Each Working Group will have at least 40 Members and the proportions between the different components in the Plenary should also be reflected in each Working Group<sup>3</sup>. Representatives from European Citizens' Panels should participate in Working Groups dealing with the same subjects their Panels dealt with.<sup>4</sup>

### **III.**

**A.** 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.

**B.** Working Groups shall work on the basis of consensus as defined in footnote 7 of Article 17 of the Conference Rules of Procedure.

**C.** 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.

**D.** The Chair of the Working Group will be assisted by the Common Secretariat.

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<sup>2</sup> Members of the European Commission will participate in the Working Groups where they consider matters relevant to their portfolio are to be discussed, as provided for in Article 16 of the Conference Rules of Procedure.

<sup>3</sup> As an indication, this would mean with the following: 12 for the European Parliament and the national Parliaments, 6 for the Council, 3 for the representatives from national Citizens' Panels or events, 2 each for the Committee of Regions and the Economic and Social Committee, 1 or 2 for the Social Partners, 1 for civil society, and 1 for elected members of local and regional authorities, as well as representatives from the European Citizens' Panels (see following footnote).

<sup>4</sup> In practice this means that indicatively, the Working Groups dealing with "Stronger economy, social justice, jobs", "Education, youth, culture, sport", and "Digital transformation" should have 6 or 7 Representatives from European Citizens' Panels, while all other Working Groups should have 10.

#### **IV.**

**A.** The Chair of the Working Group will convene meetings during the timeslots set out as part of the agenda of the Conference Plenary.<sup>5</sup>

Where this is not possible due to the unavailability of the necessary logistical and linguistic resources, the Co-Chairs would propose alternative timeslots. Additional meetings can be convened at the request of the Chair in agreement with the Co-Chairs of the Executive Board and with all the components of the Working Group.

**B.** The Chair shall ensure a fair distribution of speaking time among all component parts of the Working Group including Citizens.

#### **V**

**A.** The Common Secretariat shall prepare a summary record of each Working Group meeting under the guidance of the Chair and in consultation with the Members of the Working Group. It will duly be made available in the Plenary section of the Multilingual Digital Platform.

**B.** Attendance of Working Group meetings shall be restricted to their respective Conference Plenary Members, one collaborator per Member of the Working Group and the staff of the Common Secretariat of the Conference.

**C.** Any further modification of these terms of reference and addition of new rules needs to have the agreement of the three Co-Chairs of the Conference.

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<sup>5</sup> The Working Groups' timeslots will not coincide with Plenary debates or breaks between them.