

**Guideline for Conference of INGOs' Representatives**  
**to the Council of Europe Steering Committees**

**The Representatives**

**1. ARE NOMINATED**

- 1.1 By the Conference of INGOs' Standing Committee;
- 1.2 Bring their expertise to the bodies, events during which they represent the Conference of INGOs.

**2. ATTEND the Steering Committee MEETINGS**

This entails going there prepared:

- 2.1 Reply to correspondence from the Secretariat;
- 2.2 Read materials beforehand, leaving you time to consult if needed;
- 2.3 Establish constructive and friendly contacts with President, Bureau Members, as well as all Steering Committee members;
- 2.4 Try to contribute, whenever possible, informally or/and formally in a "professional" way, when opportunities occur, to highlight the expertise of INGOs and the relevance of the contribution(s) of the Conference of INGOs as well as its added value, in related issues;
- 2.5 Aware of one's function of representing the Conference of INGOs, avoid to speak in one's personal or INGO's name;
- 2.6 If prevented from attending, organise presence by a replacement person;
- 2.7 Experience has shown that best results are achieved by being the representative over a longer period. Try to stay on for more than one electoral period.

**3. REPORT**

- 3.1 Report goes two weeks after the meetings to the coordinating Vice-President, and cc to the INGO-Service Treasurer;
- 3.2 Use the analytical approach of what your Steering Committees are working on;
- 3.3 What commonalities can be seen between the Standing Committee's work and the Conference of INGOs ?
- 3.4 Formulate some expectations regarding the themes/activities before you/us.

**4. END OF TERM**

- 4.1 Think of a hand-over to the next Representative when reaching the end of term.