



CONFERENCE OF INGOs
OF THE COUNCIL OF EUROPE
CONFERENCE DES OING DU
CONSEIL DE L'EUROPE

CONF/BUR(2018)SYN2

MEETING OF THE BUREAU DRAFT SYNOPSIS Monday 12 February 2018 (10.00 am – 6.00 pm)

Present: Robert Bergougnan, Rares-Augustin Craiut, Anne Kraus, Anne Nègre, Richard Pirolt, Anna Rurka, Katarzyna Sokolowska, Christoph Spreng, and Mary-Ann Hennessey (Secretariat)
Excused: Maritchu Rall

1. **Opening of the meeting by Anna Rurka, President of the Conference of INGOs**
2. **Adoption of the agenda - adopted**
3. **Exchanges about the challenges for the new Bureau and the way to coping with them ('45) + questions about the budget**
4. **Responsibilities and tasks of the Bureau members ('60)**
 - **Bureau and Standing Committee assignments (see [Rules of procedure](#) and [Communication Charter](#))**
 - **Draft Document regarding general responsibilities and tasks within the Conference of INGOs (for adoption in April).**

The attached document aims to define the attributions inherent to different functions “in general”. This document will be submitted to all Standing Committee Members on 23.2 for written comments /suggestions for amendment by 18.3.

- Amended document to be adopted during the SC meeting in April
- As underlined in the Rules of procedure, the Bureau gives a political orientation to the work of the Conference, coordinates the work of the Standing Committee and has the responsibility to efficiently fulfil the Action Plan.
- **Specific transversal and thematic responsibilities of the current Bureau (integrated approaches and others points to manage:**
At this stage, the operational assignments within the Bureau are:
 - Liaison with Thematic Committees:

(To make a link between the thematic committee and the Bureau, e.g. support for the preparation of the agenda, representations, working groups, etc.) A. Negre will follow all 3 on the gender equality agenda.

- HR Committee: Anna Rurka & Anne Nègre
- EC Committee: Richard Pirolt & Anne Nègre
- Dem. Committee: Rares Craiut & Anne Nègre
- Integrated approaches:
 - ❖ Integrated approach Youth:
 - Anne Kraus (VP),
 - Katarzyna Sokolowska (R),
 - Rares Craiut (R)
 - ❖ Integrated approach Gender Equality:
 - Anne Nègre (VP) + Taskforce
 - ❖ Integrated approach Migration:
 - Robert Bergougnan (VP) + Taskforce
- Coordination of INGO Conference Representatives to different CoE Committees (steering committees, intergovernmental committees, committees of the parties and PACE committees):
 - Christoph Spreng (VP)
 - Richard Pirolt (R).
- Communication:
 - Anne Kraus (VP)
 - Rares Craiut (R), external communication
 - Richard Pirolt (R), internal communication
- Responsibilities of the members of the Bureau during each session (including logistic help)

The Bureau will be more involved in the logistics of the session. A list of helpful tasks will be established for this purpose by Fabienne D. Details will be arranged at the beginning of each session in a coordination meeting with Fabienne D.

5. Coordination between the Bureau members and good procedures concerning interactions with Council of Europe organs and institutions

Decisions taken:

- A monthly coordination call between Bureau members will help to stay updated and reactive.

- The Secretariat must be informed in case of any appointment / arrangement
 - with CoE staff
 - with CoE organs or/ and personalities
 - with any CoE entity

Mary-Ann Hennessey/ Jane Crozier must be informed and be in copy of all emails addressed to other divisions of the Council of Europe!

Any meeting with CoE organs and/ or personalities should be coordinated between President, Bureau and Standing Committee members to insure a coherent approach.

6. Steering committees: current and new representatives to be confirmed by SC in April, and proposed guidelines ('30)

An updated list of all Representatives should be ready for the SC meeting in April.

Some changes:

- CCDH-MIG – Martine Schmelck,
- Gov Committee of European Social Charter – Peter Verhaeghe, E. Marie (alternate)
- CDDH-INST : Dragan Golubovic in coordination with Cyril Ritchie.
- Others to be decided, e.g. CJ-DAM, GRETA

Guidelines for representatives are prepared to help to better understand responsibilities, tasks and conditions.

- **Reports must be sent to Christoph Spreng.** Before each Conference of INGOs session. After that the Bureau members should receive all reports in one mail. Reports should be stored on a Drive or defined place where SC members can access.

7. Communication (internal and external) - strategy and management, short and long terms ('45)

A Standing Committee Workshop on Communication and Expertise is planned for 22.04 p.m.

- Rares and Richard will work on the internal and external communication strategy and send a draft document to the Bureau and after to the SC members before 12 March 2018. Rares will map all relevant stakeholders.
- Expertise of INGOs
Proposition to adopt an ad- hoc approach synchronized with the Communication Strategy
Including a call for proposals. This dynamic should be synchronized with the communicational aspects of Action Plan.

8. Preparation of the new Action Plan (2018-2021) ('120)

The structure of the Action Plan was adopted, as well as its priorities. A Draft document will be circulated by AR within the Members of the Bureau first, and only later within the SC. The discussion with SC members about the content will only take place during the April meeting.

9. Interactions with PACE and Congress

Congress

The meeting with the President of the Congress planned for 23 or 24/04 will gather a delegation of the Conference of INGOs composed by

- Anna Rurka (depending of the date)
- Anne Negre, gender equality agenda
- Anne Kraus, youth inclusion and participation
- Gerhard Ermisher, civil participation at local level

PACE

Anna Rurka will send a request to the new PACE President for a meeting and invite him for the next plenary meeting of the Conference of INGOs

10. Freedom of Association – Early Alert Mechanism (Platform Project)

The members of the Bureau are invited to send their comments regarding this project until 18/02. The Bureau is in favor of continuing consultations on this project within the Council of Europe

11. Timeline for important decisions to be taken by the SC and the Conference during the mandate of the Bureau ('30)

see attached document

12. Organization of work ('45)

- "Retro" agenda for April and June including deadlines for the requested products

22/02 - 18/03

- Terms of Reference for different functions within the Conference of INGOs

By 26/02:

- Draft for Terms of Reference for the transversal working groups.

27/03 – 09/04:

- Code of conduct

12/03 – 14/04:

- Communication strategy:
- Program of the Summer Session
- Task force on Gender Equality

1/06:

- Agenda and other documents for the June session (in 1 language),

11/06:

- idem in 2 languages

- Preparation of the SC remote meeting before the statutory meeting in April (GoToMeeting use):

Taking into account that the subscription cost is increasing with the number of organizers of the meetings (29 or 36 € /month for 1 organizer and 50 participants), it is preferable to let each committee decide for itself if it wishes to buy a subscription and pay it from its INGO Service committee's budget. For the next SC meeting, the Bureau will use the free test.

- Launching of the working groups (April, June, remote meetings)

Only working groups which have a coordinator and finalized terms of reference are entitled to hold a meeting in April. Only Chairs of these committees are invited to contact Richard Pirolt latest by 2 April (reservation Room 2 / Palais de l' Europe)

- Interactive Forum during sessions

- format, responsible persons and thematic coherence:

- name to be defined for each session
- In June 2018, the event will be dedicated to "Social Cohesion" and completed with a Training Session on the European Social Charter (which will be led in cooperation with Social Charter division) in the Afternoon.

- **Organizational schema for the June session** (plenary meetings, thematic committees' meetings, WG, training sessions, short thematic debates, side events, market place, meeting for the new representatives).

- The program of the June session will be adopted during the SC meeting in April. The draft version should be circulated one month before and feedback will be expected 2 weeks before the SC meeting.

13. Preparation of the agenda of the Standing Committee and of the Bureau meetings in April ('15)

- The draft agenda will be proposed by Anne Rurka ASAP by e-mail to the members of the Bureau.
- The Bureau meeting devoted to the appointment of the new experts for the Expert Council on NGO Law will take place 22/04 in the morning, before the workshop on communication and expertise (place: European Youth Center TBC).
- The formal meeting of the Standing Committee will take place on 23/04/18

14. Other Business

International Day of Democracy –Conference of INGOs Event between 10th - 12th of September. Place and format to be confirmed