

**COVER NOTE**

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from	Secretariat
to	The Convention
Subject :	Draft Rules of Procedure

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Please find attached draft Rules of Procedure which the Presidium submits to the Convention.

**DRAFT**  
**RULES OF PROCEDURE**  
**of the European Convention**

*Article 1*

**Notice of meetings**

The Convention shall be convened by its Chairman after consulting the Presidium.

*Article 2*

**Agenda**

The Presidium shall draw up the provisional agendas for meetings of the Convention and shall submit them to the Convention for approval.

*Article 3*

**Forwarding of documents to members of the Convention**

The notice of meeting and provisional agenda for a meeting, and any other documents relating to that meeting, shall as a general rule be sent to the members, alternates, and observers of the Convention by the Secretariat on behalf of the Chairman, at the latest four working days before the date of the meeting.

*Article 4*

**Written contributions**

1. Any member of the Convention may address a written contribution to the Presidium. The same applies to any observer.

2. Such written contributions shall be forwarded to the members and observers of the Convention by the Secretariat.

#### *Article 5*

##### **Alternates**

1. Those members of the Convention who are prevented from attending a meeting, or one day of a two-day meeting, may be represented by their respective alternates in accordance with the arrangements set out in paragraph 2.
2. Without prejudice to paragraph 3, an alternate may not speak in a meeting of the Convention except when the member whom he replaces will be absent for a full day and when advance notice (before 9 a.m. on the day in question) has been given to the Secretariat by the member.
3. Any alternate may be present during any meeting of the Convention.

#### *Article 6*

##### **Conduct of meetings**

1. Meetings of the Convention shall be chaired by the Chairman of the Convention or in his absence by one of the two Vice-Chairmen.
2. The meetings of the Convention shall be held in the eleven languages of the European Union with simultaneous interpretation.
3. The representatives of the candidate States shall participate fully in the work and deliberations of the Convention.
4. The recommendations of the Convention shall be adopted by consensus, without the representatives of candidate States being able to prevent it. When the deliberations of the Convention result in several different options, the support obtained by each option may be indicated.

5. Any procedural questions relating to the conduct of meetings may be referred to the Presidium; it will make a decision under the conditions which it has determined in accordance with paragraph 7.
6. The Secretariat shall draw up the list of members and observers present at each meeting of the Convention.
7. Taking account of views expressed by members of the Convention, the Chairman shall ensure the proper conduct of discussions. In particular, he shall arrange the order in which items are to be taken, determine the length of discussion on each item, decide who is to speak, and apportion and limit the length of each intervention. He shall be assisted in this task by the Vice-Chairmen and the Secretariat.
8. The meetings of the Presidium shall be chaired by the Chairman or in his absence by one of the two Vice-Chairmen. The Presidium shall decide on its working methods, acting on a proposal from the Chairman.

#### *Article 7*

#### **Hearing of experts**

1. Taking account of views expressed by members of the Convention, and after discussion in the Presidium, the Chairman may decide to hear experts on particular points. The Presidium may also, under the same terms, decide to consult the staff of the institutions or any expert whom it may be deemed necessary for the Convention to hear for proceedings to be conducted properly.
2. The Presidium may invite the Presidents of the Court of Justice and the Court of Auditors to speak to the Convention.

## *Article 8*

### **Forum**

1. Under the authority of the Presidium, and under arrangements which the Presidium shall determine, the Secretariat will:
  - set up the Forum's internet site, with the Commission responsible for its technical support;
  - be responsible for the organisation and operation of other activities of the Forum, particularly hearings, in co-operation, as necessary, with the Commission and with other Union institutions and organs.
2. The conditions under which the Forum's contributions will be forwarded to the Convention, and the conditions under which participants in the Forum may be heard shall be determined by the Presidium.

## *Article 9*

### **Location of meetings**

The Convention will meet in the premises of the European Parliament in Brussels.

## *Article 10*

### **Secretariat**

The Convention Secretariat shall be provided by the staff of the General Secretariat of the Council. The Secretariat shall take all necessary steps to ensure the proper functioning of the Convention, and to assist the Convention, its Chairman and Presidium. Experts from the Commission and the European Parliament may form part of the Secretariat. The Convention Secretariat shall be directed by a Secretary-General. He shall organise its work and allocate tasks.

*Article 11*

**Notes of meetings**

The Secretariat shall draw up a summary note after each meeting. The notes shall be forwarded to members, alternates, and observers of the Convention by the Secretariat.

*Article 12*

**Reports to the European Council**

The Chairman shall present an oral report on the progress of the proceedings of the Convention at each meeting of the European Council.

*Article 13*

**Translation of documents**

1. The Secretariat shall make the following available to the members and observers of the Convention, in the eleven languages of the Union:
  - (i) documents issued by the Chairman or the Presidium;
  - (ii) the summary notes of meetings of the Convention.
2. The Secretariat shall forward to members, alternates and observers of the Convention, and post on the website, in the languages in which they were sent to the Presidium, documents from:
  - (i) members of the Convention;
  - (ii) alternates;
  - (iii) institutions and organs of the Union; and
  - (iii) observers.
3. The President may exceptionally ask for the translation of documents for the Convention other than those listed in paragraph 1.

*Article 14*

**Publicity for proceedings**

The Convention's discussions and all its documents listed in Article 13 shall be public. All the records and written contributions shall be freely available on the Convention web site.

*Article 15*

**Working groups**

In the light of views expressed in the Convention, the Chairman may propose that the Presidium set up Convention Working Groups: the Presidium will determine their mandate, composition and working arrangements. Every member of the Convention may participate in the meetings of each group.

*Article 16*

These Rules of Procedure may be amended or expanded by the Convention on a proposal from the Presidium.

*Article 17*

**Correspondence**

Correspondence addressed to the Convention shall be sent to the Council, marked for the attention of the Convention Secretariat,

- by post: 175 rue de la Loi, B-1048 Brussels,
- by fax: number + 32 2 285 8155 or
- by email: [anne.walter@consilium.eu.int](mailto:anne.walter@consilium.eu.int)