

**INFORMATION NOTE**

---

from : Secretariat  
to : Convention  
Subject : Contribution

---

1. The Secretariat is receiving an ever increasing number of texts from members of the Convention, with the request that they should be distributed as "contributions" in the form of official Convention documents.

As the texts received are of different sorts, they are distributed according to different arrangements, which the Secretariat would like to explain.

2. The texts received to date may be categorised as follows:

(a) Contributions

This category covers written proposals or analyses by members of the Convention on matters of substance. These are distributed as "contributions" in the form of Convention documents. They appear on the Convention website under the heading "Documents", under the sub-heading "Contributions of members of the Convention".

(b) Speeches

This covers speeches given by members during plenary meetings. They do not become Convention documents but are available on the Convention website under the heading "Speeches".

(c) Other documents of institutional origin

This covers documents drawn up by a European institution, relating to one or more subjects being addressed by the Convention, to which a member of the Convention wishes to draw the attention of other members. They are posted on the Convention website under the heading "Related documents".

(d) Other documents

This covers documents relating to one or more subjects being addressed by the Convention, drawn up by an association, institute, NGO or other type of body, to which a member of the Convention wishes to draw the attention of the other members. In this case, these documents may constitute a contribution to be made to the Forum and may be posted on the Forum website. Individual contributions may be sent to the "Discussion corner" on the Futurum website.

---