



**Euronest Parliamentary Assembly  
Assemblée parlementaire Euronest  
Parlamentarische Versammlung Euronest  
Парламентская Ассамблея Евронест**

*Bureau*

**Decision adopted on 13 September 2017 in Strasbourg**

**on**

**the organization of the work of the Secretariat of the Euronest PA**

The Bureau of the Euronest PA, having noted the following provisions of the Rules of Procedure:

- Art. 29.1: *“Without prejudice to Art. 12.1, the Parliament hosting a session of the Euronest PA, a meeting of the Bureau or a meeting of one of the committees or working groups shall be responsible for the practical arrangements relating to the organization of the session or meeting.”*;

- Art. 30: *“1. The Euronest Parliamentary Assembly shall be assisted in the preparation and smooth running of the Assembly’s work by a Secretariat consisting of officials drawn from each of the two components of the Euronest PA.*

*The Secretariat shall provide assistance to the plenary sessions, to the Bureau, to the committees and to the working groups. In order to guarantee professional and impartial assistance to the Assembly, the two components will facilitate close cooperation and capacity building, as well as mutual exchange of professional experience between the various components of the Secretariat.*

*2. Salaries and other expenses of the staff of the secretariat shall be borne by their respective Parliaments.*

*3. The Parliament hosting a session of the Euronest PA or a committee meeting shall provide assistance with the organization of the session or meeting in question.”*,

- Art. 24: *“The draft minutes of the plenary sessions and those of the meetings of the Bureau, standing committees and working groups, together with the records of attendance and the texts of the decisions adopted, shall be prepared and kept by the*

*Secretariat of the Delegation which is hosting the session and meetings. Upon completion, the other delegations will receive a copy of these draft minutes.”*

- Having noted that these provisions provide a good basis to proceed to a fair burden-sharing of Secretariat work between the two components of the Euronest PA and, inside the Eastern Partners’ component, between the individual Partners;
- Having noted that harmonious distribution of Secretariat work among all the delegations composing the Euronest PA is also one of the goals of the exercise “new Euronest scenario” endorsed by the Euronest PA in March 2016;

Decides that the organization of meetings should be supported as follows:

- **Annual plenary sessions:**

The Secretariat of the delegation hosting the plenary session shall be in the lead, in good understanding with the Secretariats of the delegations of origin of the Co-Presidents: this work includes all practical arrangements relating to the organization (premises, local transport, availability of office facilities, printing and distribution of documents, organization of official meals); the EP, usually, when sessions are held in one of the Eastern Partner countries, proposes a “technical memorandum” to the Secretariat of the Parliament hosting the session. This document helps all parties involved to have a clear vision on all the services which have to be put in place to conduct a successful session. However, Eastern Partner Parliaments' and EP’s Secretariats who already hosted plenary sessions should systematically prepare a kind of logistical feedback note, to be shared with their Eastern homologues and with the Secretariat of the EP, for future reference and to facilitate a "learning lessons" process.

Organising a plenary session also includes the preparation of the draft agenda and contacts with speakers and guests, the preparation of invitation letters (which, normally, could be signed by the Co-Presidents of the Assembly, possibly together with the representative of the hosting Parliament), the preparation of various Bureau decisions (ex Art. 4.5 on procedures and deadlines for the session and Art. 16.3 on the counting commission), the arrangements for opportune publicity and advertisement and others.

- **Committee meetings:**

There are two meetings for each standing committee of the Euronest PA each year. Committees may also meet jointly. The Secretariat of the delegation hosting the committee meeting, or the joint committee meeting, shall be in the lead especially for the logistical aspects, in good understanding with the Secretariats of the delegations of origin of the Co-chairs of the committee/s. Organising a committee or joint committee meeting also includes the preparation of the draft agenda, preparation of draft minutes and contacts with speakers and guests, as appropriate: according to Art. 5.2 of the Rules of procedure of the standing committees, the Co-Chairs shall draw up and submit the draft agenda of each committee meeting. Therefore, these tasks should be performed, preferably, by the Secretariats of the Delegations of origin of the co-chairs of the committee/s, unless, for practical reasons, the Secretariat of the hosting Parliament would be requested to help for contacting some local speakers, in case he/she could do that more easily. When the committee or the committees, jointly, have to vote, the Secretariats in charge for the preparation of reports will also make the opportune

arrangements for the vote to take place in an orderly way (see also here below under “Drafting committees’ reports”);

- **Bureau meetings:**

There are usually three Bureau meetings per year (the first, shortly after the first set of committee meetings of the N year; the second, around 6 weeks before the annual plenary session and the third in parallel with the annual session of the Assembly). The Secretariats of the delegations of origin of the Co-Presidents shall be in the lead for the preparation of the draft agenda and draft decisions to be adopted, as well as for the contacts with guests and speakers, if any, in good understanding with the Secretariat of the delegation of the Parliament hosting the Bureau meeting, who would mostly care for the logistical aspects.

- **Working Groups’ meetings:**

There are three WGs in the Euronest PA:

- a. the WG on Rules of Procedures, which substantially meets only rarely and whose role is confined to the elaboration of proposals for amendment to the RoP of the Euronest PA;
- b. the WG on Belarus, which meets 2-3 times per year to exchange views with various intervenants or to discuss specific issues;
- c. the Ad Hoc WG on Association Agreements, established by decision of the Bureau in May 2017, which should in principle meet once per year, in parallel with the annual Ordinary Session of the Euronest PA, with the possibility for the two components of it to meet separately when appropriate.

The Secretariat of the delegation hosting the WG meeting shall be in the lead especially for the logistical aspects, in good understanding with the Secretariats of the delegations of origin of the Co-chairs of the WG. Organising a WG meeting on Belarus or on Association Agreements also includes the preparation of the draft agenda and contacts with speakers and guests, as appropriate; organizing a WG on Rules’ meeting might include the preparation of proposals for amendment and, possibly, opportune liaison with the Legal Service or comparable services: these tasks should be performed, preferably, by the Secretariats of the Delegations of origin of the co-chairs of the WG.

- **Drafting committees’ reports:**

Usually, there are always four draft reports ongoing in the standing committees. The responsibility for drafting two of these reports, under the guidance of the co-rapporteur, shall be assigned to the European Parliament’s component secretariat and, for the other two reports, to the Eastern European Partners’ component secretariat. The decision on the allocation of this responsibility shall be made by the Bureau on the occasion of its periodical decision of authorizing the committees to draw-up their reports. Obviously, the decision on the allocation of the responsibility to this or that Secretariat concerns the very first draft, which then has to be shared with the homologue secretariat assisting the other co-rapporteur of each report. The Secretariat in the lead will also receive and process the amendments and prepare the voting list, and will as well be responsible for recording the results of the vote in committee (votes are counted by the Counting Commission- Art. 7.4 of the RoP of the Euronest PA standing committees) and for preparing the so-called “depot” of the report; however, and at least during a transition

phase, due to technical reasons, it seems appropriate to encourage the secretariats of the Parliaments of origin of the two Co-Rapporteurs in each Committee to assist each other for drawing up voting lists.

- **Preparation of annual Working Groups' reports, opinion-letters or recommendations:**

- a) the WG on Rules of Procedures usually writes opinion-letters to the Bureau which may, if necessary, contain proposals for amendments. There are no minutes for the WG on Rules, nor "reports". The Secretariats of the delegations of origin of the Co-chairs of the WG shall be in charge, according to a rotation system, of the preparation of the first drafts of the WG's opinion-letters, which would then be shared with the other Co-chair's homologue secretariat;
- b) the WG on Belarus usually reports in writing once per year to the Bureau: the Secretariats of the delegations of origin of the Co-chairs of the WG shall be in charge, according to a rotation system, of the preparation of the first drafts of the WG's report to the Bureau, which would then be shared with the other Co-chair's homologue secretariat;
- c) the Ad Hoc WG on Association Agreements: according to the decision of the Bureau establishing it, "*4. The Working Group shall meet, in principle, once a year in parallel to the plenary session of the Euronest Parliamentary Assembly. Both the Eastern Partners component and the European Parliament component may hold additional meetings, as appropriate, separately*". The annual meeting of this WG in parallel with the plenary session will have particular importance. It is recommended to entrust the Secretariat of the Parliaments of origin of the WG co-chairs to make the necessary arrangements, in good understanding with each other, and to apply rotation, between the EP and the Eastern Partner Secretariat, for the preparatory and drafting work.