



## **Rule Book of the European Green Party**

### **Rules and Procedures within the European Green Party**

## Introduction

The European Green Party Rule Book is complementary to the European Green Party Statutes. It guides the internal organisation and work of the European Green Party, ensuring that we embody the same principles in our work, as the ones we advocate for through our policies.

The Rule Book provides general principles and where necessary details that regulate our structures and processes in democratic, transparent, inclusive, progressive, and responsible manner. The European Green Party, its Membership and Bodies are to follow and apply these principles in their political activities, mutual relations, and relations with external partners. The Rule Book safeguards the European Green Party accountability to its Members, while ensuring its competence to evaluate Members adherence to the Rule Book.

The Rule Book is under the competence of the annual Congress, and it has to be in coherence with the relevant legal regulations in Belgium and in the European law. Information that is subject to change due to changes in membership, representation, budget or Congress decisions on activities is represented in Annexes that are updated annually.

## Specific tasks and responsibilities of the Committee

### 1. Secretary-General specific tasks and responsibilities

- 1.1 The main focus of this function is to manage the daily functioning of the European Green Party, within the Congress and budgetary guidelines, to support cooperation, communication and coordination between the European Green Party and its Members and the other European Partners and to promote cooperation on the European level.
- 1.2 The Secretary-General:
  - is employed by the European Green Party;
  - acts by delegated authority on behalf of the Committee. In that competency, the Secretary General holds management accountability;
  - is responsible to carry out the decisions taken by the bodies of the European Green Party;
  - is responsible for coordinating the daily activities of the EGP in accordance with the Rule Book and Statutes proceedings;

- is responsible for the agenda, the minutes and the conduct of the meetings of the European Green Party, including Committee meetings and Congresses;
- is responsible for organising and coordinating the EGP office, acting as legal representative of the EGP as employer;
- engages in and maintains a structural relationship with all Members; coordinates their cooperation with the EGP bodies and Partners;
- co-ordinates the internal and external communications;
- reports annually to the Congress on the political and organisational developments and policies of the European Green Party.

## **2. Co-Chairs specific tasks and responsibilities**

2.1 The main focus of this function is political leadership and representation. The Co-chairs are the public representatives of the European Green Party and are to ensure the political facilitation of the Committee work towards the strategic development and political work of the organisation.

2.2 The Co-Chairs:

- politically represent the European Green Party together with the Secretary-General;
- liaise with the Secretary-General and Treasurer regarding day-to-day events;
- speak or write on behalf of the European Green Party using as reference the agreed views of the Committee on topical issues, the European Green Party Congress on policy issues, and the Green Charter;
- liaise with the Secretary-General and Treasurer regarding planning and running of Committee meetings and Congresses;
- initiate discussions on political, strategic or policy issues within the Committee, Congress or other bodies of the European Green Party;
- in conjunction with the Secretary-General, initiate and conduct diplomatic and working relations with the GGEP, party and parliamentary representations of the Members and of Green and other Parties outside the European Green Party or outside Europe, as well as NGOs and other external societal organisations.

## **3. Treasurer specific tasks and responsibilities**

3.1 The main focus of this function is to supervise the budget and the accounts and to exercise financial control.

### 3.2 The Treasurer:

- together with the Secretary-General, is responsible for the annual grant application and reporting to the European Parliament and the implementation and execution of the financial rules;
- will initiate ways to enlarge the financial means of the European Green Party;
- will initiate and monitor financial protocols to ensure the openness and transparency that characterises a Green Party and that supports Green political goals;
- is responsible for the budget and the accounts of the European Green Party. These shall be presented to the Committee, the Finance Advisory Board, the Treasurers' Group and the European Green Party Congress;
- determines the yearly membership fees and present this proposal to the Committee, the Finance Advisory Board, the Treasurers' Group and the Congress;
- prepares the budget follow-up three times a year and informs the Committee and the Finance Advisory Board;
- supervises joint project budgets;
- ensures the correct application of the EGP's internal Financial Rules as well as other financial regulations, e.g. reimbursements, criteria for membership fees, to be adopted by the Committee or the Congress;
- presents expenses to the Committee for decision. Between Committee meetings, decides on expenses together with the Secretary-General and any Committee members concerned;
- encourages financial transparency in the member parties and supports sharing best practices between them.

## 4. Allowances for Committee Members

- 4.1 The EGP Committee members (with the exception of the Secretary-General) are entitled to a per diem allowance up to a maximum of 60 calendar days a year. The per diem allowance is subject to taxes in the State where the Committee member resides.
- 4.2 In addition to the per diem allowance, Committee members are entitled to reimbursement for their costs for travel, accommodation and daily subsistence costs when travelling, in accordance with the EGP reimbursement rules. Further costs for the use of mobile devices will be reimbursed to a maximum amount per month.
- 4.3 Details of the annual amount of the per diem and other allowances are contained in Annex L. This annex may be amended at the same time as the adoption of the

annual budget.

## EGP Bodies

### 5. Finance Advisory Board

- 5.1 The Finance Advisory Board (FAB) supports and assists the Treasurer and the Committee on all matters concerning the budget. The Congress elects the FAB members according to the rules for the election of bodies for a period of three years.
- 5.2 The FAB will consist of three members.
- 5.3 The FAB shall receive all agendas/minutes/documents of the Committee meetings and is invited to the yearly budgetary discussion at the Committee meeting.
- 5.4 The FAB can be asked for advice on all financial matters of the European Green Party and the FAB is invited to advise the Treasurer and the Committee unsolicited. The FAB shall equally be consulted on all matters that influence the budget of the European Green Party, such as finding new ways to enlarge the budget for the European Green Party and to broaden inter-party support mechanisms. Members of the FAB will assist the Treasurer at Congresses where the budget is discussed.

### 6. Conciliation Panel (CP)

- 6.1 The CP shall consist of a minimum of 5 members and a maximum of 9 members, who can serve for a maximum three mandates.
- 6.2 The Chairpersons shall be chosen by the members of the CP.
- 6.3 Members of the Committee, employees of the European Green Party, Green European Foundation, Green Group in the European Parliament and Federation of Young European Greens, may not serve on the CP.
- 6.4 The remit of the CP shall exclude political differences, points of view, or internal disputes to any one Member.
- 6.5 If any member of the CP is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.
- 6.5 The CP reports directly to the Congress on such disputes referred to it. This report may include a proposal for a vote in Congress to resolve the issue.
- 6.6 All Members, persons and bodies of the European Green Party shall be bound by the outcome of the CP process and the consequent decisions of the Congress.
- 6.7 The CP may also mediate between Members, persons and bodies of the EGP if invited to do so by those in dispute and in such cases the CP shall operate to find a consensual agreement.
- 6.8 The CP may also be consulted by the Committee where problems arise in the

exercise of its functions.

- 6.9 Deliberations of the CP shall not normally be open to the public. The CP may however decide on a public hearing with the consent of all concerned parties.
- 6.10 Full procedures for the operations of the CP including time limits for the conciliation process can be found in Annex H.

## **7. The Amendments Committee**

- 7.1 The Amendments Committee (AMC) supports the voting process at the Congress.
- 7.2 The AMC shall consist of 6 members; three members nominated from the EGP Committee and three members from the Member Parties.
- 7.3 The three AMC members from the Member Parties are to be elected according to the rules for the election of bodies of the European Green Party (Article 39) for a period of three years. In case of an insufficient number of candidates, the Committee may appoint the remaining members.
- 7.4 The AMC:
  - advises the Committee on the validity of tabled draft documents;
  - evaluates the tabled amendments following the deadline and may propose compromise amendments to the authors;
  - chairs the Compromise Amendments Sessions (CAS)

## **8. Working Groups and Networks**

- 8.1. Working groups and Networks actively contribute to the cooperation with and among Members and European partners, in the areas and the topics that are of demonstrated interest for the European Green family.
- 8.2. Working groups are convened by the Committee, based on a need for internal discussion on political, structural, or strategic question with European relevance.

Working group members are nominated by the EGP Member parties. Every Full Member is invited to nominate a representative to a Working group.

The Committee can decide to organise ad-hoc working groups with limited membership, should the nature of the debate require this.

Final outputs of both regular and ad-hoc working groups shall be presented at the consecutive Congress, after which the Committee will dissolve the working group.

- 8.3. Networks are established by the Committee, on their own initiative or upon request of the initiative group, consisting of at least 7 Full Members.

Networks can be topical or regional. Topical networks are open to the whole EGP membership and partners. Regional networks are open to members of the Members in the designated region. Membership in both networks can be extended to a third party on invitation of the Committee.

The Committee can nominate Networks coordinators who will support the Committee in facilitating the communication among Members, the organisation and promotion of activities.

The Committee will report to the Congress on the Network formation and activities.

The Committee can decide to dissolve the Network, upon a period of total inactivity, having less than 7 active Members represented or due to misconduct.

- 8.4 The EGP office, under the guidance of the Committee, will facilitate the internal communication, planning and activities of the Working Groups and Networks;
- 8.5 GGEP and FYEG can nominate representatives to the Working groups and Networks.
- 8.6 Working groups and Networks have the right to table resolutions and amendments in Congress on subjects of relevance to them, subject to provisions of the Article 11.

## **9. European Green Party organisational support**

- 9.1 The EGP office conducts its daily work towards the execution of the EGP Activity plan, financial regulations and political goals, under the lead of the Secretary General, in accordance with the Rule Book.
- 9.2 The Committee appoints an Office Director, accountable to the Secretary-General and responsible for the day-to-day management of the Office, including the financial and staff management.

## **10. Decision-making process**

- 10.1 The decision-making processes reflect the objective of reaching a decision in a consensual way.

## **Provisions for election procedures**

- 10.2 The European Green Party strives for a non-cumulation of mandates.
- 10.3. Candidates for all posts have the right to present themselves to the delegates.
- 10.4 All elections shall be held by secret ballot unless otherwise unanimously decided. Voting cards shall be provided by the European Green Party office.
- 10.5. EGP elected bodies have a minimum of 50% women.
- 10.6. This quota applies also on structures within the EGP bodies that have two or more posts.
- 10.7. It is our goal that discriminated or disadvantaged groups are represented by those elected and delegated to EGP bodies at least in accordance with their share of the overall population.
- 10.8. It is our goal that people elected and delegated to EGP bodies reflect the diversity of European society including discriminated or disadvantaged groups, at least in accordance with their share of society.
- 10.9. All those elected or delegated to EGP bodies shall show exemplary behaviour and avoid conflicts of interest. To this end, a code of conduct as given in Annex K applies to everyone elected in EGP bodies, delegated to represent EGP or delegated to an EGP body while acting in this role

## **11. Resolutions**

- 11.1 Draft Resolutions can be tabled by the Committee, Full Members, the GGEP delegation and FYEG.
- 11.2 Associate Members, Working Groups and Networks can initiate draft Resolutions and support them in the tabling process.
- 11.3 A Resolution shall generate a statement on an upcoming topic or articulate a Green European demand on a current issue. It must have European and/or international relevance, include political demands and/or calls for action and should contain recommendations for a follow up. They should not exceed ten thousand characters.
- 11.4 Draft Resolutions are to be presented in English to the EGP office via the provided online tool and following the deadlines as described in Annex C of the Rule Book.
- 11.5. Emergency resolutions can be submitted after the deadline for draft Resolutions if an issue of great urgency arises. The urgency has to be substantiated and validated by the Committee. To be validated, the emergency resolution needs to



receive 5 supports from Full members.

- 11.6. Aside from the timeline, the initiation and tabling of the Emergency resolutions are to follow the same rules as for the general resolutions.

## **Amendments**

- 11.7 Proposed amendments may be submitted via the provided online tool. The office will distribute the amendments at the earliest possible time following the deadline.
- 11.8. Submitted amendments can be supported by other Members. In case the submitting party wants to withdraw an amendment, which has been supported by five or more Members, it can be reclaimed by any of the supporting Members.
- 11.9 Compromise amendment sessions (CAS) will be organised ahead and/or at the Congress, chaired by the members of the AMC.
- 11.10 A voting list and the final status of amendments will be distributed at the earliest possible moment after the compromise amendment sessions.
- 11.11 Compromised amendments will be voted in block at the voting session.
- 11.12 Oral amendments are restricted to clarifications or adjustments to the text and may be introduced during the voting session at the discretion of the Chair, provided there are no objection from the delegates.

## **12. Policy Papers**

- 12.1 Policy Papers have a long-term perspective and form the basis of the European Green Party policy agenda, providing policy and strategic recommendations.
- 12.2 The Full and Candidate Members, the GGEP delegation and FYEG are entitled to propose to the Committee subjects for policy papers Discussion Period
- The respective working group or ad hoc working group produces a draft of the mandated policy paper which should be discussed at the next Council meeting. In the subsequent six-month consultation period Members are responsible for discussing the paper within their Parties and appointing a representative to the working group when possible with a view to reaching a broad consensus on the content.
- 12.3 Policy papers are built within a dedicated discussion group, convened by the Committee, that can include representatives of Members, FYEG, GGEP, GEF and if needed external experts.
- 12.4 The mandated discussion group produces a draft of the policy paper, which will be discussed and later adopted at the consecutive Congress.

12.5 The final draft of the policy paper is to be voted following the procedure for Congress resolutions.

### **13. European election campaign**

13.1 The European Green Party is responsible for the preparation and coordination of the Common European Election Campaign in close cooperation with the GGEP, FYEG and EU Members.

13.2 The Committee will propose to the Congress a detailed project for the:

- preparation of a common election manifesto;
- preparation and development of a common European election campaign and support for Members as appropriate;
- preparation of nomination, election and campaign process for the Leading Candidates
- organisation of and support for any future election process for transnational candidates.

13.3. EGP will convene coordination meetings in the year before the campaign on the level of leadership, management, and communication with the Members.

### **14. European Partners**

14.1 The European Green Party acknowledges three partners on the European level: the Green Group in the European Parliament (GGEP), the Green European Foundation (GEF) and the Federation of Young European Greens (FYEG). The EGP's specific responsibility is the coordination and consultation on all matters concerning Green Member parties.

#### **The Green Group in the European Parliament (GGEP)**

14.2 The GGEP holds the exclusive political representation of European Green Party Members at the European Union political level. The coordination between the two bodies is guaranteed at executive level by mutual representation of their Secretaries-General at respectively the European Green Party Committee and the Green Group's Bureau.

14.3 The GGEP participates in the decision-making process of the European Green Party by its representation in the Council of its four delegates and by its four votes. All members of the Green Group (MEPs) are exclusively represented in the EGP by the Green Group's delegation to the EGP Council.

### **The Green European Foundation (GEF)**

- 14.4 The Green European Foundation (GEF) is the exclusive partner at the European level as regards European Foundations.
- 14.5 The coordination between the bodies is guaranteed at executive level by mutual representation of the Secretaries-General at respectively the European Green Party Committee and the Green European Foundation's Board. The EGP was given the right to a representation of four members to the General Assembly of the Green European Foundation.
- 14.6 Two members shall be nominated by the Committee. Two members shall be elected by Congress.
- 14.7. If the composition of the GEF General Assembly should change, the same principle shall apply and the Committee shall retain the right to nominate a similar proportion of members.

### **The Federation of Young European Greens (FYEG)**

- 14.8 FYEG is the exclusive and independent youth organisation of the European Green Party with the objective of bringing together young environmental and Green political groups from all over Europe and to encourage both mutual understanding and mutual action to promote a greener Europe.
- 14.9 The structural agreement between EGP and FYEG is annexed in in Annex D
- 14.10 The FYEG participates in the decision-making process of the European Green Party by its representation to the Congress of four delegates and by its four votes. FYEG nominates one member to the EGP Committee. This member cannot hold any of the four specific posts of the Petit Committee. The nomination of this FYEG representative will follow the Committee elections deadlines.

### **Global Greens (GG)**

- 14.11 The EGP is one of the four federations that compose the Global Greens. The Member Parties of the EGP are represented in the Global Greens by the EGP.
- 14.12 The EGP is given the right to a representation of three members and three alternates in the Global Greens Coordination (GGC).
- 14.13 Four of the six EGP representatives in the GGC are elected by the Congress. One member and one alternate member are nominated by the Committee.
- 14.14 The first two candidates to be elected should fill the main seats and the next two be elected as alternates.

- 14.15 In case of an insufficient number of candidates, the Committee may appoint the remaining members.
- 14.16 If the GGC changes its composition or structure, the same principle shall apply and the Committee shall retain the right to nominate a similar proportion of members.

## Annex A

### Format of the application/membership report

1. Party Name (as registered) in original language and in English and acronym (if applicable)
2. Country/Region
3. Web address and social media handles for all digital channels (eg. Facebook, Twitter, Instagram, YouTube, TikTok, and other social and digital media accounts registered on the party name)
4. Party headquarters email address
5. Postal and/or visitors address
6. Party headquarters phone number
7. Logo file (optional if available: visual identity guidelines, logo files in several formats)
8. MEP group/delegation (names, offices emails and if applicable web link)
9. Leader(s)
10. Members of Parliament (number of MPs, list of names or link to the parliamentary group web page, email of the group secretary)
11. Senators (or equivalent)
12. Ministers (Name, Portfolio, web link)
13. Number of Local Councillors and email of the LC responsible in the party office
14. Name of youth organisation and web link
15. Number of registered members
16. Party officers (names and emails of Secretary-General, Director, Treasurer, Media Officer)
17. Leader(s) biography and competence
18. Latest available set of Accounts
19. Party biography
20. International and regional structures where the party holds official membership (names, links and status of the membership)

## Annex B

### Criteria for Membership fees

#### 1. Definitions:

- 1.1. "State funding" means funding received from the national institutions directly or indirectly through a coalition partner. State funding through coalitions should be considered in proportion to the number of elected MPs from each party in coalition, unless otherwise specified in the coalition agreement. In case an EGP Member is receiving funding for coalition, its state funding should be assessed without the amounts distributed to other coalition partners.
- 1.2. "Member of Parliament" refers to a representative of the EGP Member Parties elected to the national parliament.
- 1.3. "Senator" refers to a representative of the EGP Member Parties elected to the Senate.
- 1.4. "Member of the European Parliament" refers to an elected representative of EGP Member parties to the European Parliament.
- 1.5. "Absolute number of votes" refers to a number of votes that a party received in the last national elections. In case of an electoral coalition, the number of votes is defined proportionally according to the number of seats gained respectively by the coalition and the Member Party. In case a Member of Parliament leaves the party during the electoral term and this is registered by the national parliament, the electoral results used for calculating membership fees for the following year will be adapted accordingly.

#### 2. Full Members from those EU countries not receiving state funding:

- 2.1 a basic fee for parties without Members of Parliament or Senators is EUR 1 000
- 2.2 a basic fee for parties with Members of Parliament or Senators is EUR 2 500

#### 3. Full Members from those EU countries receiving state funding

- 3.1. A total amount of the basic fee paid by the Full Members receiving state funding is calculated on the basis of the total amount of membership fees proposed by the Committee minus the fees to be paid by other EGP Members from EU countries (Full Members with no state funding and Associate Members and fees per Member of the European Parliament).
- 3.2. 50 % of the amount defined in point 3.1 is proportionally divided according to the number of Members of Parliament elected in the last national elections; the total number of senators and Members of Parliament elected in France should be considered for the purpose of this calculation.
- 3.3. 50 % of the amount defined in point 3.1 is proportionally divided according to the absolute number of votes gained in the last national elections.
- 3.4. A maximum basic fee for a Member Party calculated on the basis of 3.1 – 3.3 shall be limited to 25 % of the total basic fees as defined in point 3.1.

3.5. A minimum basic fee for a Member Party calculated on the basis of 3.1 – 3.3 is EUR 4 600.

4. **Associate Members** from the EU countries pay 50% of the fee it should pay as a Full Member.

5. To allow for economic differences among countries, a basic fee – as defined in the articles 2-5 of this Annex – is corrected using a coefficient based on **median net income**:

<b>Median net income, EUR</b>	<b>Coefficient</b>
Below 5 000	0.8
5 000 – 10 000	0.9
10 000 – 15.000	1
15 000 – 20 000	1.1
20 000 – 25 000	1.2
25 000 – 30 000	1.3
Above 30 000	1.4

#### 6. **EGP Members from non-EU countries**

The same principles as stipulated in articles 1-6 of this Annex apply to Members from non-EU countries when calculating the membership fees they are supposed to pay, providing there is a legal basis for this.

When a 'median net income' indicator is not available in non-EU countries, an average gross monthly salary indicator is used as a proxy for comparison with countries where both indicators are available.

7. Each Member (Full and Associate Members) shall contribute annually 1.700 € per elected Member of the European Parliament as registered by the European Parliament.

8. When a Member changes its membership fee category because of an improvement in the election results, by establishing parliamentary representation or by becoming eligible for state funding, the membership fee can be increased gradually by a decision of the Committee, taking into account the special circumstances of the Member Party in question.

9. In order to simplify the preparation and verification of the draft membership fees, Member Parties shall send the official election results to the EGP as soon as possible.

10. The draft membership fees for the following year are voted at the Congress and are calculated based on the results of the elections that took place before the deadline to send out the draft documents by the EGP office. Amendments to

the draft membership fees shall be introduced based on the election results, given that the final results are public (i.e. 100 % of the ballots are counted) before the deadline to submit the amendments to the draft documents (see annex C for deadlines).

- 11.** When a party is accepted as a new Member or changes its membership category its new membership fee should be calculated as follows:
  - if the respective membership category is adopted at an Extraordinary Congress in spring - it has to pay its new membership fees for the second half of the year;
  - if the respective membership category is adopted at the Congress – it has to pay its new membership fees starting the following year.
  
- 12.** In case of dispute regarding the number of elected representatives, EGP refers to the official registration by the respective institutions.



## Annex C

### Overview of the procedures - voting procedures

#### Required Majorities

Decision to be made	Article in the Statutes	Rule
Quorum	6.2.15	a simple majority of the Allocated Votes, to be present before the voting session can take place
General Voting	6.2.27	2/3 majority of the votes cast
Amendments for resolutions and other documents	6.2.27	a simple majority of the votes cast
Admission of a Member	6.2.27	3/4 majority of the Allocated Votes
To withdraw certain rights of the Members	6.2.27	2/3 majority of the Allocated Votes
To suspend or terminate a Membership in the EGP	6.2.27	3/4 majority of the Allocated Votes
To elect a committee member	6.4.21	a simple majority of the votes cast
To suspend or dismiss a committee member	6.4.6	2/3 majority of the votes cast
To change the statutes	6.2.27 and 12.2	3/4 majority of the Allocated Votes
To change the Rule Book	6.2.27 and 12.2	2/3 majority of the Allocated Votes
To liquidate the EGP	11.1	3/4 majority of the Allocated Votes

#### Procedures for proposals to the Congress

To convene an Extraordinary Congress	6.2.8	By 1/3 of the Full Members
To propose to the Congress to dissolve the EGP	11.1	By 1/3 of the Full Members or the Committee
To propose to the Congress to terminate a Membership in the EGP	4.14	By 1/3 of the Full Members or the Committee
To suspend or dismiss a committee member	6.4.6	By 1/3 of the Full Members

Note: Calculation of the voting threshold shall be rounded upwards.

For example, the number of Allocated Votes for the Congress is 110. In order to accept a new Member the Congress should have at least 83 votes in favour ( $\frac{3}{4} \times 110 = 82.50$ ).

The number of votes needed for quorum for general voting would be equal to 55 votes ( $0.5 \times 110 = 55$ ).

## Overview Deadlines Decision-Making processes

If not otherwise specified, all deadlines are intended for Wednesdays, 23:59

<b>Deadline for</b>	
<b>Convocation EGP meetings</b>	
Congress	Convocation email to be sent at least 10 weeks ahead of the Congress
Extraordinary Congress	Convocation email to be sent at least 10 weeks ahead of the Extraordinary Congress
Extended Congress	Convocation email to be sent at least 10 weeks ahead of the Extended Congress
Delegates Meeting	Convocation mail to be sent 8 weeks ahead of the Delegates meeting.
<b>Membership issues</b>	
Withdrawal of membership; Notification with dossier to be sent to the concerned member and EGP member parties	2 months before Congress
Appeal to Conciliation Panel	6 weeks before Congress
In case of one Congress that year (no Extraordinary Congress), EGP office to send out documents related to membership applications	2 months before Congress
In case there is an Extraordinary Congress the same year, EGP office to send out documents related to membership applications	6 weeks before Council
<b>Committee election</b>	
EGP office to send out call for candidates for the election of the EGP Committee	Latest 3 months before Congress

Member Parties to submit candidacies for EGP Committee	2 months before Congress
<b>EGP Bodies election</b>	
EGP office to send out call for candidates for the election of EGP Bodies	2 months before Congress
Member Parties to submit candidacies for EGP Bodies	4 weeks before Congress
<b>Resolutions and Statutory issues</b>	
In case of one Congress that year (no Extraordinary Congress), Member Parties to submit draft resolutions (via online motion tool). Support from other parties is recommended	8 weeks before Congress, Wednesday
In case of one Congress that year (no Extraordinary Congress), EGP office to publish all draft documents to be voted	6 weeks before Congress, Wednesday
In case of one Congress that year (no Extra Ordinary Congress), Member Parties to submit amendments to the draft documents	2 weeks before the first CAS
In case there is an Extraordinary Congress the same year, Member Parties to submit draft resolutions (via online motion tool). Support from other parties is recommended	6 weeks before Congress, Wednesday
In case there is an Extraordinary Congress the same year, EGP office to publish all draft documents to be voted	4 weeks before Congress, Wednesday
In case there is an Extraordinary Congress the same year, Member Parties to submit amendments to the draft documents	1 week before the first CAS sessions (online or in person)
Member Parties to submit draft emergency resolutions (via online motion tool).	By noon of the Wednesday before the opening of the Congress  Including the supports (five in total)
Member Parties to submit AMENDMENTS to the draft EMERGENCY Resolutions (via the online motion tool)	By 13h two days before the vote  No supporting signatures needed
EGP office to send draft Council minutes	6 weeks after Congress

## Annex D

As adopted at the EGP Council, Berlin, 16-18 March 2007

As amended at the EGP Council, Copenhagen, 11-13 May 2012

### Agreement between the European Green Party and the Federation of Young European Greens

The EGP recognizes and appreciates the FYEG as its sole youth wing and FYEG endorses this position.

#### I Political Cooperation

The relationship of FYEG and EGP should aim to strengthen the green movement in Europe. FYEG and EGP will work together on a common Green project for Europe. They will do so with the other green actors, cooperating in campaigns, projects, meetings, actions and institutional work based on mutually agreed common priorities. One of which will be the strengthening of EGP and FYEG.

The political and organisational presence of the European Green Party among young people will be through the Federation of the Young European Greens. Making the green voice heard among young people is a responsibility of all green actors. FYEG will be the leading and coordinating organisation in reaching out. FYEG will as well be the voice of young greens on European level and establish the policy of the European greens related to youth issues.

FYEG's main task is to promote and lobby for their members point of view on politics in general and on green politics specifically. Furthermore it works to defend and promote youth's rights within the Green Parties and the EGP and in Europe and to involve young people in the green project. It is also a tool for education and political learning and development. FYEG will strive to unite young green organisations all over Europe and advance and inspire the creation of green organisations where they do not exist, in Europe and beyond in agreement and cooperation with EGP. FYEG as well as EGP engages itself to oppose any kind of social, ethnic, religious, sex oriented, age based, or birthplace linked discrimination. FYEG is committed to fight against homophobia and xenophobia and in favour of equality.

FYEG and EGP will inform each other about their activities and contacts in order to achieve a greater level of synergy.

FYEG aspires to be fully involved in the EGP policy making process. It sees its role as a catalyst to advance the green agenda.

The EGP ensures that political contributions and statements of the FYEG are circulated among its members and regularly discussed in its meetings. Vice versa, FYEG will circulate relevant position papers and statements of the EGP among its members.

## Independence

FYEG is a separate political organisation. With the purpose of bringing together young environmental and Green political groups from all over Europe, and act as an actor at European level, FYEG strives for environmental and human rights as well as for social justice. FYEG recognises as its parent party the European Green Party. The FYEG endorses the Charter of the EGP. FYEG remains an independent organisation, which can take its own political standpoints, has its own political platform, and does its own activities and has the freedom to cooperate with like-minded organisations and institutions and will share its contacts with EGP.

FYEG cooperates with EGP at European level and in principle with the EGP member parties and the Global Greens.

FYEG will stay independent in the meaning that it will follow its own political agenda and has the right to publicly take different standpoints than the party.

FYEG will if possible campaign with EGP and in elections strongly support EGP.

## II Organisational relation

### Committee of EGP

One representative of FYEG will be a co-opted member of the Committee. This representative will be nominated by FYEG and will be the responsible for the coordination of the work between FYEG and EGP.

### Congress of EGP

FYEG has the right to four votes in the Congress, four delegates will be representing the Federation towards the Congress, to be nominated by the FYEG (as explained in the EGP Rule Book, art.10.7).

### Extended Congress of EGP

FYEG has the right to 6 delegates with six votes. The 6 delegates should be nominated by FYEG and will represent the Federation towards the Congress (as explained in the EGP Rule Book, art.12.3).

### European Green Foundation

The EGP will support that FYEG obtains a seat in the General Assembly of the Green European Foundation.

### Other meetings

FYEG will have right to take part as full members in other meetings of the EGP, not necessarily funded by the EGP.

The FYEG agrees to respect a basic reciprocity and makes sure that EGP representatives are invited to the main political meetings of the FYEG.

### III Financial relation

#### Costs efficiency

EGP and FYEG will work together to minimise each other's costs, including common communication and administration. EGP and FYEG discuss joint projects, priority regions, priority themes etc.

#### Financial arrangements

EGP provides FYEG with a fixed percentage of its yearly expenditure budget as a basic grant for the functioning of FYEG. After every European election FYEG and EGP will negotiate on a financial agreement for that legislation period.

The percentage of the EGP budget allocated yearly to FYEG shall not be less than 3,5% of EGP's budget (total eligible expenditure). At least as long as there is no structural funding for political youth wings provided by the EU. EGP will strongly support FYEG in its efforts to increase its funds available. For that the EGP will assist the FYEG in its financial talks with other green groups such as the Green Foundations.

FYEG is obviously entitled to apply – as is every other EGP body – for additional funding for projects, campaigns, political initiatives, special working groups, etc. These applications will be handled on an equal footing with all other requests.

FYEG has initiated the process of trying to get political youth organisations supported by the European Parliament in the framework of European Party financing. The EGP will take a proactive role supporting this option as well as in supporting all other provisional steps that can contribute to generate funds or access to appropriations in the frame of the EU institutions that can help to enhance the work of the FYEG and to allow FYEG to function independently from funding by the EGP.

When financial difficulties occur within FYEG, EGP will, according to its possibilities, assist FYEG to solve them.

### IV Final dispositions

In case of strong disagreements concerning the implementation of this agreement both FYEG and EGP can start a mediation procedure. The mediation procedure foresees the creation of a 6 person mediation commission (3 from each organisation) and a time frame for the mediation commission to present proposals to the EGP and the FYEG to solve the strong disagreement.

## Annex E

### Reimbursement Rules of the European Green Party

#### Preamble

The European Green Party is an international organisation. It organises international meetings and values the opportunity that face to face meeting gives for the functioning of the Green family at large, the networking and exchange of knowledge and experience. As a consequence, travel forms an integral part of the activities. Wherever possible the European Green Party will try to diminish travel and will try to maximize resource efficiency and minimize environmental footprints. All of its travel activities shall be compensated by carbon offset programme payments.

The Committee shall designate the carbon offset programme, reviewing the carbon offset programmes from time to time.

European Greens' Member Parties are encouraged to organize carbon offset for travel to or on European Green Party matters, as well.

#### General information

The European Green Party is subject to Belgian law and operates within the terms of EU regulation 1141/2014 on the statute and funding of European political parties and European political foundations. Everyone who undertakes travel approved by the European Greens Committee and the Treasurer or the Secretary General will be reimbursed costs (fully or partially).

Reimbursement for participation in EGP meetings, including Congresses, will only be payable after prior approval by the EGP office of the amount; efforts must be made to guarantee the cheapest fare (by example of early Booking)

1. All reimbursement requests shall be submitted to the European Green Party office within one month of the activity.
2. The reimbursement form shall be sent to the EGP office by post with the original receipts and flight boarding passes attached. In case all the receipts, tickets and boarding passes are issued by the provider in electronic format, they can be sent to the EGP office by email along with the electronically signed reimbursement form to [reimbursement@europeangreens.eu](mailto:reimbursement@europeangreens.eu).
3. Reimbursement shall only be made for those qualifying expenses for which receipts have been submitted.
4. It is recommended that copies of receipts submitted with the Reimbursement Form, be retained, until payment is received.
5. The European Green Party Reimbursement Form shall be used for all reimbursements. The form can be requested from the EGP office by email [reimbursement@europeangreens.eu](mailto:reimbursement@europeangreens.eu).
6. Reimbursement will be made by Bank transfer.

7. To ensure prompt reimbursement, please supply all bank details required as indicated on the official European Green Party Reimbursement Form.
8. Within two weeks after receipt of a reimbursement request the EGP office replies to the sender by either paying the requested amount, giving reason for the delay or denial of the request, or by specifying how the request can be completed.

EGP provides a reduction of 85% of the participation fees for the EGP Congress delegates for Full Member parties from countries with a median net income less or equal to EUR 15.000.100% of the travel and accommodation costs to the EGP Congress are covered by the EGP for delegates listed in the Congress allocation list. In general, the accommodation is provided in twin rooms.

### Travel

The European Green Party recommends using the travel mode that creates the least carbon footprint, e.g. train/boat/bus/bicycle/foot.

Reimbursement for travel distance less than 500 km is only provided for the 2<sup>nd</sup> class train return tickets and for travel distance of more than 500 km – for the 2<sup>nd</sup> class train or plane return ticket.

If travels benefit a frequent travel programme the travel points accumulated through EGP shall be used for EGP.

### Accommodation

When choosing accommodation, the European Green Party recommends hotel/lodging that is mindful of its environmental and social and economic responsibility.

If accompanied by a spouse, partner, family member or friend who is not otherwise eligible for reimbursement, that person shall pay the extra costs for the double or twin room.

### Other Costs

All other costs are subject to reimbursement after approval by the Treasurer or Secretary General.



## Annex F

### **Allowances of the European Green Party Committee**

According to the Art.20 of this Rule Book in order to perform their functions the EGP Committee members are entitled to:

- apply for a per diem allowance, that is set to 200 EUR and is only applicable i for days when the meeting takes place (i.e. excluding travel days);
- an allowance to cover telecommunication costs of 70 EUR per month; the co-chairs and treasurer are entitled for extra 30 EUR per month.

According to the EGP office reimbursement rules the EGP Committee members are entitled to apply for:

- a reimbursement of the costs for travel and accommodation;
- a daily subsistence allowance.

This annex may be amended at the same time as the adoption of the annual budget.

## Annex G (to be updated)

### European Green Party donation policy

The European Green Party's donations policy is based on the following principles.

Donations to the European Green Party will be used to support the work of the European Green Party.

The European Green Party adheres to the following principles in relation to donations:

1. Donations shall be used to support the implementation of EGP aims and activities.
2. Donations will not be accepted from an individual, organisation or company whose actions and values are inconsistent with the principles of the European Greens Charter and Global Greens Charter.
3. Donation from influential companies such as banks or large multinational corporations will be considered only after evaluation of political and business interest of major owners and decision makers on the basis of green principles.
4. The EGP remains an independent organisation; donations of any kind cannot affect this independence in any way, in particular the political activities and principles of the EGP.
5. The EGP Committee is responsible for determining how donations are spent.
6. Donors may express their preference of how a donation is spent. The EGP Committee will try to abide by this wish. Should this be impossible, the Committee can take the final decision in these situations.
7. The Committee is responsible for not infringing on national fund-raising efforts.
8. The EGP Committee is further responsible for implementing mechanisms that guarantee that donations to the EGP are not in conflict with national legislation regarding donation to political parties in countries where the donations are being made. Where more stringent national transparency regulations apply, they will be followed strictly.
9. The European Green Party is allowed to enter into mutually beneficial arrangements with third parties. Any such arrangements must be relevant and not infringe upon the independence of the EGP. These principles apply to donations, in-kind contributions, sponsorship, gifts, payments for advertising, revenue from mutual partnership schemes and the like.
10. The EGP will publish a list annually, specifying both donor and donation, for all donations exceeding 1.000 EUR per donor or per online donation, except during election campaigns to the European Parliament or for donations exceeding 3.500 EUR, where publication will take place immediately on the EGP website.
11. European Green Party does not accept:

- Anonymous donations or contributions including from companies without transparent ownership.
  - Donations exceeding 25.000 EUR per donor per annum.
  - Donations from the budgets of political groups in the European Parliament.
  - Donations from any undertaking over which the public authorities may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it.
  - Donations from any public authority from a third country, including any undertaking over which the public authorities may exercise directly or indirectly a dominant influence by virtue of their ownership of it, their financial participation therein, or the rules which govern it.
12. Any donation that is not permitted under Regulation of the European Parliament and of the Congress on the statute and funding of European political parties and European political foundations will, within 30 days following the date it is received by the European political party or the European political foundation:
- Be returned to the donor or any person acting on the donor's behalf, or,
  - Be reported to the European Parliament and entered as general revenue in the European Parliament section of the Budget, when it is not possible to return it.

## Annex H

### Procedures for the operation of the Conciliation Panel

#### Preamble

Conflicts can and do arise within an organisation and between individuals, and the European Green Party is not immune from this. The European Green Party encourages conflict resolution at the level where it occurs and by the parties directly concerned. In general conflicts can and should be resolved in a timely manner by the regular decision-making bodies within the EGP. In cases when a conflict cannot be resolved within the normal functioning of these bodies, a petition is filed with the EGP Conciliation Panel. Two conflict resolution methods are defined: mediation and conciliation.

#### I Conciliation Panel

- 1.1 The Conciliation Panel is an independent body of the European Green Party, which is entitled to settle disputes arising from the application or interpretation of the EGP Statutes, the EGP Rule Book or other operational matters related to EGP.
- 1.2 The remit of the Panel shall exclude:
  - a. political differences, differences in points of view or disputes of a political nature, which are within the competences of the national Conciliation Panel (or similar body for conflict resolution);
  - b. appeals relating to the decisions taken by the national Conciliation Panel (or similar body for conflict resolution);
  - c. any cases of political disagreement between the Members and/or Partners should be referred to the Congress directly, unless there is an issue of interpretation of the EGP statutory documents, including membership issues, except the proposals by the Committee to the Congress to expel a member.
  - d. budgetary issues.
- 1.3 The members of the Conciliation panel are independent and not bound by instructions other than those in the EGP Statutes, the EGP Rule Book and the procedures contained herein for the operation of the Panel.
- 1.4 The Conciliation Panel operates in public to the members of the EGP, hearings are open to representatives of the members, but members may be excluded if it is in the interest of the concerned parties.
- 1.5 The Panel respects the principle of “hear and heard”; all parties involved should be allocated equal time while presenting their point of view.

## 1.6 Composition

- a. The Conciliation panel consists of a minimum of 5 and a maximum of 9 members, elected by the Congress.
- b. The Conciliation Panel chooses its two Chairpersons among the Panel. The Panel may decide on a rotating chairpersonship. At least one chairperson has to be a woman.
- c. The Panel is elected for 3 years.
- d. Individual members may not serve more than 3 consecutive terms.
- e. Election procedures are specified in the Rule Book (Art. 38).

## II Eligibility for submitting a petition to the Conciliation Panel

### 2.1 Those eligible to submit petitions to the Panel are:

- a. Any member as identified in the EGP Statutes, bodies, networks, and working groups, whose interest is harmed by a decision of the Congress or Committee can apply to the Conciliation Panel within 30 days of the decision.
- b. Any Members, bodies, networks, working groups, members of the Committee, employees of the EGP and representatives of partner organisations (FYEG, GGEP and GEF) can ask the Conciliation Panel to mediate or conciliate for a dispute between them.

### 2.2 A petition is eligible for consideration by the Conciliation panel if:

- a. the disputed issue is within the remit of the Conciliation Panel);
- b. the petition is motivated and submitted by an individual or a party;
- c. in cases where the disputed issue is a decision of the Congress, the petition to the Conciliation Panel shall be submitted within one month after the decision has been taken;
- d. it concerns the proposal by the Committee to the Congress to expel a Member, this petition has to be submitted to the Conciliation Panel in writing at least 6 weeks before the Congress. The Conciliation Panel will try its utmost best to reach a conclusion before the upcoming Congress. A decision by the Conciliation Panel is needed before proceeding with the decision at the Congress. No further petitions can be submitted to the Conciliation Panel concerning the expulsion after the decision has been taken by the Congress.

## III Conflict resolution mechanisms

### 3.1. Mediation

- 3.1.1 Mediation can be used for cases when the Congress decision has not yet been taken.
- 3.1.2 In cases where all involved parties have agreed to mediation, the Conciliation Panel shall select a mediator(s) amongst themselves. The parties involved can request another mediator(s) from the Conciliation Panel in case they consider that a selected person may be biased. When relevant, the Conciliation panel can choose to involve an advisor from one of the member parties.
- 3.1.3 The mediator may request any information relevant to the case from involved parties and relevant experts.
- 3.1.4 All written material shall be distributed among those who file the petition and the mediator(s).
- 3.1.5 In order to reach an agreement a mediator can propose several scenarios for dispute resolution.
- 3.1.6 Either party can withdraw from the mediation process at any time.
- 3.1.7 As a result of the mediation the parties are expected to reach an agreement within two months. This agreement is to be documented in writing and communicated to the Panel and the Committee.
- 3.1.8 In case the agreement is not reached within two months the mediator shall prepare a report indicating the reasons.

### 3.2 Conciliation

- 3.2.1 Conciliation shall be used in cases when the petition concerns a Congress decision that has been made not earlier than one month before the date of submission of the petition and in cases when involved parties have refused to proceed via mediation.
- 3.2.2 In cases where the Chairpersons after consultation with the other members of the panel have decided to accept the petition for Conciliation, the Conciliation Panel shall select a group composed of an odd number, with a minimum of 3 persons, and including one of the Chairpersons, to proceed with deliberations. The parties involved can request any member of the Conciliation Panel be withdrawn from deliberations should they consider that this person to be biased.
- 3.2.3 If any member of the Panel is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.
- 3.2.4 The Conciliation Panel may request any information relevant to the case from the parties involved and relevant experts.
- 3.2.5 Neither party can withdraw from the conciliation proceedings until the decision is taken by the Conciliation Panel.
- 3.2.6 The Panel shall take a decision as quickly as possible, normally within six months.
- 3.2.7 As a result of the Conciliation process the Panel is expected to provide a report to the Congress, including recommendations for the resolution of the conflict.

These recommendations may include disciplinary measures defined in the EGP Statutory documents if necessary. In case the disputed issue is a Congress decision and the Panel decides in favour of a petitioner, the Congress must re-vote on the issue, taking into account the report of the Conciliation Panel.

3.2.8 All Members, persons and bodies of the European Green Party shall be bound by the outcome of the Conciliation Panel process and the consequent decisions of the Congress.

3.3 The Conciliation Panel proceeds in a structured way, however it's free to choose its procedure. Possible steps within the conciliation procedure are:

- a. Collecting written material;
- b. Requesting research relevant in the case;
- c. Checking if proper procedure has been followed to arrive at the contested decision;
- d. Phone / skype conference;
- e. Visit/mission;
- f. Hearing of parties involved/experts;
- g. Consultation with the Committee where problems arise in the exercise of its functions.

#### 3.4 Confidentiality

The information is kept confidential, with the exception of the report to the Committee and Congress.

All written material will be distributed among those who file the petition and the members of the Conciliation Panel. The EGP Secretary General receives a copy of the petition, an update of relevant information during the conciliation or mediation process and a full report afterwards. The Secretary General may inform the Committee, but has to abide within the limits of confidentiality.

The Committee and the Congress are informed about the number of cases at hand, the interested persons/parties, the nature of the conflict and the procedure to be followed.

#### IV Decision-making process

4.1 The quorum for a decision is 3 members, if the conciliation panel has a total of 5 members, 4 if 6 or 7 members, 5 if 8 or 9 members. Decision has to be taken with a two-thirds majority of the expressed votes.

4.2 All decisions of the Panel shall be taken in accordance with the Statutes and the Rule Book as well as the Charter of the European Green Party. Decisions of the Conciliation Panel are public to the Members and the Committee.

## V Administrative and financial resources

- 5.1 The Conciliation Panel is not restricted by a budget, but has no exclusive budget at its disposal. An indicative budget for each petition filed shall be sent to the treasurer as soon as possible. The parties involved may be asked to contribute in cases of significant financial costs during the mediation or conciliation procedure.
- 5.2 The EGP Office will provide administrative and organisational support to the Conciliation Panel.
- 5.3 The EGP Office is responsible to maintain the register of the petitions to the Conciliation Panel.

## VI Internal procedure upon receipt of a petition to the Conciliation Panel

- 6.1 An interested party (petitioner) eligible to submit a petition for conciliation or mediation (art. III) shall submit the request via email to [petitiontoconciliationpanel@europeangreens.eu](mailto:petitiontoconciliationpanel@europeangreens.eu). The access to this account is reserved to members of the Conciliation Panel.
- 6.2 Within one week after submission, the Chairpersons shall examine the petition in view of its eligibility and answer by means of the EGP office to a submitter. Their response shall include the following:
  - a. acknowledgement of the receipt of the petition;
  - b. proposal to conduct a mediation if applicable;
  - c. a timeframe for the deliberations process in cases where the petition is eligible, or justification for refusal of the petition in cases where the request has been considered as ineligible.
- 6.3 If a submission is rejected by the Chairpersons, the submitter has 30 days to reintroduce the submission to the whole Conciliation Panel, which then has to take a decision if the submission is eligible.

## VII Profile for members of the European Green Party Conciliation Panel

- 7.1 Candidates for the Conciliation Panel shall:
  - a. be a member of one of the EGP Full Members;
  - b. be available and willing to act as a member of the Conciliation Panel in accordance with the Rules regarding the Conciliation Panel;
  - c. be nominated by an EGP Member with voting rights;
  - d. have knowledge of and interest in the European Green Party;
  - e. have experience of working in a multi-cultural environment on an international level;
  - f. not be an employee of one of the four European Partners or a member of the Committee.



- 7.2 The Conciliation Panel shall be balanced in order to avoid bias, which can be achieved through a proper representation of different points of view, i.e. members of the Conciliation Panel shall be elected taking into account:
- a. geographical balance;
  - b. gender balance;
  - c. age balance;
  - d. balance as regards the level of development of a party (small / big and many / few elected representatives);
  - e. juridical knowledge and/or background is preferred for at least one member of the Conciliation Panel.
- 7.3 Election procedure for the members of the Conciliation Panel is specified in the EGP Rule Book.

## Annex I

### Online EGP Congress Proceedings

#### Background and principles

Article 6.12 of the Statutes of the European Green Party stipulates that Congresses and/or votes may be held in person or by telecommunication means under conditions laid down in the present Annex J

The rules set out below have been approved by the Council on 5th December 2021 and are to apply to all meetings of the Congress held by telecommunication means after that date.

Except as set out in these rules, the rules of procedure governing Congresses, as provided in the Rule Book, are to apply to Congresses held by telecommunication to the extent possible, and where not possible those rules are to be applied as closely as possible by analogy.

The Chair of each session of the Congress has a discretion as to how to apply the Rule Book to the way in which the session in question is to be conducted, whether by direct application of the appropriate rule of procedure or by analogy.

#### 1. Calling for an online Congress

1.1 The online Congress is convened by the Committee by email.

1.2 The Committee shall announce the next online Congress at the preceding Congress. The convocation email is sent out at least 10 weeks before the Congress and includes a draft agenda.

1.3. The online Extraordinary Congress may be convened following regulations provided in Article 6.10 of the Statutes

#### 2. Timeline / Deadlines

Regular deadlines as provided in Annex C remain applicable, with the following additions and adjustments:

- The deadline for submitting topics for resolutions is 8 weeks ahead of Congress.
- The deadline for submitting draft resolutions is 6 weeks ahead of Congress
- The deadline for nominating the delegates is 6 weeks ahead of Congress.
- The deadlines for tabling amendments, emergency resolutions and amendments to emergency resolutions are advanced in relation to the planned CAS sessions.

### 3. Speaking rights in the Compromise Amendments Sessions (CAS) and Voting Session

3.1 Speaking time will be allocated to the officially nominated party representatives in the CAS and the voting session.

3.2 Following the application of the 50+ rule, the gender balance within the delegation has to be observed. If not respected, only the number of delegates for which the 50+ rule can be upheld, will have speaking rights. Delegates without a speaking right will keep the right to observe and to vote.

3.3 The spoken word is to prevail. Written content in other communication channels of the online conferencing platform (for example, chat, Q&A) will be monitored but will only be taken into account and be part of the Congress minutes if acknowledged by the chair. For specific textual Compromise Amendments agreed outside the session, a formal procedure is provided.

### 4. Online platforms

4.1 The Committee must organise online tools that allow the proceedings of the Congress taking place by telecommunication means. The platforms must support and enable participation, inclusiveness and the standard democratic conditions of the proceedings of the Congress.

4.2. The Committee must inform Congress delegates within a reasonable time before the date of the Congress about the selected platforms and user trainings to be provided.

4.3 The access to the Online Congress will go through the usual registration on the EGP Congress website. Each delegate and each participant will receive instructions how to access and use the online platforms, linked to their unique user profile.

4.4. The EGP processes personal data according to GDPR<sup>1</sup> (footnote) and EGP privacy policy.

#### 4.5. Online Amendments platform

The EGP Committee will organise an online amendments platform which assures the functionalities of the Congress resolution procedure and allows the Amendments Committee to proceed.

#### 4.6. Online Voting platform

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<sup>1</sup> GDPR refers to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

4.6.1 The Committee must organise an online voting platform to facilitate the voting session.

4.6.2 The Committee must provide secure access to the voting platform through appropriate login and adequate authentication methods. Access is to be given to voting Congress delegates with their respective allocated voting weight. Other registered participants can join as observers, with "0" / zero voting weight.

4.6.3 The platform must ensure a secret ballot procedure for elections at the Congress and an open vote procedure for resolutions and amendments (visual).

## 5. Reimbursement

The Congress reimbursement rules as stipulated in Annexe E do not apply at Congresses that take place fully online.

## Annex J - EGP Code of Conduct

Anyone delegated or elected to a body of the EGP

(a) shall be guided by and observe the following general principles of conduct: disinterest, integrity, openness, diligence, honesty, accountability and respect for EGP's reputation

(b) act solely in the interest of the role in EGP, other purely public or party-political mandates or offices and refrain from obtaining or seeking to obtain any direct or indirect financial personal benefit or other personal reward.

Participants in EGP events should behave invitingly and inclusive to ensure all other participants feel confident to join in and get involved. Special responsibility with those organizing or chairing events. Diversity is to be welcomed; participants shall not behave in discriminatory manner. In cases of disagreements, participants are entitled to attack arguments but shall avoid attacking other persons.

Any participant shall not use or perpetuate sexual violence, understood as sexual acts and attempts at sexual acts by coercion, including unwelcome sexual comments or advances, or harassment, meant to include words or behavior of a degrading or humiliating sexual nature, sexual advances and/or demands for sexual favours.

Those delegated or elected to EGP bodies should be afforded adequate and timely access to information about planned meetings or activities, have equal access to information.

A conflict of interest exists where someone delegated or elected to a body of the EGP has a personal interest that could improperly influence the performance of his or her role. A conflict of interest does not exist regarding interests of a purely public or party-political mandate or office or where someone benefits only as a member of the general public or of a broad class of persons.

Anyone delegated or elected to a body of the EGP who finds that they have a conflict of interest shall immediately take the necessary steps to disclose and to solve it, e.g. by not taking part in a decision.

Members of the Committee including the Secretary General disclose any continuing employment, work in supervisory boards, associations or societies including a statement of the cash or other benefits received at the beginning of their term and updated the latest every half a year on the EGP homepage. For those, who are paid full time by the EGP, the Committee must permit any new continuing secondary employment. Gifts and income received for lectures, publications or other events with a relation to the EGP office can be accepted until 100 euro, beyond which the Committee shall decide and accept donations for the EGP, if applicable.

Any possible violations of this Code of Conduct can be brought to the Conciliation Panel. It shall decide in an appropriate time frame.

Anyone delegated or elected to an office in EGP shall be informed about this Code of Conduct and shall contribute to it being upheld.

[https://www.europarl.europa.eu/pdf/meps/Code%20of%20Conduct\\_01-2017\\_EN.pdf](https://www.europarl.europa.eu/pdf/meps/Code%20of%20Conduct_01-2017_EN.pdf)