

## Guidance for Working Group Members

Congratulations on being selected to take part in the Annual Assembly 2015! This means that you are one of the 179 full-fledged participants and 56 observers who will be shaping and leading the work of the Eastern Partnership Civil Society Forum until the next Annual Assembly in 2016.

As a member of the Working Group for which your organisation's application was selected, you will be invited to contribute to the policy agenda of the Forum, to the implementation of the Forum's [Strategy](#) and advocacy, to fully participate in the Working Group activities including in and between meetings. **Please keep in mind that by statutes your organization was elected to be in particular Working Group**, therefore, if you are not able to be active in the WG during this period, make sure that another person from your organization can take up these responsibilities and ensure active engagement.

During 2016, you will be invited to participate in the **Working Group meeting** (the format is quite flexible and can be decided by the group in advance: the meeting of the whole WG or smaller meetings of subgroups) and you can be invited to represent EaP CSF in the official EaP Platforms and panels, **expert meetings, and events organized by the EaP CSF** in line with your expertise. At the 7<sup>th</sup> Assembly in Kyiv, you can run as a **candidate** for the Steering Committee as a WG Coordinator or take up the role of the Sub-working group coordinator, if these are established within your WG. Please note that those positions require some time investment. The responsibilities of the WG Coordinators can be found below. Your organization will be able to take part in the **re-granting process** implemented by the Secretariat during 2016 and may lead or partner in preparation of a project proposal under the upcoming call. You can use the scheduled Ideas Incubator, envisaged to take place during the Interactive Projects and Networking Fair "Civil Society in Action" in Kyiv, to share your project ideas and network and liaise with the participants from across the six EaP countries.

**Communication** in the Working Group is maintained by the WG Coordinators, who are elected during this Annual Assembly, and by Sub-working groups' coordinators, if relevant. In addition, each National Platform appoints/elects a member of the Working Group Council; these representatives are also an important reference point for any information you would need regarding the work for the Forum and of your WG. Some working groups have active Facebook pages (notably WG 4) and others use email communication or google groups to communicate. Make sure you register during the WG meeting so that your email details can be used for further communication.

The newly elected Steering Committee of EaP CSF and the Secretariat are there to help guide you in your engagement with the Forum after the Assembly. Do not hesitate to contact them. The contacts can be found on the Forum's website.

### Do's and Don'ts of a working group member

#### Do:

- + stay active, communicate with the Coordinator and Secretariat
- + participate in the National Platform activities and involve your organization in the process
- + communicate about the EaP CSF activities to other CSOs and all groups interested in making EaP a success in your country and in the region
- + develop and implement regional cooperation projects

- + participate in the re-granting process of EaP CSF
- + shape the agenda of the EaP CSF and participate in EaP platforms and related processes
- + contribute to the strategic planning of the work of the Forum
- + advocate and lobby your national politicians, elected persons and appointed persons to put EaP on their political agenda
- + initiate and support advocacy activities in your domestic countries and in Brussels
- + read and share success stories
- + support the communication and the EaP CSF website by contributing actively
- + make the best of your participation!

**Don't:**

- Don't stay out of the National Platform and Working Group discussions
- Don't frame your engagement as participation in the annual meetings only
- Don't come to the meeting unprepared and as a passive listener
- Don't wait for communication to be initiated from the Secretariat and Coordinators only

**Working Group meeting during the Annual Assembly:**

**What will happen during the WG meeting at the Annual Assembly:** You will hear a brief report on the activity of the Working Group undertakings during 2015, including the meeting of the WG and various advocacy initiatives and activities at national, regional and EU level. You will hear a presentation of the results or preliminary results of the projects supported under the 2015 re-granting procedure within the WG. Lessons learned and best practices should be drawn in terms of projects' initiation and implementation.

You will agree on up to 5 priorities for the Working Group during 2016, actions to be taken in this regard, timeline for the WG meeting/s and you shall discuss related Advocacy plan. Please note some desired Brussels-based advocacy activities require long-term preparations (like, for example, hearings in the European Parliament).

You will initiate the work within Sub-working groups for 2016, if relevant, and appoint a SWG Coordinator. New Sub-working groups can be set up according to the priorities of the WG. It is strongly recommended to have no more than 3 subgroups and members are encouraged to come up with subgroups that are relevant across several areas (for example: civil dialogue is relevant to all areas of WG one and such a subgroup could help members work together across immediate organizational interests).

You will elect Coordinators of the Working Group (2 Coordinators, one from EaP countries and one from the EU organisations). Only one of them can, however, represent the WG in the Steering Committee. Any full-fledged participant of the WG can run for the post of the WG Coordinator. A nomination from other full-fledged participant of the respective WG is necessary for the candidacy. For further information see below. All the nominees should get acquainted with the Working Group Coordinator's responsibilities before the election. The responsibilities can be found below.

You shall discuss the effective ways of communication within your WG and SWG, where relevant.

The **election of WG Coordinators** will happen at the end of the meeting and should be done as follows:

Candidates (only full-fledged participants) are nominated by other WG full-fledged participant/s.

Candidates willing to stand should each present themselves, their experience with coordination and advocacy and reasons why they stand. It would be ideal that they speak both English and Russian since working only in Russian is not possible for the kind of coordination work that is required. One EU and one EaP coordinator should be elected for 2016.

The WG Council, composed of representatives of 6 EaP countries and the EU CSOs, should be known (if possible NPs should have meetings prior to the Annual Assembly and appoint the WG Council members).

Secret ballot run by independent commission (often composed by observers) is conducted, the votes are counted and results announced.

One of the two WG Coordinators shall represent the WG at the Steering Committee based on mutual agreement among the two elected Coordinators.

For details of the Steering Committee composition please see here: [http://eap-csf.eu/assets/files/Adopted\\_Reform\\_SC\\_eng.pdf](http://eap-csf.eu/assets/files/Adopted_Reform_SC_eng.pdf)

#### **What should be the expected results of the WG meeting at the Annual Assembly?**

1. Up to five clear priorities for 2016 based on the most topical issues pertinent to the WG policy areas
2. Elected WG Coordinators and SWG Coordinators (EU representative is automatically elected EU WG Coordinator)
3. Agreement on two possible dates for the meeting of the WG in 2016, including preliminary ideas on the agenda of the Working Group meeting and stakeholders to be invited, and its format
4. Agreement on preliminary Advocacy plan and key issues and events on the EU-EaP agenda to be addressed
5. Agreement on priorities for re-granting in 2016 in line with selected the WG activities and based on lessons learned from the currently implemented projects (please note the cross-regional issues are encouraged). The re-granted projects should also support the implementation of the advocacy plan of the WG
6. Registration list with contact details of all WG members and areas of their expertise/themes on which they are interested to cooperate with CSOs from other EaP countries provided to the EaP CSF Secretariat
7. Short report with major decisions provided to the EaP CSF Secretariat

**Get engaged, be active, and make the EaP CSF work matter to the stakeholders and EaP societies!  
Looking forward to see you in Kyiv.**

**The Secretariat**