



**European Committee  
of the Regions**

# **Guidelines for organisers of local events**

February 2021



# Guidelines for organisers of local events

## 1. Background



Between March 2016 and February 2019, the European Committee of the Regions (CoR) successfully implemented the "Reflecting on Europe/Future of Europe" campaign, organising over 210 local events in 117 regions and 182 cities. Following this, a new concept for a permanent mechanism for structured dialogue was proposed in December 2018, and reaffirmed by the Declaration adopted at the 8<sup>th</sup> European Summit of Regions and Cities in Bucharest in March 2019.

At the end of 2019, the European Commission and the European Parliament announced the launch of the Conference on the Future of Europe, with the aim of looking at the medium to long term future of the European Union, and what reforms should be made to its policies and institutions. The launch of the Conference is currently anticipated in the spring of 2021, following the signature of a Joint Declaration between the Council of the European Union, the European Commission and the European Parliament.

The CoR has an ambition to play a key role in the Conference on the Future of Europe. In February 2020, the CoR adopted its resolution on the "Conference on the Future of Europe," and in July 2020 it confirmed its main political priority for 2020-25 as reinforcing European democracy at all levels of government, and bringing Europe closer to its people. CoR President Apostolos Tzitzikostas reaffirmed this aspiration in the 2020 EU Annual Regional and Local Barometer<sup>1</sup> speech, delivered on 12 October 2020, in which he called on the institutions and CoR Members to "jointly organise local dialogues in cities and regions, based on people's needs".

## 2. Role of the CoR in the Conference on the Future of Europe

The CoR aims to contribute to the Conference by making the case for regions and cities in the debate on the future of Europe, and ensuring that the voices of the one million locally elected politicians are heard. This will be carried out through the organisation of citizens' dialogues and consultations at local and regional levels, which will feed into the CoR's processes for giving input to the Conference.

This process has already started ahead of the official launch, with citizens' dialogue events having taken place in Cluj-Napoca (Romania) and in Montalto di Castro (Viterbo, Italy) in March and December 2020, and a citizen's dialogue with students and young elected politicians in September 2020.

The CoR encourages its members, as well as other local and regional politicians (including young elected politicians (YEPs)), to engage in this process, to listen to citizens' opinions on shaping the future of the EU, and provide a report for the CoR to consider for its input to the Conference.

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<sup>1</sup> [https://cor.europa.eu/en/our-work/EURegionalBarometerDocs/4370-Barometer\\_optimized.pdf](https://cor.europa.eu/en/our-work/EURegionalBarometerDocs/4370-Barometer_optimized.pdf)

### 3. Support from the CoR

The key provisions for CoR support for local events are set out in Decision 028/2016<sup>2</sup>; this was amended by Decision 145/2020<sup>3</sup> in light of the current COVID-19 pandemic and the CoR's increased capacity to support online events. Given the exceptional circumstances related to the COVID-19 pandemic, and the need to consult citizens in the near future in the context of the Conference on the Future of Europe, **the CoR currently encourages its members to organise online local events.**

The **CoR can provide the following support** for approved online events, subject to the necessary human, technical and financial resources being available:

- Online hosting of the event;
- Moderators' and guest speakers' costs;
- Provision of CoR information materials during the event;
- Dissemination of the event results;
- Report drafting.

### 4. Organisers' tasks for local events

As mentioned previously, the ambition of the CoR is to ensure that the views of the local and regional elected representatives are fed into the Conference on the Future of Europe. The local events are intended to help these representatives to form their views based on the feedback of people in the communities they are elected to represent. It is therefore essential that these local events are designed in such a way that all members of the wider community can engage in the debate, especially those whose voices are traditionally under-represented in democratic processes.

Whilst the CoR can provide the support mentioned previously, **local event organisers are responsible** for the main preparation of the event, including:

- Developing the event concept, format and programme;
- Inviting speakers and participants;
- Managing local and regional communication and media activities;
- Ensuring that a report of the event is provided to the CoR, and follow up on the results to feed into the CoR's considerations on the Conference (the CoR will provide an *Event Report Template* to be completed).

Local events should be accessible to all members of the wider community to ensure that they have the opportunity to contribute to the debate on the future of Europe. Organisers should therefore ensure the following when developing the concept and programme for their event:

- The event should be participatory in nature, allowing the involvement of participants in an active way (e.g. small group exchanges, discussions, questions and answers sessions, etc.). At least half of the event should be dedicated to exchanges with the audience.
- Panels of speakers must be gender balanced, and reflect the diversity of the local community.
- The timing of the event should enable participants to join it without taking time off from their jobs.

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<sup>2</sup> <https://cor.europa.eu/en/events/Documents/how-to-organise-an-event/Decision-028-2016.pdf>

<sup>3</sup> [https://cor.europa.eu/en/engage/Documents/Decision\\_145-2020\\_amending\\_Decision\\_28-2016\\_13102020.pdf](https://cor.europa.eu/en/engage/Documents/Decision_145-2020_amending_Decision_28-2016_13102020.pdf)

Organisers should also consider whether simultaneous translation is required so that as many members of the local community as possible can engage in it.

By taking these points into consideration, local organisers can create events which will truly help people at local and regional levels to contribute to the debate on the future of Europe.

## 5. How to apply for CoR support for a local event

In order to apply for **support from the CoR for a local event**, it must meet the following criteria:

- A CoR member must initiate, support and participate in the local event;
- The event must have the strong commitment of a local or regional authority, and other local partners;
- It must be expected to attract a minimum of 50 participants;
- It cannot be scheduled within the three months prior to European, national, regional or local elections (*Art. 11.8 of Decision 28/2016*).

The application process is as follows:

- Organisers must submit a proposal for a local event at least three months before it is due to occur, via a simple [online application form](#) on the CoR website.<sup>4</sup>
- The proposal will then be reviewed and evaluated by the CoR's internal budgetary committee. The review process will include considering whether the event allows for sufficient participant participation, is gender balanced and reflective of the local community, and is accessible for the local community. If necessary, clarification may be sought from the event organisers about elements of their proposal before it is submitted for final evaluation.
- If the event is approved by the CoR, the Events unit (Directorate D, Unit D.2) will get in touch with the event organisers to further discuss the details of the event and the possible support services to be delivered by the CoR.

## 6. Further information

If you are considering organising a local event, please read the relevant legal framework: Decision 28/2016<sup>5</sup>, and Decision 145/2020 amending Decision 28/2016<sup>6</sup>.

For additional information about the potential support available for local events from the CoR, please contact the Events unit by email at [eulocal@cor.europa.eu](mailto:eulocal@cor.europa.eu)

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<sup>4</sup> <https://cor.europa.eu/en/engage/Pages/Future-of-Europe.aspx>

<sup>5</sup> <https://cor.europa.eu/en/events/Documents/how-to-organise-an-event/Decision-028-2016.pdf>

<sup>6</sup> [https://cor.europa.eu/en/engage/Documents/Decision\\_145-2020\\_amending\\_Decision\\_28-2016\\_13102020.pdf](https://cor.europa.eu/en/engage/Documents/Decision_145-2020_amending_Decision_28-2016_13102020.pdf)



**European Committee  
of the Regions**

Created in 1994, after the entry into force of the Maastricht Treaty, the European Committee of the Regions is the EU's assembly of 329 regional and local representatives from all 27 Member States, representing over 446 million Europeans.

Its mission is to involve regional and local authorities and the communities they represent in the EU's decision-making process and to inform them about EU policies. The European Commission, the European Parliament and the Council consult the Committee in policy areas affecting regions and cities. It can appeal to the Court of Justice of the European Union if its rights are infringed or it believes that EU law infringes the subsidiarity principle or fails to respect regional or local powers.

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