

## **WORKING GROUPS ON POLICY**

### **WORKING METHODS**

**May 2013**

#### **1. PURPOSE OF WORKING GROUPS**

- 1.1. To assist the Policy Committee to consider and discuss policy issues affecting European quoted companies, in order to develop common positions reflecting the views of EuropeanIssuers members. These positions should contain clear, headline messages understandable to non-specialists in the media and policymakers.

#### **2. GOVERNANCE**

- 2.1. Working Groups' existence and terms of reference are approved by the Policy Committee. There is no pre-defined number of Working Groups (WGs). A single WG can cover several legislative files in the same field;
- 2.2. WG will be normally be created for a period corresponding to the period of the European legislative proposals covered by EuropeanIssuers;
- 2.3. There should be at least 3 members from different member associations/companies with geographically balanced composition in order to represent a truly pan-European viewpoint.
- 2.4. Amongst the members of each WG declaring their availability, a Chair(wo)man is chosen by the Secretary General and Chair(wo)man of the Policy Committee, based on time commitment, expert knowledge of the topic, good communication skills, and diversity of membership, both as between member associations and companies, and geographical balance.
- 2.5. WG decisions are taken by consensus.
- 2.6. In the event of disagreement at WG level, the matter may be referred to the Policy Committee. In that case, the WG Chair(wo)man should inform the Policy Committee Chair(wo)man as soon as possible. The chair(wo)man should prepare/ask for the elements needed for the Policy Committee to take a decision on any areas of disagreement; sticking cases must be announced before the Policy Committee meeting, so as to ensure that the matter is included on the agenda and the relevant persons responsible are able to be present.

#### **3. MEMBERSHIP AND MEMBERS' RESPONSIBILITIES**

- 3.1. All ordinary members may nominate representatives to WG.
- 3.2. Internal or external persons may be invited to attend a dedicated session of a meeting at the request of the Chair(wo)man to present their views and suggestions.

- 3.3. Membership of WGs should be reserved to those who are prepared to actively participate in the work of WGs, by providing policy input and comment on draft positions by the deadline established by the Chair(wo)man. However, the Policy Committee Chair(wo)man may attend any meeting of the working groups.
- 3.4. Members should respect the deadlines set for comment. If a member cannot meet the deadline, but for important reasons has an important comment or contribution to make, he/she shall communicate it to the Chair(wo)man and Policy Adviser without undue delay. Subject to the external deadlines to be met, the Chair(wo)man may agree to extend the deadline for comments.

#### **4. ROLE AND RESPONSIBILITIES OF CHAIRPERSON**

- 4.1. The Chair(wo)man must take into consideration all relevant comments or suggestions of the members of the WG. (S)he should be prepared to act independently of national views in order to achieve EU consensus.
- 4.2. The Chair(wo)man is responsible for preparing the agendas, setting dates of the meetings and circulating this information, with the assistance of the Policy Adviser.
- 4.3. The Chair(wo)men of the WGs are invited to attend the Policy Committee meetings.
- 4.4. Each WG Chair(wo)man should propose lobbying action plans for topics featured in the work programme (objectives, calendar, persons to meet or to contact, alliances to seek, responsible persons for lobbying) to the Policy Committee Chair(wo)man and Secretariat;
- 4.5. The Policy Adviser should liaise with the individual members of the WG, in order to ensure their written input and agreement, and should report to the Chair(wo)man.

#### **5. TIMEFRAME**

- 5.1. Meetings are held mainly by conference calls, on the basis of the work to be done. There are no set amounts of WG meetings, but these should be agreed with the Chairman of the Policy Committee and Policy Adviser, on the basis of the work to be done and the resources available.
- 5.2. The WG members should be given at least one week to comment on a position. In special cases, a fast track procedure can be applied to approve already discussed positions, but in any case members shall have at least one full working day to respond.
- 5.3. If unable to attend, members may nominate another representative from their organisation to attend.
- 5.4. Except for the case of an urgent issue that would necessitate a meeting in a short timeframe, the Policy Adviser will notify WG members about the meeting at least one week in advance.

#### **6. DRAFTING POSITION PAPERS AND OTHER DOCUMENTS**

- 6.1. Position papers should both explain the major issues to non-specialists and contain convincing arguments for the persons involved in the legislative or regulatory process. The position papers should include clear, headline messages developed by the group and be kept as short as possible. The agreed EuropeanIssuers template should be followed.

- 6.2. In the framework of the legislative or regulatory process, the WG may issue proposals for amendments and positions containing appropriate technical detail.
- 6.3. Positions agreed by WGs should be circulated to the Policy Committee members, unless the matter is urgent and time does not permit. The final position is sent out by the Secretary General.

\*\*\*