

*Appendix 3 – TERMS OF REFERENCE*

National & Local Consultations  
for the preparation of 2006 Civil Forum

A. Objectives

Local consultations in the South and in the North initiated by the Civil Forum Steering Committee should be part of every Civil Forum preparation. This fourth round of consultations will serve the essential purpose of continuing the debates engaged in and of identifying participants and themes for the 2006 Civil Forum. They will also create an opportunity to evaluate the way undergone so far and the degree of implementation of the last Civil Forum.

**This round of consultations aims at:**

1. **Initiating a broad debate on the EMP, the role of civil society in the Partnership and the instruments available to civil society.**
2. **Ensuring the successful preparation of the 2006 Civil Forum (content/ themes, participation) and the nomination of participants for the Forum.**
3. **Continuing the consolidation process of the Platform in an open, democratic, progressive and formalized dynamic.**
4. **Exploring possibilities for establishing national or local platforms or coordinating committees and for strengthening existing ones.**
5. **Reflecting on the nature of interaction and cooperation to undertake with the Mediterranean social movements, the Euromed networks and other initiatives in the North and in the South.**

B. National/local operators

For each consultation and country, one or more actors who will be responsible for organizing the meeting are appointed. The local operator will ensure a successful holding of the meeting and ensure the liaisoning with the Steering Committee, the Platform secretariat and the media. The operator will sign a cooperation agreement with the Platform on behalf of the Platform stipulating the contractual obligations of each of the parties.

C. Participants

Starting from the identified members of the Platform (the networks and their members or partners, the local platforms, the foundations etc), a broad participation in the consultations should be ensured from all sectors of local civil society (human rights, development, environment, culture, women, youth, trade unions etc.). The Platform criteria established, especially regarding the independence of civil society from governments, should however be kept in mind. Particular attention should be given to ensure gender equality between participants and to strengthen the participation of youth and cultural actors. An effort to bring in local or international media should also be made.

It is the responsibility of the local operator to propose a list of invitations and obtain an agreement on the list for the meeting by circulating it to Platform members and the secretariat. This should be done well in time for comments to be made by all and this one month before the holding of the local consultation.

**In each meeting the participation should be ensured of:**

- *A Platform representative able of presenting the initiative*



- *An expert on the EuroMed Partnership mechanisms*
- *A representative of the EU Delegation as observer (if relevant)*

#### D. Agenda

The consultation meeting should follow a uniform agenda, which may be adapted to local conditions and realities in consultation with the Platform. The following agenda is proposed:

##### AGENDA PROPOSAL

1. Opening by the local operators and the Steering Committee representative: new developments and objectives of the meeting
2. Short summing up of previous consultation meetings (if relevant).

#### **Preparation of the 2006 Civil Forum**

3. Presentation and discussion of the current state of the Barcelona Process and civil society, evaluating the role and impact of the EMP in reinforcing civil society.
4. Discussion of the main concerns of local civil society stakeholders from the point of view of specific local developments.
5. Discussion of priority issues for the Civil Forum: migration, EU enlargement, neighborhood and democratization policies, sustainable development, etc.
6. Discussion of issues for thought forwarded by the Steering Committee and linking them to public authorities' agenda.
7. Thinking the means of developing the active participation of all the participants in the Forum and the possibility of organizing specific workshops (self conducted).
8. Possibly nominate representatives for the 2006 Civil Forum

#### E. Timetable:

The consultation meeting is to take place between **20 July 2006 and 15 October 2006**. The local operator is to propose and establish dates for the meeting in consultation with the Platform.

#### F. Outcome:

The national/local operator will nominate a rapporteur for the consultation and elaborate a narrative synthesized meeting report which is to be sent to the Platform secretariat within 3 weeks after the meeting has taken place and a financial report to be delivered within 6 weeks after the meeting. Both reports should comply with the established templates in appendix.

#### G. Financial issues:

Financial support to the local consultations has been integrated into the budget for the 2006 Civil Forum to be financed by the European Commission and the EU Presidency.

Subject to the signing of the contracts with these partners, the local operator can obtain a reimbursement of certain expenses for the consultation meeting up to a maximum of **EUR 2,500.00**. Eligible costs are rental of meeting room, interpretation, lunch and coffee breaks for participants, invitations, stationary, local transport etc. (cf. *budget plan in appendix*). **General administrative costs are not eligible for reimbursement.**

Reimbursement will be made after the meeting has taken place and is conditional upon reception of a budget on beforehand (cf. budget plan), which the Platform has to approve, and on the reception of all original receipts and invoices for expenses.

#### H. Implication and participation of the local actors in the 2006 Civil Forum

As for the Civil Forum 2005, the new approach to encourage more implication and active participation of civil society actors will be maintained.

In addition to the conferences/ debates /agoras there will be an “exchange fair” which is an open space reserved for workshops that are self conducted by the Civil Forum participants (maximum of 2,5 hours). These work shops will be carried out on request and according to subjects defined by the participants.

The aim is to encourage the exchange of experiences and good practice or to discuss particular subjects in a small group. The person suggesting the subject is responsible for conducting the workshop and writing a report.

Since the meeting rooms and the time available are limited we will ask each person interested in carrying out such an activity to prepare a brief summary of the subject that s/he would like to discuss and to send it to the Platform General Coordinator, Mourad Allal.

The Steering Committee will then choose between the different suggestions.



*Appendix 4 - REPORTING TEMPLATE*

**NAME OF ORGANISATION:**

**DATE:**

**RAPPORTEUR :**

**VENUE OF MEETING:**

**DATE(S) OF MEETING:**

**MEETING AGENDA:**

**PREPARATION OF THE 2006 CIVIL FORUM**

Main points debated and conclusions of discussions on

- 1.The current state of the Barcelona Process**
- 2.Main concerns of civil society stakeholders**
- 3.Priority issues for the Civil Forum**
- 4.Active participation and organization of specific self conducted workshops**
- 5.Representatives nominated for the 2006 Civil Forum**

**EVALUATION OF THE MEETING:**

**NO. OF PARTICIPANTS** (incl. gender breakdown) & **SIGNED LIST OF PARTICIPANTS** (in appendix):

**PRESS & MEDIA CONTACTS:**

**APPENDICES/LIST OF CONTRIBUTIONS:**

**PROPOSALS FOR AGORA DURING CIVIL FORUM:**