

RULES OF PROCEDURES

This document is called the **Rules of Procedures**.

It answers the following questions:

1. What is the Advisory Board?
2. What does the Advisory Board do?
3. How does the Advisory Board work?
4. What are the roles and responsibilities of the Advisory Board?
5. What happens after the Advisory Board meetings?
6. How do we work together and communicate?





1. What is the Advisory Board?

The Advisory Board (called the AB for short) is a group of 10 children and 15 adults. They are passionate about child participation.

The Advisory Board will give advice on how to run the EU Children’s Participation Platform.

When we say „we” in this document, we mean the Platform’s Secretariat: the adults who do work to run the Platform in the way that everybody wants.



The AB includes **children** from across Europe and **adult allies**. The **adults** represent people from EU Institutions and big organisations working to make Europe a fairer place for children.



The Goal of the AB is to make sure children’s ideas are heard, valued and used by the European Union to improve the lives of children across Europe and to make big, positive changes!



The AB **meets every six months**, in principle in person, but online meetings may happen too.
7 days before each meeting we share details of what we will be doing. This means sending documents for people to read if they can.

2. What does the Advisory Board do?



The Advisory Board:

- Provides advice and expertise.
- Shares ideas, experiences and materials for the co-creation of activities.
- Discusses and approves the Work Plan, reports and other documents.



Which Platform activities and important documents will the AB discuss?

- **Two-year Work Plan:** a document summarising the planned activities.
- **Consultations with children:** activities for children to share their opinion about topics they care about and things happening in the EU. This can include EU advice, rules and laws.
- **Child-friendly documents:** EU advice, rules and laws written and presented in a simple way that is easier for children to understand.
- **Communication activities of the Platform:** sharing Platform's activities in a newsletter and social media.
- **Platform events and meetings:** training and learning activities of the Platform.
- **Safeguarding:** review and discuss annual safeguarding updates provided by the Child Protection Officers.
- **Reaching a wider group of children, adults and organisations:** creating connections between the Platform and people at local, regional, national and EU levels.



3. How does the Advisory Board work?

The Advisory Board follows these principles:



Inclusive: Everyone's opinion is important. Everyone will have a chance to speak out. We support any child or adult who needs special assistance. We include everyone in the discussions. We listen to all opinions. We respect opinions and people. We help each other. We don't interrupt others.



Meaningful, Safe and Participatory: Child Protection Officers will make sure that children will have a safe space in which they can speak freely. The AB will listen to what they have to say and take it seriously. All ideas are good.



Creating Agreement: To make a decision, everyone in the AB needs to agree. If there is a disagreement, the child and adult co-chairs will agree on and propose next steps. The representatives of the Commission have the final word on any decisions, tasks, and activities. Decisions may be taken after a meeting, by email or online voting if more time is needed to think about a topic.



Accountable: Before deciding, objectives, any next steps, context and activities will be presented clearly. Everyone will get feedback about what has happened.



Responsive: If important issues come up in between AB meetings, AB members will be told by e-mail. They will have the opportunity to share their opinion, feedback and advice in writing.



Transparent: All AB members will receive all information and documents. After the meeting, everyone will be able to read the meeting minutes.



Effective and efficient: Each meeting and AB interaction will have clear objectives, agenda and next steps.



Balanced: We will dedicate the same time and attention to adults and children. The meetings will be less official, more informal and free.



Informed: Collaborations and conversations will involve both child and adult members of the AB. Everybody will use a child-friendly and accessible language. We will provide information about context, objectives and background of any topics (informed conversations). Everybody is free to ask questions, can use different communication channels and has the right to privacy.

4. What are the roles and responsibilities of the Advisory Board?



Children members of the Advisory Board select the child co-chair.

The adult co-chair is responsible to make the meeting child-friendly.

CHILD CO-CHAIR

ADULT CO-CHAIR

The two co-chairs guide the discussions and summarize learnings and next steps.

Child members rotate after three meetings or before, if/when they become 18 years old.

Permanent child members

- Children representing different child participation mechanisms (10 children)

A timekeeper is nominated at each meeting. The timekeeper helps the Advisory Board to keep track of time during the meeting.

Permanent adult members

- European Commission, DG JUST
- European Commission (rotating participant)
- European Parliament (x2)
- European Union Agency for Fundamental Rights
- Council of Europe
- Children’s Rights Action Group (x2)
- UNICEF, Representation to the EU
- European Network of Ombudspersons for Children
- Child Protection Officers

Non-Permanent contributing members

- European Commission, DG JUST
- European Commission, other Directorates
- ICF S. A.
- Risk & Policy Analysts Ltd.
- Save the Children
- SOS Children’s Villages
- Laura Lundy
- Cath Larkins
- Two observers

A note-taker is nominated at each meeting. The note-taker will record what is said.

The main contact person for **children members** is the **Child Protection Officer** who ensures the safe, inclusive and meaningful participation of children in all AB meetings; noting, preventing, raising and resolving any safeguarding issues.

CONTACT POINTS

The contact person **for adult members** responsible for the organisation of the AB meeting is from **ICF S. A.**



5. What happens after the Advisory Board meetings?

Between the meetings, people working for the Platform will work with children to put the plans into action. The Advisory Board will get information about progress and Platform activities.

There are two types of meetings:



1. Advisory Board Meetings

After the AB meeting, we will send a child friendly meeting report within maximum two weeks.

This will include important learnings, decisions and next steps.

Other information will be on a Microsoft Teams Channel with information about everything that will be discussed.

Before the next meeting, AB members will receive more information by email.

2. Platform activity meetings

AB members will be invited to General Assembly meetings and sometimes to other extra meetings to discuss in detail how to do some of the activities.

AB members will receive information and invitations to these meetings by email.

6. How do we work together and communicate?



Contact point:



We will send communications and answer questions on behalf of the Platform using the email address: cpp@icf.com

File sharing:



We will share important files, for example meeting agendas, meeting reports, supporting materials using the email address: cpp@icf.com. We will inform the AB members **by e-mail** in case we need comments or approval for any specific document, and we will let them know how they can give us feedback.

Regular updates:



We will share regular updates with all AB members from the cpp@icf.com email.

All news and information will be in a **child-friendly format**.

The **Child Protection Officers** will oversee the communications with child members. They will make sure that children receive the updates. This may be through e-mails to the children or, through parents/guardians.

This document, the Rules of Procedure will be reviewed and revised every year with the Commission and the Advisory Board to ensure everyone fully agrees with it.