



COR LOCAL EVENTS

FAQ

What you have to know to apply for a Local Event organised in partnership with the European Committee of the Regions (CoR)

Following the adoption of its opinion "[Reconnecting Europe with its citizens, more and better communication at local level](#) (2015/C 019/09); the CoR tested a new approach to enhance an open, two-way communication at local level, through a series of [pilot events](#) held between 2014-2015 and led by CoR members.

In view of the results and impact of these events, on 9 February 2016 the CoR Bureau adopted a new legal basis which provides the structure for CoR to support local events across Europe.

In line with the CoR **communication strategy**^[1], the main objectives of the local events 2016 will be: enhancing the dialogue with citizens and better communicating on the role and political priorities of the CoR via its members and their local and regional authorities, ideally in close cooperation with other EU institutions in the Member States.

Who can apply?

- **One or more CoR members** and/or their local and regional authorities
- **EU regions, provinces and cities**, also if they are not directly represented within the CoR political assembly
- **National associations** representing regional and local interests.

Who can be partner of the event?

- **EU institutions and bodies** such as: the European Commission, European Parliament and their national offices ([Commission Representations](#) and [EP Information Offices](#))
- **one or more Europe Direct Information Centres** ([EDICs](#))
- European, national or regional networks and associations of local and regional authorities
- **Think-tanks, research institutes, foundations, associations and networks** addressing issues of regional and local concern and operating on a non-profit basis

^[1] Reconnecting Europe with its citizens: Establishing a dialogue between the local and the EU level , Communication strategy of the European Committee of the Regions 2015-2020

What kind of events can be supported by the CoR?

Three formats of local events are envisaged:

- **Citizens' dialogues** - to engage citizens, in particular young people in two-way communication and participatory formats on the EU political agenda and the future of Europe (along the lines of [those](#) organised by the European Commission)
- **Stakeholders' dialogues** - to contribute to the CoR's consultative work, including the preparation of CoR opinions through local debates with stakeholders on EU legislation in pipeline (along the lines of those organised by the European Parliament)
- **Conferences/seminars** - to support the exchange of knowledge and and good practices among EU cities and regions on EU affairs and their regional impact

What are the key elements to take into account for your local event?

- At least **one CoR member has to be involved as speaker**. The engagement of more CoR members is encouraged, taking into account the need for a geographical and political balance
- Two or more CoR members from different countries can present **joint proposals**, also for cross-border or inter-regional local events
- A CoR local event must have a **European character** and a clear link to the CoR's annual political priorities including the thematic priorities of the CoR Commissions and the CoR communication plan
- A **large partnership** is envisaged, ideally with other EU institutions and their national offices (European Parliament Information Offices, Permanent Representations of European Commission, Europe Direct Information Centres) and/or national associations of local and regional authorities and their European networks.
- CoR local events can be organised as **part of a broader national event** (e.g. national association's general assembly), or EU annual information campaign or a series of events held in cooperation with other EU Institutions
- Exceptionally these events can also take place **outside the EU**
- The proposed event must aim at attracting a **minimum of 50 participants**, mainly local administrations, regional and local stakeholders, citizens, associations and networks addressing issues of regional and local concern
- The local event cannot be organised within the three months prior to a national or regional **elections**
- The organiser may not ask any form of entrance or registration fee for the event which **cannot have a commercial purpose**

What are the main political priorities of the CoR for 2016

Local events need to clearly link with CoR political priorities 2015-2020 and reflect upon its annual thematic priorities. [CoR thematic priorities 2016](#) are:

1. Boosting jobs, growth and investment in Europe's regions and cities
2. Highlighting the territorial dimension of the EU budget in the context of its midterm Review
3. Supporting global stability through regional and local cooperation

For more details please see: **Communication Plan of the European Committee of the Regions for the year 2016 " Connecting regions and cities for a stronger Europe"**.

Can a local event be proposed in combination with another external meeting of the CoR?

A local event can be proposed by one or more CoR members, as a side event (such as citizens' dialogues) in combination with an external meeting of the CoR Bureau and/or commissions, in order to increase the impact of the CoR activities on a wider public.

A proposal for a local event must have a different format, target audience and a larger interinstitutional partnership (with a tendency to minimise costs) compared to an external commission meeting (e.g. seminars/conferences/study visits).

How to apply?

Applicants submit their expression of interest via the application form available on the local event webpage www.cor.europa.eu/localevents , in which all technical information must be provided. This includes a draft programme of the event, the link to CoR political priorities, the budget outline and all the specific requirements specified in the decision of the CoR on the organisation of the event (Chapter II – "CoR support for local events in the Member States").

Proposals have to be submitted at least three months before the date of the event.

How are the events selected?

The Events Committee set up within the secretariat-general of the Committee of the Regions will examine all the incoming proposals, taking into account the level of formality, feasibility and quality criteria of the proposed events, including its relevance to the CoR political priorities and activities.

The list of local events to support will be presented to Commission for Financial and Administrative Affairs (CFAA) for decision, as well as an annual report of the past events, their outcome and budgetary impact.

After approval, all the organisers will be contacted by the Directorate for Communication - Events Unit in charge of coordinating the local events of the CoR.

The preparation and organisation of local events will be subject to an exchange of letters signed by the CoR and the local organiser(s) establishing, case by case, the theme, format, tasks and cost sharing.

What support can be provided by the CoR?

The CoR can provide support with limited services (no direct payments to local organisers), subject to the evaluation and to the availability of financial resources, such as:

- interpreting (maximum of 3 languages, active/passive arrangements);
- moderators' and guest speakers costs;
- media and communication activities via a media partnership, the CoR website and CoR publications;
- reimbursement of travel costs and accommodation for CoR members and journalists travelling to the event accompanying CoR members;
- provision of CoR information material during the event; dissemination of the event results

Be sure to specify which services you can provide in your application form.

How can a CoR member be involved in other events led by EU institutions?

These are events organised in the Member States by the European Commission (DG COMM, DG REGIO), EC-Representations or Europe Direct Information Centres, or by the European Parliament or the European Parliament Information Offices and other CoR external partners. The CoR encourages the participation of members as speaker(s) at these events and coordinates this action in partnership with the EU institutions.

These events contribute to the political visibility of the CoR, its opinions and political priorities and reinforce the interinstitutional cooperation in order to speak on behalf of Europe in a united way at local level.

A joint calendar of external events will be defined by the Communication Directorate in cooperation with EU institutions.

The secretariat-general of the CoR will inform members about such events. A report of these events will be provided to CFAA and Bureau members.

Whom should I contact to receive more information?

Please get in contact with our **Directorate for communication - Events Unit** at the following address: eulocal@cor.europa.eu or visit our webpage www.cor.europa.eu/localevents