



**European Committee
of the Regions**

The President

Brussels, 30/11/2021

PCab/SoB/JSIM/ssch DEC 341/2021

REGULATION No 28/2021

of 30 November 2021

on the payment of an allowance to Committee members actively involved in preparing and setting up certain local activities in the context of the Conference on the Future of Europe

THE BUREAU OF THE EUROPEAN COMMITTEE OF THE REGIONS,

HAVING REGARD TO the Treaty on the Functioning of the European Union¹ ("TFEU"), and in particular Articles 305, 306 and 307 thereof,

HAVING REGARD TO Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012² ("the Financial Regulation" or "FR"), and in particular Article 238 thereof,

HAVING REGARD TO the Rules of Procedure of the Committee of the Regions³ ("the Rules of Procedure" or "RoP"), and in particular Rules 37, 40 and 71 thereof,

HAVING REGARD TO Decision No 7/2021 of the Bureau of the European Committee of the Regions of 2 February 2021 on the internal financial rules for implementing the Committee of the Regions section of the general budget of the European Union ("the Internal Financial Rules" or "IFR"),

WHEREAS:

¹ [OJ C 202](#), 7.6.2016, p. 47.

² [OJ L 193](#), 30.7.2018, p. 1.

³ [OJ L 65](#), 5.3.2014, p. 41.

- (1) The Conference on the Future of Europe ("the Conference" or "CoFoE") offers members of the European Committee of the Regions⁴ ("the Committee") a unique opportunity to engage directly with both EU citizens and the more than one million locally- and regionally-elected politicians serving within the European Union. Promoting and organising debates on European topics at the regional and local levels can greatly enhance the visibility of the Conference throughout the territories of the Member States, and fulfils the Committee's aim of bringing the Union closer to its citizens.
- (2) Committee members have expressed willingness to dedicate certain local activities to topics related to the Conference and to be actively engaged in the (co-)organisation of such activities. The Committee can provide support for a local activity sponsored by a Committee member ("the sponsoring member") that aims to bring together EU citizens from the sponsoring member's locality in a Member State to debate European topics, such as a citizens' dialogue or a town hall debate.
- (3) Both the specific nature of the Conference and its expected limited duration represent an increased organisational workload for sponsoring members who are actively involved in preparing and setting up such local activities. It is therefore appropriate that the Committee provide financial support to these sponsoring members in the form of a flat-rate amount paid in relation to a certain local activity held in the context of the Conference ("the outreach allowance").

HAS ADOPTED THIS REGULATION:

Article 1

Subject matter and scope

1. This Regulation lays down general rules governing the payment of the outreach allowance referred to in Article 4 to sponsoring members who perform tasks or fulfil duties in respect of certain local activities held in the context of the Conference on the Future of Europe.
2. This Regulation applies to the local activities laid down in Article 2.

Article 2

Eligible local activities

1. For the purposes of the Regulation, any Committee member-sponsored local activity that aims to bring together EU citizens from the sponsoring member's locality in a Member State to debate European topics in the context of the Conference on the Future of Europe shall be referred to as a "CoFoE talk".
2. A CoFoE talk on which the Secretary-General of the Committee ("the Secretary-General") signs off shall give rise to entitlement to the payment of the outreach allowance referred to in Article 4.

⁴ For the purposes of this Regulation, "*Committee member*" shall be understood as referring to either a member of the Committee within the meaning of Rule 2 of the Rules of Procedure or a duly mandated alternate of the Committee within the meaning of Rule 5 of the Rules of Procedure.

The Secretary-General may, by written instrument, empower the authorising officer responsible for the appropriations referred to in paragraph 3 below to act on his/her behalf.

3. A CoFoE talk may not be signed off on where there are no longer sufficient appropriations available to finance the payment of the outreach allowance referred to in Article 4.
4. Paragraph 2 shall not apply to a CoFoE talk taking place in a locality where a European, national, regional or local election is to be held within the one-month period preceding the date on which the CoFoE talk is scheduled.
5. When signing off on CoFoE talks, due diligence shall be exercised to ensure a fair and balanced representation of both the geographical diversity and the range of political views, leanings and sympathies of the membership of the Committee.

Article 3

Outreach coordinators

1. The relevant sponsoring member(s) shall, for each CoFoE talk, designate among themselves an outreach coordinator, who shall perform the following tasks and fulfil the following duties:
 - (a) Serving as contact person between the department in the secretariat-general of the Committee responsible for managing and directing the Committee's internal and external communications ("the Directorate for Communication") and the third party(ies) with whom the CoFoE talk is co-organised ("the co-organiser(s)"), as the case may be;
 - (b) Overseeing, where applicable, the selection of the venue(s), service provider(s) and moderator(s), as well as the persons and organisations to be invited to attend the CoFoE talk;
 - (c) Actively participating in the CoFoE talk and communicating on it – both before, during and after the event – through traditional and networked media;
 - (d) Ensuring that the Committee's official name and logo, its contribution to the CoFoE talk and a standard disclaimer⁵ feature appropriately in any analogue or digital documentation, promotional material or content, programmes, online postings or press releases that the sponsoring member(s) and/or the co-organiser(s) may distribute or publish in relation to the CoFoE talk;
 - (e) Drafting a comprehensive written report and delivering it to the Directorate for Communication within four (4) weeks of the end of the CoFoE talk.
2. The sponsoring member(s) referred to in paragraph 1 shall promptly apprise the Directorate for Communication of the identity of the outreach coordinator whom they have designated.

⁵ The disclaimer shall read as follows: *The present [event/publication] has received support from the European Committee of the Regions. The analyses, views and opinions expressed are those of their author(s) and do not necessarily represent those of the European Committee of the Regions. The provision of support in relation to this [event/publication] does not in any way constitute an endorsement of the aforementioned analyses, views and opinions by the European Committee of the Regions, which disclaims any and all liability to any party for any damages arising from any use of those analyses, views and opinions.*

Article 4

Outreach allowance

1. The outreach allowance shall be a flat-rate amount intended to cover all expenses related to both performing the tasks and fulfilling the duties referred to in Article 3(1). Only Committee members shall be eligible to receive the outreach allowance.
2. The amount of the outreach allowance referred to in paragraph 1 shall be fixed at seven hundred euros (700 EUR).
3. The outreach allowance shall be paid in full to the relevant outreach coordinator upon approval by the Directorate for Communication of the report referred to in Article 3(1)(e).
4. The outreach allowance shall not be used for the personal gain or benefit of either a sponsoring member or of any relative, friend, acquaintance, colleague and/or other individual with whom they have a personal relationship.
5. Any sum paid irregularly to a sponsoring member shall be recovered by the authorising officer responsible as provided for in the Financial Regulation and the Internal Financial Rules.

Article 5

Implementing measures

The Secretary-General may, as appropriate, issue instructions or adopt implementing measures to, where necessary, further specify and give effect to any provision of this Regulation, in compliance with the latter and after consultation of the Commission for Financial and Administrative Affairs⁶.

Article 6

Final provision

This Regulation shall enter into force on the day following that of its adoption.

Done at Brussels, 30 November 2021.

For the Bureau



Apostolos Tzitzikostas

⁶ As referred to in Rule 40 of the Rules of Procedure.