

SUMMARY OF CONCLUSIONS

**Subject: Second informal meeting of the Praesidium
Brussels, 27 February 2002**

I. POINTS SETTLED

1. Calendar

All members agreed that the revised calendar of plenary sessions and meetings of the Praesidium was a good compromise and should be forwarded to the plenary (see doc. CONV 2/02);

The calendar for the rest of the year will be established by end April.

2. Video conference

The suggestions by John Bruton to consider the use of video conference for some meetings of the Praesidium was discussed. Given the fact that video conferencing facilities are not yet available in all capitals nor in the Council building and, more importantly, that members of the Praesidium attached particular importance to direct personal contacts, it was concluded that one would resort to video conference only in case of urgency and in addition to the scheduled meetings. The Secretariat would establish the likely timing of the availability of the necessary facilities.

3. Alternate to observers

Some members of the Praesidium having raised the question of alternates to observers, it was agreed that, on the basis of the Laeken declaration, observers could not have alternates. However, the Chairman might, for specific issues, invite to a Convention session persons having particularly relevant expertise or representing relevant bodies.

4. Agenda of the inaugural session

The agenda (which would be named "d roulement") of the inaugural session was agreed (and subsequently circulated as doc. CONV 1/02).

II. OUTSTANDING QUESTIONS

1. Draft rules of procedure

Following a discussion, the Praesidium agreed to amend Art. 5.2. of the draft rules of procedure, so that advance notice of a full day absence should be sent to the Secretariat by 9 a.m. of the day in question.

In order to avoid any possible perception of the Praesidium imposing on the Convention the adoption of the rules of procedure without sufficient examination, it was agreed that the draft would be presented at the plenary session, but that members of the Convention would then be given a week to forward to the Secretariat written comments. In the light of these comments, a revised version would be prepared for submission to the Praesidium on 14 March, and then to the next plenary session.

2. Verbatim records of the plenary session

Some members of the Praesidium wondered whether it would be possible for the European Parliament services to agree to prepare verbatim records of the plenary sessions. Mr Hansch and Mr de Vigo undertook to explore this possibility.

3. Next plenary session

The Praesidium, having agreed that the March session would be devoted to the broad question: "What do people expect from the EU?", the Secretariat was invited to prepare, with a view to the next meeting of the Praesidium, a short set of questions to facilitate the debate.

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The next meeting of the Praesidium will take place on 14 March at 10.30 a.m.