EASTERN PARTNERSHIP
CIVIL SOCIETY FORUM

Transition to NP-led delegate selection system

EaP CSF delegate selection guidelines

Transition to NP-led selection system

Following the Internal Reform (October 2018), EaP National Platforms (6 NPs) can become responsible for the selection of the next cycles of EaP delegates (starting with the 2020 – 2021 cycle) if they have comprehensive and up-to-date statutes and other regulations reflecting the internal reform of EaP CSF. In line with the same provision, EaP NPs should fulfil and implement the requirements of the Code of Ethical Conduct (CoEC), including yearly self-assessments and triennial external assessments.

Those NPs that have not yet fulfilled the requirements of the Code of Conduct and have not updated their NP statutes will continue to use the delegates selection process that was used before 2019 when the Steering Committee was finalising the list based on 3 votes (NP vote/ EU Delegation vote/ WG coordinators vote).

In the long term, the expectation is that all NPs will operate the same Delegate Selection system.

EaP CSF Delegate selection process

Total number of EaP CSF delegates: 160 (20 delegates from each of the 6 EaP countries; EaP CSF 40 delegates from EU member states).

Common selection criteria:

- **Non-partisanship** – delegates must be non-governmental, non-partisan (not affiliated institutionally to a political party) organisations that respect democratic values. They should also be *bona fide*, independent organisations in their own right;
- **Diversity of spheres of activity** – the involvement of all the major components of civil society and adequate representation for each of the thematic Working Groups, as well as EaP Platforms and panels should be ensured;
- **Involvement in the EaP thematical areas** – delegates should be involved in activities relevant to the Eastern Partnership priorities;
- **Involvement in the EaP CSF** – active previous involvement in the EaP CSF activities is encouraged;
- **Rotation** – the quotas of new and returning delegates need to be respected;
- **Gender balance and gender equality –** a gender-balanced dimension in the selection process of delegates is encouraged and has to be ensured by the Forum.

1. Selection of EaP delegates

After the responsibility for the delegate selection process has been transferred to the NPs, EaP delegates are selected by NPs with the participation of EaP CSF WG Coordinators and EU Delegations. The delegate's selection procedures are described in the National Platforms' internal rules and regulations and should not contradict the EaP CSF regulation.

Each National Platform selects 20 Delegates with the following distribution among WGs:

	WG1	WG2	WG3	WG4	WG5	Total
Armenia	5	4	4	4	3	20
Azerbaijan	5	4	4	4	3	20
Belarus	5	4	4	4	3	20
Georgia	5	4	4	4	3	20
Moldova	5	4	4	4	3	20
Ukraine	5	4	4	4	3	20
EU	10	8	8	8	6	40
Total	40	32	32	32	24	160

Table 1 distribution of EaP CSF delegates (EaP and EU)

Step-by-step selection procedures:

- The EaP CSF Secretariat collects and sends delegate applications to the National Platforms' Secretariats or to the NP Facilitator (in the absence of the NP Secretariat).

- The EaP CSF Secretariat (with the support of NP Secretariats and/ or NP Facilitator) verifies the information regarding the applicants' membership status in the NP and/ or the Forum. The technical screening on eligibility is conducted by the NP Secretariats or bodies/persons assigned to conduct this procedure.

- The NP Secretariat or, in its absence, the National Facilitator sends all the eligible applications to the in-country EU Delegation and each Working Group applications - to respective EaP CSF Working Group Coordinators (5 pairs of EaP CSF WG Coordinators) with clear voting instructions provided by the EaP CSF Secretariat.

- Consultations among and between each National Platform, EaP CSF Working Group Coordinators, and in-country EU Delegation could take place before the selection of delegates. The consultations are based on an information exchange regarding the applicants' track record of activity and thematic expertise.

- Each pair of EaP CSF Working Group Coordinators receives a list of applicants from 6 EaP countries applying to their respective WG. Each pair of WG Coordinators recommends a number of delegates corresponding to 20 percent of the total number of applications received per WG, per country. The list with WG Coordinators' votes should be rank-ordered.

- Each EU Delegation recommends 10 percent of the total number of applications received per country. The following quotas should preferably be observed to ensure balanced thematic expertise: 25% CSOs for WG1, 20% CSOs for WG2, 20% CSOs for WG3, 20% CSOs for WG4, 15% CSO for WG5. The organisations within each WG list should preferably be rank-ordered.

- Whenever the vote of EU DEL and WG Coordinators coincides, the organisation that receives both votes is automatically included in the final list.

- The number of organisations that are selected by both the EU DEL and WG Coordinators cannot exceed 10 organisations to allow space for the NPs to fulfill all the obligatory quotas.

- If there are more than 10 organisations that are selected by both EU DEL and WG Coordinators, the NP will only take 10 organisations from the list based on the ranking.

- After the lists from EU DEL and WG Coordinators are received and compared each NP creates 1) the list of automatically selected organisations *and*
  2) the list of organisations that will be voted on by the NP members.
  The National Platforms may decide whether to use an election conference for the voting of Delegates or an online voting system.
  The voting is organised in line with the procedures fixed in the NP regulations. However, the manner in which the voting is conducted will be reviewed once by the SC before the conduct of the elections to ensure that the regulations are conducted in a proper way.

  The general rules for NP voting are the following:
  - There should be a minimum of 20 NP members voting online or in person for the elections to be valid. The elections organised during the NP conference are valid if 70 percent of the attendees cast their vote. If the voting is happening online, there should be at least two reminders to NP members about the open voting.
  - Online elections are validated if a minimum of 20 organisations cast their vote.
  - There should be at least two independent observers at the elections observing the vote.
  - NP members should have enough information to make the vote.
  - In the bulletin, the NP members mark a limited number of organisations that they recommend as delegates based on the WG balance and needed expertise. We recommend limiting this number to 20 as to mirror the below quotas:

WG1	WG2	WG3	WG4	WG5	Total
5	4	4	4	3	20

- In accordance with the number of votes cast for each organisation, a rating list of organisations based on the number of received votes will be compiled.
- It is advised that the first 20 highest-ranking organisations from the rating list are recommended by the NP for participation in the 2024-2026 cycle.
- The NP voting can be organised based on the results of the selection made by WG Coordinators and EU Delegations.

The governing body of the NP compiles the final list based on the votes of EU Delegations and EaP CSF WG Coordinators and the ranking list of NP. The next step is to ensure the quotas.

Quotas for compiling the final list of delegates per country

Structural quotas:

In the final list of 20 delegates for each EaP country, the following distribution should be respected:

- Minimum 20% of CSOs are newcomers, meaning they have never been delegates.
- Minimum 20% of CSOs are returnees from the last cycle (for example for the 2026-2028 selection, they were delegates in the 2024-2026 cycle).
- Minimum 20% of CSOs are returnees after a gap of at least 1 cycle, meaning that they were not delegates in the last cycle. (for example, for the 2026-2028 selection, they were not delegates in the 2024-2026 cycle but were delegates in the cycle 2020-2024).

Thematic quotas:

The thematic quotas reflect the thematic areas of the EaP Platform and Panels (+/- one organisation is flexible in each WG **within a total of 20 delegates**).

	WG1	**WG2**	**WG3**	**WG4**	**WG5**	**Total**
Delegates per each EaP Country	5	4	4	4	3	20

Table 2 - distribution of delegates from each EaP country across WGs

Justifications need to be provided if the quotas cannot be not respected.

The final lists will be shared with the EaP CSF Secretariat.

There is no limitation on the number of times a CSO can be selected as a Delegate, the quotas will ensure a good balance of the new and returning delegates.

The final list is approved by the European Commission.

2. Selection of EU delegates

The call for EaP CSF delegates is open to all EU CSOs from all EU Member States that respect the common selection criteria described on page 1.

The selection of EU delegates is made collectively by EU members of the Forum that expressed their availability and willingness to participate in the selection process (along with their WG distribution) and respective EaP CSF WG coordinators.

The list is finalised by EU facilitators. Together with the list of EaP delegates, the final list is approved by the European Commission.

Quotas for compiling the final list
There is a quota of 40 funded EU delegates. If some organisations apply as self-funded, the total number might be increased, but the total of 40 funded delegates cannot be increased.

- **Thematic quotas**
  The thematic quotas reflect the thematic areas of the EaP Platform and Panels and are adjusted taken into account the number of applicants for each cycle, in each WG.

	WG1	WG2	WG3	WG4	WG5	Total
EU Delegates	10	8	8	8	6	40

Table 3 - distribution of EU delegates across WGs

- **Structural quotas:**

- Minimum 20% of CSOs did not participate in the last AA/EaP CSF Civil Society Summit (returnees after a gap of at least a year).
- Minimum 20% of CSOs did not participate in any AA/EaP CSF Civil Society Summit (newcomers).
- Minimum 20% of CSOs are old delegates (returnees).

There is no limitation on the number of times a CSO can be selected as a delegate; the quotas will ensure a good balance of the new and returning delegates.

Selection process and voting power:

- **1 Thematic vote:** WG coordinators vote for the number of delegates that corresponds to 50% of the applications to their Working Group;
- **1 "EU vote":** Any member of the EaP CSF from the EU can vote. The offer to participate in the voting is sent out to all EU EaP CSF members who have been members of the Forum since 2015. EU members vote for 40% of the number of applications from EU organisations to their WG. Based on the vote, a ranked list for each Working Group is made.

Compilation of the final list in accordance with quotas: EU facilitators ensure that the vote of WG Coordinators and EU members and the quotas are respected. The EU Facilitators make the final selection based on two voting lists: one voted online by the EU Members of the EaP CSF, and one list prepared by the Working Group Coordinators who vote on a list of CSOs from their respective Working Groups. If the EU applicant organisation is voted by the WG Coordinators and is situated in the top segment of the EU CSOs voting list, the organisation will be included in the final list.