

## Conduct of Meetings

Unless otherwise agreed in advance, the following conditions apply to EURIM meetings:

1. Whenever practical at least six weeks notice should be given of meeting dates (currently achieved by a listing in the EURIM timetable which is on the website and also emailed to members monthly). All members, observers, and their representatives who have registered their interest in the working group arranging the meeting will be sent a detailed calling notice by email.
2. Where there is a limit on numbers (either because of room size or from a need to keep discussion manageable) places will be reserved first for the key participants, second for any other target participants and the rest then allocated on first come, first served" basis.
3. The rapporteur will maintain a waiting list as necessary and "overflow" meetings may be arranged on the same topic if numbers so warrant.
4. Meetings are conducted under a variation on Chatham House Rules (comments made during discussion may not be attributed to their author without express consent but an agreed summary of any points will normally be produced for circulation to members).
5. The rapporteur will make full notes for use by the Chairman, Secretary-General and any other participants agreed by those present. Depending on the nature of the meeting these notes may be used to produce a summary report and/or conventional minutes. In either case the full record will be used only to confirm the accuracy of the report or minutes.
6. If minutes are distributed these are to be agreed with those present and are not intended for attribution or other use outside those attending or registered for the event or group.

EURIM meetings include (but are not confined to) the following types:

**Scoping meetings** - where members are invited to discuss the group's programme, the range of issues to be addressed and the methods used to achieve the stated objectives. The meeting may include short presentations to focus discussion and/or discussion of a previously circulated paper. Minutes of the comments of the participants and agreed actions are commonly produced and circulated to those interested.

**Workshops** - to consider a defined topic or set of issues. The meetings are kept small at about 20-25 participants, all of whom are expected to contribute to the discussion. Workshops may be convened to prepare a response to an HMG White/Green paper or Commission Communication or Draft Directive, when the active participation of relevant Officials is an important feature. Remarks made at such meetings may need to remain off the record although a summary report is commonly prepared which may subsequently form the basis of a Group response to a relevant consultation exercise.

**Drafting Meetings** - sub-groups may be convened to take a paper through the detailed stages of its production but much of this work will be done by email, rather than at physical meetings.

**Presentation Meetings**, with invitations to the full EURIM membership at least six weeks in advance and the draft paper distributed at least a week beforehand, are required before any material can be adopted as a formal EURIM position. A formal presentation of the paper is made by the Chairman and/or other members of the group. After discussion and approval subject to amendments, the paper is revised and approved by the Board for political balance before adoption as a EURIM position.