

# RULES OF INTERNAL ORDER

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As originally adopted by the General Assembly on 9 November 2004 in Brussels and subsequently modified by the General Assembly on 27 May 2005 in Rennes, on 11 May 2006 in Brussels, on 20 April 2007 in Bilbao, on 26 March 2010 in Venice, on 23 March 2012 in Ljouwert, on 12 April 2013 in Meran, on 17 April 2015 in Bautzen, on 17 April 2015 in Katowice, on 31 March 2017 in Landshut, on 13 April 2018 and 9 March 2019 in Brussels, respectively, on 1 October 2020 and on 27 May 2021 via a videoconference and on 12 May 2022 in Las Palmas de Gran Canaria.

## 1. General Provisions

### 1.1. The Party

- 1.1.1. The European Free Alliance, hereinafter referred to as the “Party” or “EFA”, is a European political party (in abbreviated form “EUPP”).
- 1.1.2. The European Free Alliance (in abbreviated form “EFA”) is governed by (i) Regulation (UE, Euratom) No 1141/2014 of the European Parliament and the Council of 22 October 2014 on the statute of and funding of European political parties and European political foundations, hereinafter referred to as “Regulation”, (ii) the relevant provisions of Belgian law, including the Law of 23 March 2019 on the implementation of the Code of companies and associations, as published in the Belgian Official Gazette on 4 April 2019 (the “BCCA”), (iii) these Rules of Internal Order and (iv) the latest version of the EFA statutes (comprising the EFA Charter and the articles of association, hereinafter referred to as the “Statutes”).
- 1.1.3. EFA is composed by political parties, organisations and individuals.
- 1.1.4. EFA shall promote and support all forms of cooperation among its members with the view to pursue its aims and objectives, which are set out in the Statutes.

### 1.2. The Rules of Internal Order

- 1.2.1. The Rules of Internal Order (hereinafter referred to as the “RIO”) shall regulate the application of the Statutes, as well as all matters expressly provided for in the Statutes to be regulated by the RIO. In the event of a conflict between any provision of the Statutes and these RIO, the relevant provision(s) of the Statutes shall prevail.
- 1.2.2. All capitalized terms used in these RIO shall have the same meaning in these RIO as in the Statutes, unless expressly defined otherwise in these RIO.

## 2. Membership

### 2.1. Categories of members

- 2.1.1. The Party shall be composed of six (6) membership categories: (i) full members, (ii) candidate members, (iii) associate members, (iv) individual members, (v) honorary members and (vi) observer members of the European Parliament (hereinafter referred to as “observer MEPs”).

- 2.1.2. A member cannot be suspended or expelled from the Party, except in the cases explicitly foreseen in the Statutes.
- 2.1.3. The quality of membership cannot be transferred.
- 2.1.4. The quality of membership cannot be inherited or traded, without prejudice to the cases foreseen in the Statutes.
- 2.1.5. A register of full, candidate, associate, individual, honorary members and observer MEPs is provided in Annex I of these RIO.

## **2.2. Full members**

- 2.2.1. Full membership can be granted exclusively to legal persons.

## **2.3. Candidate members**

- 2.3.1. Any political party or organisation which subscribes to the political program of EFA and is politically active at European, state or sub-state level in Europe is eligible to become a candidate member of EFA.

## **2.4. Associate members**

- 2.4.1. Any political party or organisation which subscribes to the political program of EFA, and is geographically not present in the EU is eligible to become an associate member of EFA.
- 2.4.2. Associate members are parties or organisations which are geographically located outside of the EU but aspire to be part of EFA.

## **2.5. Individual members**

- 2.5.1. Any individual holding an elected office at European, state or sub-state-level may request to become an individual member of the Party, referred to as the “candidate” in this section.
- 2.5.2. The candidate shall not be, at the time of the request for membership, a member of an EFA member.

## **2.6. Honorary members**

- 2.6.1. Natural persons who have honoured the Party through their outstanding achievements may be eligible to be nominated as honorary members.

## **2.7. Observer MEPs**

- 2.7.1. Observer MEPs shall be limited to individuals who were elected Members of the European Parliament, and lost their seat at the European Parliament as a result of their State’s departure from the European Union.

## **2.8. Procedure to become a candidate member**

- 2.8.1. Parties and organisations applying for candidate membership shall follow the procedure set out below.

- 2.8.2. Any political party or organisation wishing to become a member of the Party shall send an official request by registered post to the registered office of EFA or by registered email to “info@e-f-a.org”. The applicant shall submit with the official request the following documents:
  - 2.8.2.1. A letter of motivation addressed to the President expressing the applicant’s commitment to respect, follow and agree with the values on which the European Union is founded, including but not limited to the content of Article 3 of the TEU, as well as the Statutes, the EFA Charter and the political manifesto of EFA;
  - 2.8.2.2. A copy of the applicant’s statutes or by-laws, translated into English;
  - 2.8.2.3. The current political program of the applicant;
  - 2.8.2.4. A description of the applicant’s internal organisation and decision-making processes, if not provided for in the statutes or by-laws;
  - 2.8.2.5. A report on any and all measures, criteria and actions that have been implemented by the applicant to ensure gender equality;
  - 2.8.2.6. A list of elected representatives, if any;
  - 2.8.2.7. The results of the most recent elections in which the party or organisation has taken part;
  - 2.8.2.8. A representative sample of some recent publications, if any.
- 2.8.3. The documents submitted with the official request shall be made available to the members of the Bureau and to the General Assembly.
- 2.8.4. The Secretariat shall collect the necessary documents and information concerning the submitted application and shall transmit the application dossier to the Bureau.
- 2.8.5. The Bureau shall inform any member exercising their activity in the same territory or Member State, of the candidate, if any, to allow the member to express an opinion to the Bureau regarding the acceptance of a new member. Only opinions received within thirty (30) days of the Bureau informing the member will be considered.
- 2.8.6. The Bureau shall give a preliminary view on the application prior to submission to the General Assembly for approval of the applicant, also referred to as a candidate member.
- 2.8.7. The decision concerning candidate members shall require a simple majority by the General Assembly.
- 2.8.8. When taking a decision concerning the membership of a candidate member, the General Assembly shall take into account, inter alia, whether such member is aligned and compliant with the rules and values of the Party, as set out in the Statutes, the EFA Charter and these RIO (such as for example, without limitation, any provisions on gender equality).
- 2.8.9. A decision of the General Assembly on membership shall have an immediate effect.

2.8.10. The result of the vote shall be communicated to the applicant if the applicant is not present at the General Assembly meeting.

### 2.9. Procedure to become a full member

2.9.1. Only candidate members are able to become full members.

2.9.2. Candidate members wishing to become full members shall address their request to the Bureau. Their membership request shall be added on the agenda of an ordinary General Assembly and shall be presented to the General Assembly for vote if the request is addressed to the Bureau at least 30 days before the ordinary General Assembly is held.

2.9.3. Candidate members may apply for full membership after having held the candidate membership for a minimum period of one (1) year

2.9.4. The Bureau shall give a preliminary opinion on the full membership request and shall submit it to the General Assembly.

2.9.5. The General Assembly votes on the full membership request.

2.9.6. A vote of the General Assembly on membership shall automatically result in amendment of Annex I of these RIO.

2.9.7. When taking a decision concerning any membership of a full member, the General Assembly shall take into account, inter alia, whether such member is aligned and compliant with the rules and values of the Party, as set out in the Statutes, the EFA Charter and these RIO (such as for example, without limitation, gender equality).

### 2.10. Procedure to become an associate member

2.10.1. Parties and organisations wishing to become associate members shall follow the procedure set out in articles 2.8.2 to 2.8.4 above.

2.10.2. The Bureau shall give a preliminary view on the application prior to submission to the General Assembly for approval of the applicant.

2.10.3. The decision concerning associate member shall require a simple majority by the General Assembly.

2.10.4. A decision of the General Assembly on membership shall have an immediate effect and shall be communicated to the applicant.

2.10.5. When taking a decision concerning any membership of an associate member, the General Assembly shall take into account, inter alia, whether such member is aligned and compliant with the rules and values of the Party, as set out in the Statutes, the EFA Charter and these RIO (such as for example, without limitation, gender equality).

### 2.11. Procedure to become an individual member

2.11.1. The candidate shall address a written request for membership to the Bureau, stating the reasons for its application and declaring to not be a member of any other European political party.

- 2.11.2. The request for membership shall be sent by registered post to the legal address of EFA or by registered email to info@e-f-a.org.
- 2.11.3. The Bureau, or any of its members expressly mandated, can conduct personal interviews with the candidate to allow the Bureau to take an informed decision regarding the acceptance of the candidate.
- 2.11.4. The Bureau shall inform any member exercising their activity in the same territory or Member State, of the candidate, if any, to allow the member to express an opinion to the Bureau on the candidacy of the candidate. Only opinions received within thirty (30) days of the Bureau informing the member will be considered.
- 2.11.5. The candidate shall be accepted as an individual member of the Party upon the adoption of a positive decision of the Bureau.
- 2.11.6. The decision shall be taken unanimously among the members present or represented.
- 2.11.7. If an individual member becomes affiliated to an EFA member, the quality of an individual member shall be deemed to be extinguished.
- 2.11.8. The Bureau shall communicate, in the shortest delay, to all members of the Party the decision of accepting an individual member.
- 2.11.9. The individual membership shall end automatically with the elected mandate.
- 2.11.10. The Bureau shall communicate to all members of the Party the end of each individual membership.
- 2.11.11. The General Assembly may repeal the membership approved by the Bureau in the first meeting of the General Assembly after the adoption of the Bureau's decision.
- 2.11.12. Individual members, unless otherwise entitled, are not entitled to vote in the General Assembly, as only full members have the right to vote.
- 2.11.13. When taking a decision concerning any membership of a candidate member, the Bureau and the General Assembly shall take into account, inter alia, whether such member is aligned and compliant with the rules and values of the Party, as set out in the Statutes, the EFA Charter and these RIO (such as for example, without limitation, gender equality).

## 2.12. Procedure to become an honorary member

- 2.12.1. Natural persons who have honoured the Party through their outstanding achievements may be eligible to be nominated as honorary members.
- 2.12.2. Honorary members may be chosen among former Members of the European Parliament, former members of the Bureau, or other relevant people in the history of EFA.
- 2.12.3. The Bureau shall consult the candidate for an honorary membership and verify if the person in question meets the relevant criteria to receive this title.
- 2.12.4. Honorary members may be accepted by the General Assembly only after a proposal is issued by the Bureau.

- 2.12.5. The decision of honorary membership shall require a simple majority by the General Assembly.
- 2.12.6. Honorary members can only be accepted if they are no longer elected, no longer have a responsibility within EFA, and are no longer employed by EFA.
- 2.12.7. When taking a decision concerning any membership of an honorary member, the General Assembly shall take into account, inter alia, whether such member is aligned and compliant with the rules and values of the Party, as set out in the Statutes, the EFA Charter and these RIO (such as for example, without limitation, gender equality).

### 2.13. Veto on new members

- 2.13.1. A geographic territory shall be, in principle, represented in the Party by only one political party or organisation.
- 2.13.2. Whenever another political party or organisation from the same geographic area officially requests to become a member of EFA, the Bureau shall request from (an) EFA member(s), which is(are) active in the same territory to issue an opinion before assessing the membership application.
- 2.13.3. Each EFA member operating in the same territory may express an opinion regarding the official request for membership within thirty (30) days from a notification of the request of the Bureau.
- 2.13.4. The opinion shall be binding on the Bureau.

### 2.14. Resignation, Suspension, Expulsion

- 2.14.1. The Bureau shall inform the General Assembly about any member which is deemed to have resigned following the circumstances outlined in Article 24.1(3) of the Statutes.
- 2.14.2. At least one-twentieth (1/20) of the full members of the Party may propose to the Bureau for the suspension or expulsion of an EFA member.
- 2.14.3. The proposal for suspension presented by a member shall contain an indication of the duration of the suspension with an ending date.
- 2.14.4. The Bureau shall discuss all the suspension and exclusion proposals and put forward a recommendation to the General Assembly.
- 2.14.5. The Bureau shall vote with an absolute majority on the recommendation prior to putting it to the General Assembly.
- 2.14.6. The recommendation of the Bureau on suspension of a member presented to the General Assembly shall be non-binding.
- 2.14.7. The Bureau shall inform the concerned member of its recommendation to suspend or expel a member in the shortest reasonable timeframe following its communication of the recommendation to the General Assembly.

- 2.14.8. At the General Assembly, where the decision on the suspension or expulsion is to be taken, the concerned member has the right to state and defend its case with only one speaker.
- 2.14.9. Following the meeting during which the concerned member is heard, the General Assembly shall vote on the proposal to suspend or expel the member.
- 2.14.10. When the General Assembly shall decide on the suspension of a member, it shall include in its decision the ending date of the suspension.
- 2.14.11. The decision shall have an immediate effect.
- 2.14.12. The suspension of a member shall mean that EFA will not reimburse any expense of (a) representative(s)/delegate(s) of the suspended member, nor will organise any activity with the suspended member.
- 2.14.13. The suspension of a full member shall also result in the suspension of its voting right.
- 2.14.14. A suspended member and individuals affiliated to the suspended members shall not be able to represent EFA in public or in dealings with third parties.
- 2.14.15. After the expiration date of the suspension as approved by the General Assembly, the suspension shall be automatically lifted.
- 2.14.16. The General Assembly, taking note of any resignation or expelling a member automatically shall amend Annex I of these RIO.

### 3. Privacy and Data Management

- 3.1.1. EFA processes personal data in compliance with the Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (commonly referred to as the “General Data Protection Regulation” or the “GDPR”) and the Belgian privacy Act of 30 July 2018 (each as amended from time to time).
- 3.1.2. Personal data shall be securely stored and not shared or disclosed to third parties without the consent of the subjects concerned, unless this is necessary for the compliance with the relevant legal obligations incumbent on the EFA.
- 3.1.3. Subjects may request at any time the rectification or the erasure of their personal data addressing such requests to the Secretariat, at the registered seat of the Party.

### 4. EFA and International organisations

#### 4.1. European Partners

- 4.1.1. EFA and its partners in the European institutions are mutually committed to a strong cooperation, regular consultation and coordination to ensure that the EFA presence is strengthened.

- 4.1.2. EFA has a responsibility to ensure that coordination and consultation between EFA members and its partners is attained regarding all matters concerning EFA members.

## 4.2. EFA in the European Parliament

- 4.2.1. The elected members of the European Parliament from EFA members shall in principle sit in an EFA group or sub-group in the European Parliament.
- 4.2.2. The group affiliation of elected members of the European Parliament with EFA members shall be communicated to the Bureau and the General Assembly.
- 4.2.3. EFA and the EFA group or sub-group in the European Parliament shall maintain a close relationship, informing each other about the political activities and initiatives of the respective members.
- 4.2.4. Without prejudice to the other provisions of these RIO, EFA shall coordinate and keep an open line of communication with all elected members of the European Parliament from EFA members regardless of the group which they are members of. Furthermore, EFA shall maintain a close collaboration with the European Alliance Group in the Committee of the Regions.

## 4.3. International organisations

- 4.3.1. The members of international organisations elected or appointed by EFA members shall submit an annual report of their activities to the General Assembly.
- 4.3.2. Elected representatives of EFA members forming groups or sub-groups in assemblies other than the European Parliament shall cooperate with the Party.

## 4.4. Exchange of information

- 4.4.1. The Bureau assisted by the EFA Secretariat is responsible for the exchange of information between the elected members in international organisations, the European Parliament, EFA members and bodies and the Committee of the Regions.

## 4.5. European elections

- 4.5.1. A process to update the EFA's European Electoral Program shall start two (2) years prior to the European Parliament elections and shall in any event be discussed during the Congress.
- 4.5.2. EFA participates in the elections of the European Parliament and in the election of any other EU body directly or through its members.

# 5. Bodies of EFA

## 5.1. General Assembly

- 5.1.1. The General Assembly shall meet at least once a year.
- 5.1.2. The two deputy returning officers selected by the President at the beginning of an ordinary General Assembly to form the Presidium shall be appointed as the official delegates of full members of the Party. Gender equality shall in any case be guaranteed between such two deputy officers.

## 5.2. Bureau

- 5.2.1. The Bureau shall meet at least once a year.
- 5.2.2. The Bureau is composed of Bureau Members, a President, a Secretary General and a Treasurer who each have a role as defined in the Statutes.
- 5.2.3. The annual meeting shall not coincide with the meeting of the General Assembly.
- 5.2.4. Elected members of the European Parliament and the Committee of the Regions may be invited to the Bureau meetings, without voting rights.
- 5.2.5. EFA Youth's, hereinafter referred to as "EFAy", and the Coppieters Foundation representatives may be invited to the Bureau, without voting rights.
- 5.2.6. If required, the Bureau can adopt decisions outside of an in-person meeting using any communication means which allow for simultaneous interaction between members.
- 5.2.7. The decisions taken outside of an in-person meeting shall be reported in the minutes of a successive regular Bureau meeting.
- 5.2.8. The travel and accommodation costs to attend Bureau meetings are reimbursed to the Bureau Members.
- 5.2.9. If the Bureau so decides, travel and accommodation costs can also be reimbursed to any participant of a Bureau meeting.
- 5.2.10. The Bureau shall inform the members of the Party of the renewal of the Bureau in due time to allow possible candidates to present their candidacies in time.
- 5.2.11. The candidacies for the Bureau shall be submitted to [info@e-f-a.org](mailto:info@e-f-a.org) in writing.
- 5.2.12. the Bureau will guarantee the principle of gender equality and equal opportunities within its members (and their representatives) and shall (to the extent possible) include gender-specific targets for each level of employment within the Bureau.
- 5.2.13. The Bureau shall submit the list of candidacies to the General Assembly.
- 5.2.14. Candidate Bureau Members may indicate their intention to stand for the position of President, Secretary General or Treasurer.
- 5.2.15. The General Assembly shall vote on the composition of the new Bureau by secret ballot.
- 5.2.16. Each member of the General Assembly can vote for a minimum of two (2) candidates and a maximum of the total number of eligible candidates.
- 5.2.17. In case that there are more eligible candidates for the Bureau than posts, the candidates that receive the largest number of votes shall fulfil the available posts. In the event of the resignation of a Bureau Member, the candidate which received the largest number of votes but was not appointed shall automatically replace such resigned Bureau Member.

### 5.3. Congress

- 5.3.1. The Congress is composed of all members of EFA. Full members shall have at least two (2) delegates per member. All full members shall guarantee gender equality amongst their delegates.
- 5.3.2. The Coppieters Foundation and EFAY can be represented by up to four (4) delegates each. The Coppieters Foundation and the EFAY shall guarantee gender equality amongst their delegates.
- 5.3.3. Full members running for European elections have the right to present two (2) additional delegates.
- 5.3.4. Full members with representation in the European Parliament have the right to present additional delegates per each elected member of up to three (3) delegates.
- 5.3.5. The rules of procedure of each Congress are approved by the General Assembly convening the Congress.
- 5.3.6. The General Assembly convening the Congress shall appoint a Congress presidium in charge of the organisation of the Congress and its proceedings. The General Assembly shall in any event guarantee gender equality amongst the members of the Congress presidium.
- 5.3.7. The Congress shall be convened by the General Assembly in principle every five (5) years, and preferably, in the year preceding the European elections. The Congress shall aim to prepare and approve the electoral manifesto of EFA.

### 5.4. Conciliation Committee

- 5.4.1. The Conciliation Committee is composed of three (3) members.
- 5.4.2. The Conciliation Committee shall not be exclusively composed by individuals of the same gender.
- 5.4.3. Full members shall propose candidates to the Conciliation Committee.
- 5.4.4. Only full members that are not represented in the Bureau are eligible to become members of the Conciliation Committee.
- 5.4.5. The Conciliation Committee is renewed every three (3) years.
- 5.4.6. Candidacies to the Conciliation Committee shall be addressed to the Bureau.
- 5.4.7. The General Assembly elects the members of the Conciliation Committee following the procedure to elect the Bureau.
- 5.4.8. The Conciliation Committee elects a President among its members.
- 5.4.9. The Conciliation Committee advises the bodies of EFA and mediates on disputes and conflicts according to the Rules of Procedure set out in Annex III of these RIO. More specifically, the Conciliation Committee is mandated and responsible for the implementation and enforcement of the Protocol on sexual harassment, as set out in Annex IV of these RIO.

5.4.10. The Conciliation Committee reports on its activities to the General Assembly.

5.4.11. The Conciliation Committee operates according to the rules of procedure set forth in Annex III of these RIO.

## 5.5. Secretariat

5.5.1. The Secretariat is composed by all members of the EFA staff.

5.5.2. The members of the staff are all individuals employed by EFA.

5.5.3. Members of the staff of EFA will be employed under the relevant labour laws of the country in which EFA has its registered seat.

5.5.4. The Secretariat shall execute the decisions taken by the Bureau and the General Assembly.

5.5.5. The Secretariat shall keep contact with EFA members and shall support them in all their needs.

5.5.6. The Secretariat shall keep the EFA financial books and accounts updated.

5.5.7. The Secretariat shall prepare the statutory meetings.

5.5.8. EFA can unilaterally terminate the work contract of a member of staff following the applicable labour law legislation and may request advice of the Conciliation Committee before taking its decision.

5.5.9. The Party aims to implement and ensure full gender equality in practice at all levels of the Secretariat. With a view to ensuring such gender equality, the Party and the Secretariat will guarantee the principle of gender equality and equal opportunities and shall (to the extent possible) include gender-specific targets for each level of employment within the Secretariat.

## 6. Finances

### 6.1. Contributions

6.1.1. The system of contributions is established in Annex II of these RIO.

6.1.2. The amendment of the system of contributions is voted by the General Assembly with an absolute majority.

6.1.3. The voting right of the members in the General Assembly is conditional on the fulfilment of the financial obligations towards EFA. Bureau membership is conditional on the fulfilment of the financial obligations towards EFA.

6.1.4. EFA will not reimburse the travel and accommodation costs for the General Assembly of the delegates of the members in arrears.

### 6.2. Reimbursements

6.2.1. The reimbursement of expenses for travel and accommodation costs can only be granted upon presentation of the original receipts that justify the expenses.

6.2.2. Any request of reimbursement must be submitted before the end of every financial year.

### 6.3. Honorarium and Participation Allowance

6.3.1. The President and Bureau Members are entitled to receive an honorarium and/or participation allowances, respectively, provided that the following rules are observed.

6.3.2. EFA shall provide an honorarium to the elected President of the Party during the term of his/her mandate if EFA's financial situation allows for it.

6.3.3. The honorarium is a fixed allowance for representation and participation in EFA's operational activities and events. The objective is to compensate the President for the loss of income incurred as a result of the time devoted to the exercise of the office of the President.

6.3.4. The provision of honorarium must meet the following three conditions: (i) the honorarium can be only granted if the President has no principal source of income equivalent to full time engagement either as an employee, employer, or self-employed, (ii) the honorarium shall be accorded to the standard of living of the place of residence of the President, and (iii) the fixed honorarium shall not exceed EUR 3000 per month.

6.3.5. The decision on the granting of such honorarium or allowances will be taken by the Bureau according to budgetary availability.

6.3.6. Bureau Members are entitled to receive participation allowances to compensate for the loss of earnings associated with their participation in two types of events and under the conditions as set forth below:

6.3.6.1. Bureau meetings: participation allowance is provided based on the number of days of participation in a Bureau meeting including travel days before and after the meeting.

The participation allowance shall amount to EUR 65 per day.

6.3.6.2. Working groups: the Bureau can set up working groups which will meet regularly on specific issues and work with the Secretariat on tactical and strategic areas.

Members of a working group shall be compensated for their participation upon submission of reports.

The participation allowance shall amount to up to EUR 100 per day for in-person participation or up to EUR 65 per day for online participation.

### 6.4. Donations

6.4.1. EFA may accept donations from natural or legal persons of up to a value of eighteen thousand (18.000) Euros per year and per donor.

6.4.2. EFA is prohibited to accept the following donations:

6.4.2.1. anonymous donations or contributions;

- 6.4.2.2. donations from the budgets of political groups in the European Parliament;
  - 6.4.2.3. donations from any public authority from a Member State or a third country, or from any undertaking over which such a public authority may exercise, directly or indirectly, a dominant influence by virtue of its ownership of it, its financial participation therein, or the rules which govern it;
  - 6.4.2.4. donations from any private entities or individuals based outside of the European Union who are not entitled to vote in the elections of the European Parliament.
- 6.4.3. Any prohibited donation shall, within thirty (30) days following the date of its receipt:
- 6.4.3.1. be returned to the donor, or to a person acting on the donor's behalf; or
  - 6.4.3.2. where it is not possible to return it, be reported to the relevant authority and the European Parliament.
- 6.4.4. Financial support from members will not be considered as donation but as contribution.
- 6.4.5. The ceiling of eighteen thousand (18.000) Euro shall not be applicable to donations received by the elected members of the European Parliament, of a national parliament or of a regional parliament or regional assembly which are indirect members of EFA wishing to financially support the Party.
- 6.4.6. Personal data of donors and contributors shall be treated following the applicable provisions contained in the Regulation 1141/2014 of the European Parliament and of the Council on the statute and funding of European political parties and European political foundations and may be subject to publication.

## 7. Motions

### 7.1. Motions

- 7.1.1. Motions shall aim to:
- 7.1.1.1. broaden, update and form EFA's general policies and political position;
  - 7.1.1.2. bring a particular political issue to the attention of EFA and its members; and
  - 7.1.1.3. encourage members to take action.
- 7.1.2. The motions shall be presented, discussed and voted in the General Assembly.
- 7.1.3. Full members and candidate members can submit motions within the deadline set by the Bureau.
- 7.1.4. The text of the motions shall be preferably in English.
- 7.1.5. The Bureau shall discuss the text of each motion.
- 7.1.6. The Bureau can suggest amendments to the text of the motion to the proponent.
- 7.1.7. The proponent must reply to the suggested amendments to the Bureau within ten (10) days after the receipt of the suggestion(s).

- 7.1.8. The motions are put forward to full and candidate members for amendment before the General Assembly.
- 7.1.9. Amendments shall be submitted in writing to the Secretariat within the deadline set by the Bureau.
- 7.1.10. The motions and amendments shall be included in the final agenda of the General Assembly.
- 7.1.11. The proponent of each motion has three (3) minutes to explain the motion in the General Assembly.
- 7.1.12. The proponent of an amendment has ninety (90) seconds to defend the proposed amendment in the General Assembly.
- 7.1.13. The General Assembly shall vote with a simple majority first on the amendment(s), if any, and then on the text of the resulting motion.
- 7.1.14. The approved motions shall be considered when drafting the EFA political manifesto.
- 7.1.15. The General Assembly, which has an obligation to ensure that all forms of gender inequality are eliminated within the Party, recognizes that women's inclusion and effective participation in the General Assembly is critical in ensuring that their needs, interests and experiences are captured in the decision-making process. Consequently, the General Assembly commits to: (i) adopting gender mainstreaming strategies to ensure that the General Assembly as a whole considers all of its policies and processes from a gender perspective; (ii) establishing dedicated gender equality infrastructure, such as a committee on gender equality and (iii) ensuring that linkages to gender equality advocates outside the General Assembly are strengthened and that communication is regular and institutionalised.

## 7.2. Urgency motions

- 7.2.1. Urgency motions aim to respond to urgent political situations.
- 7.2.2. For a motion to be qualified as urgent it should comply with the following criteria:
  - 7.2.2.1. it must not have been foreseen within the deadline set by the Bureau to submit standard motions; and
  - 7.2.2.2. it must be of a non-contentious nature.
- 7.2.3. The Bureau shall decide whether the urgency motions qualify for a discussion in the General Assembly.
- 7.2.4. The General Assembly shall be informed about the submission of urgency motions.
- 7.2.5. The discussion on the urgency motions shall be held after the discussion on the other motions.
- 7.2.6. Amendments to urgency motions must be notified in writing to the Presidium of the General Assembly at least thirty (30) minutes before the discussion of the urgency motions.

7.2.7. The General Assembly shall vote first on the amendment(s), if any, and then on the adoption of the urgency motion(s) with a simple majority.

### 7.3. Structure of motions, urgency motions and amendments

7.3.1. Motions and urgency motions should follow a standard structure:

7.3.1.1. the texts may have an explanatory note and should have an introduction and a conclusion;

7.3.1.2. amendments or discussions on an explanatory note are not accepted.

7.3.2. The total length of the motions and urgency motions shall be six hundred (600) words and three hundred (300) words respectively; including an explanatory note, introduction and conclusion.

7.3.3. Motions, urgency motions and amendments shall be introduced using a standard template and shall be introduced in English.

7.3.4. The template shall be made available to all members and shall be accessible at any time.

## 8. EFA Youth

### 8.1. Relations between EFA and EFA Youth

8.1.1. The non-profit association “EFA Youth” (EFAy) constituted in Belgium and registered as a non-profit organisation (ASBL/VZW) under No 0870.658.439 and having its seat at Boomkwekerijstraat 1,4 - 1000 Brussel, is an associated entity of EFA.

8.1.2. The cooperation between EFA and its youth branch, EFAy, shall be based on the following principles:

8.1.2.1. EFA and EFAy commit to mutual respect and cooperation;

8.1.2.2. EFA shall defend the point of view of EFAy in aiming to be financed by the European Parliament;

8.1.2.3. EFAy commits itself to increase its self-financing;

8.1.2.4. EFA and EFAy commit to hold regular work meetings between the Presidents or representatives of the two Associations.

8.1.3. The agenda of the Bureau and General Assembly may include an agenda point proposed by EFAy.

8.1.4. The Secretariat may invite the EFAy representatives to the Bureau and General Assembly meetings in which the EFAy representatives shall have the right to vote in all matters with exception of the points on finances, staff and the appointments or dismissals of Bureau Members.

8.1.5. EFAy can request the minutes of the statutory meetings of EFA.

8.1.6. EFAy must have the right to receive all the information about EFA’s activities.

## 8.2. Financial Support

- 8.2.1. The General Assembly shall adopt a yearly budget of the Party that might include a specific financial provision for EFAy.
- 8.2.2. The financial support shall be received upon a signature of the yearly agreement between the Party and EFAy that contains the terms of use of the financial support.

## 9. Coppieters Foundation

### 9.1. Relations between EFA and Coppieters Foundation

- 9.1.1. The Coppieters Foundation is the European political foundation linked to EFA.
- 9.1.2. EFA recognises the independent character of the Coppieters Foundation.
- 9.1.3. The two organisations should work closely together to make sure that their programmes are complementary.

## 10. Amendments

- 10.1.1. The RIO may be amended by the General Assembly upon a proposal presented by the Bureau.
- 10.1.2. The General Assembly adopts the amendments with a simple majority.

## 11. Annexes

- 11.1.1. There are four annexes attached to these RIO:
  - 11.1.1.1. Annex I Register of members – includes a register of full, candidate, associate, individual, honorary members and observer MEPs;
  - 11.1.1.2. Annex II Contribution system;
  - 11.1.1.3. Annex III Rules of Procedure of the Conciliation Committee; and
  - 11.1.1.4. Annex IV EFA anti-harassment policy

## ANNEX I – REGISTER OF MEMBERS

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### 1. I.I – Members

EFA has 43 full members

### 2. I.II – List of Full Members

#### **ARTSAKH REPUBLIC**

##### **Արցախի Ժողովրդավարական կուսակցություն – Democratic Party of Artsakh (DPA)**

Legal status: Political Party

Leader: Ashot Ghulyan

Registered office: G. Nzhdeh St 68, 375000 Stepanakert NKR, Armenia

Website: [www.dpa.am](http://www.dpa.am)

#### **AUSTRIA**

##### **Enotna Lista – Unity List (EL)**

Legal status: Political Party

Leader: Gabriel Hribar

Registered office: Viktringer Ring 26, A-9020 Klagenfurt/Celovec – Kärnten - Austria

Website: [www.elnet.at](http://www.elnet.at)

#### **BELGIUM**

##### **Nieuw-Vlaamse Alliantie – New Flemish Alliance (N-VA)**

Legal status: ASBL

Leader: Bart de Wever

Registered office: Koningsstraat 47/6, 1000 Brussels – Flanders - Belgium

Website: [www.n-va.be](http://www.n-va.be)

#### **BULGARIA**

##### **Omo Ilinden Pirin – United Macedonian Organisation Ilinden Pirin**

Legal status: Political Party

Leader: Stojko Stojkov

Registered office: Blagoevgrad 2700, zK "Elenovo" bl 6 v. B ap. 6 p.k. Mechkarovi - Bulgaria

Website: [www.omoilindenpirin.org](http://www.omoilindenpirin.org)

#### **CROATIA**

### **Lista Za Rijeku – List for Rijeka (RI)**

Legal status: Political party

Leader: Danko Švorinić

Registered office: Žrtava fašizma 2 - Rijeka - Croatia

Website: [www.listazarijeku.com](http://www.listazarijeku.com)

### **CZECH REPUBLIC**

#### **Moravské zemské hnutí - Moravian Movement**

Legal status: Political party

Leader: Ondrej Hysek

Registered office: Na Vylhlídce 89/V, CZ-38001 Dacice - Moravia – Czech Republic

Website: [www.moravskehnuti.cz](http://www.moravskehnuti.cz)

### **DENMARK**

#### **Schleswigsche Partei – Party of Schleswig (SP)**

Legal status: Political Party

Leader: Carsten Leth Schmidt

Registered office: Vestergade 30, 6200 Aabenraa - Denmark.

Website: [www.schleswigsche-partei.dk](http://www.schleswigsche-partei.dk)

### **FINLAND**

#### **Ålands Framtid – Ålands' Future**

Legal status: Political party

Leader: Peggy Eriksson

Registered office: Ålands Lagting - Post Box 69, AX-22101 Mariehamn – Åland - Finland

Website: [www.alandsframtid.ax](http://www.alandsframtid.ax)

### **FRANCE**

#### **Femu a Corsica – Let's make Corsica**

Legal status: Political party

Leader: François Martinetti

Registered office: Immeuble le Sirocco, Rue Jean Pierre Gaffory - 20600 Bastia

Website: [www.femuacorsica.corsica](http://www.femuacorsica.corsica)

#### **Mouvement Région Savoie – Savoyan Region Movement (MRS)**

Legal status: Political party

Leader: Laurent Blondaz

Registered office: La Chatelle, 73800 Sainte H el ene du Lac – Savoie - France

Website: [www.regionsavoie.org](http://www.regionsavoie.org)

### **Partit Occitan – Occitan party (P c)**

Legal status: Political party

Leader: Anne-Marie Hautant

Registered office: Ostal Sirventes, 79 La Trivala, 1000 Carcassona/Carcassonne - France

Website: [www.partitoccitan.org](http://www.partitoccitan.org)

### **Partitu di a Nazione Corsa – Party of the Corsican Nation (PNC)**

Legal status: Political party

Leader: Jean-Christophe Angelini

Registered office: Bd de Montera 5, 20200 Bastia – Corsica - France

### **Unitat Catalana – Catalan Unity (UC)**

Legal status: Political party

Leader: Jaume Pol

Registered office: Pla a des Peluts 13, 66000 Perpiny a – Catalunya Nord - France

### **Union D mocratique Bretonne – Democratic Breton Union (UDB)**

Legal status: Political party

Leader: Pierre-Emmanuel Marais

Registered office: Rue Menou 4, 44000 Nantes - Breizh/Bretagne - France

Website: [www.udb.bzh](http://www.udb.bzh)

### **Unser Land – Our Land**

Legal status: Political party

Leader: Andr e Munchenbach

Registered office: BP 10040, 68190 Ensisheim – Elsass - France

Website: [www.unserland.org](http://www.unserland.org)

## **GERMANY**

**Bayernpartei – Party of Bavaria**

Legal status: Political party

Leader: Florian Weber

Registered office: Baumkirchnerstr. 20, 81673 München – Bayern - Germany

Website: [www.bayernpartei.de](http://www.bayernpartei.de)

**Łužyska Alianca/Lausitzer Allianz – Sorbian Alliance**

Legal status: Political party

Leader: Hanzo Wylem-Kell / Hannes Wilhelm-Kell

Registered office: Wüstenhainer Hauptstraße 7i, 03226 Wětošow – Łužyka - Germany

Website: [www.luziska-alianca.org](http://www.luziska-alianca.org)

**Südschleswiger Wahlverband – South Schleswig Voters' Association (SSW)**

Legal status: Political party

Leader: Christian Dirschauer

Registered office: Norderstr. 76, 24939 Flensburg – Slesvig-Holsten - Germany

Website: [www.ssw.de](http://www.ssw.de)

**GREECE**

**Dostluk Eşitlik-Barış Partisi – Friendship, Peace and Equality party (DEB)**

Legal status: Political party

Leader: Çiğdem Asafoglou

Registered office: V. Pavlu 7 (Sultantepe) 69100 Gümülcine/ Κομοτηνή (Komotini) - Greece

Website: [www.debpartisi.org](http://www.debpartisi.org)

**ITALY**

**Alliance Valdôtaine – Valdostan Alliance (AL)**

Legal status: Parti politique

Leader: Albert Chatrian

Registered office: Via Chambéry 51, 11100 Aosta - Italie

Website: [www.comitatolibertatoscana.eu](http://www.comitatolibertatoscana.eu)

**Comitato Libertà Toscana – Committee Liberty Tuscany (CLT)**

Legal status: Political party

Leader: Marco Di Bari

Registered office: Via Fra' Filippo Lippi, 16, Firenze – Toscana - Italy

Website: [www.comitatolibertatoscana.eu](http://www.comitatolibertatoscana.eu)

### **Patto per l'Autonomia – Pact for Autonomy**

Legal status: Political party

Leader: Massimo Moretuzzo

Registered office: Via Alessandro Manzoni, 21, 33032 Pozzecco di Bertiole (UD) – Friûl - Italy

Website: [www.pattoperlautonomia.eu](http://www.pattoperlautonomia.eu)

### **Slovenska Skupnost – Slovene Union**

Legal status: Political party

Leader: Peter Močnik

Registered office: Via Giacinto Gallina, 5/III, 34122 Trst/Trieste - Italy

Website: [www.slovenskaskupnost.org](http://www.slovenskaskupnost.org)

### **Südtiroler Freiheit – Sudtirolean Freedom (STF)**

Legal status: Movement

Leader: Werner Thaler

Registered office: Laubengasse 9, 39100 Bozen – Südtirol - Italy

Website: [www.suedtiroler-freiheit.com](http://www.suedtiroler-freiheit.com)

## **LATVIA**

### **Русский союз Латвии/Latvijas Krievu savienība - Latvian Russian Union (LRU)**

Legal status: Political party

Leader: Tatjana Ždanoka

Registered office: Rūpniecības 9, 1010 Riga - Latvia

Website: [www.rusojuz.lv](http://www.rusojuz.lv)

## **THE NETHERLANDS**

### **Fryske Nasjonale Partij – Frisian National Party (FNP)**

Legal status: Political party

Leader: Sijbe Knol

Registered office: Obrechtstrjitte 32, 8916 Ljouwert – Fryslân – The Netherlands

Website: [www.fnp.frl](http://www.fnp.frl)

## **ROMANIA**

### **Erdélyi Magyar Néppárt – Hungarian Peoples’ Party of Transylvania (EMNP)**

Legal status: Political party

Leader: István Csomortányi

Registered office: str. Suceava nr. 17, Cluj-Napoca/Kolozsvár – Romania

Website: [www.neppart.eu](http://www.neppart.eu)

## **SERBIA**

### **Лига социјалдемократа Војводине/Liga Socijaldemokrata Vojvodine – League of Social Democrats of Vojvodina (LSV)**

Legal status: political Party

Leader: Nenad Čanak

Registered office: Trg mladenaca 10, 21000 Novi Sad, Vojvodina - Serbia

Website: [www.lsv.rs](http://www.lsv.rs)

## **SLOVENIA**

### **Oljka Party – Olive party**

Legal status: Political party

Leader: Vida Grančar

Registered office: Burlinova ulica 1 - Via Alberto Burlin 1, Koper–Capodistria – Slovenia

Website: [www.oljka.org](http://www.oljka.org)

## **SPAIN**

### **Andalucía por Sí – Andalusia for Yes (AxSí)**

Legal status: Parti politique

Leader: Modesto González Márquez

Registered office: Avenida de Andalucía nº63. Coria del Rio. 41100 Sevilla – Andalucía - Espagne

Website: [www.andaluciaxsi.com](http://www.andaluciaxsi.com)

### **Bloque Nacionalista Galego – Galician Nationalist Bloc (BNG)**

Legal status: Political party

Leader: Ana Pontón

Registered office: Av. Rodriguez de Viguri 16 Baixo, 15702 Santiago de Compostela – Galiza - Spain

Website: [www.bng.gal](http://www.bng.gal)

### **Esquerra Republicana de Catalunya – Republican Left of Catalonia (ERC)**

Legal status: Political party

Leader: Oriol Junqueras

Registered office: c/ Calàbria 166, 08015 Barcelona – Catalunya - Spain

Website: [www.esquerra.cat](http://www.esquerra.cat)

### **Eusko Alkartasuna – Basque Solidarity (EA)**

Legal status: Political party

Leader: Eba Blanco

Registered office: Portuetxe 23/1 - 20018-Donostia/San Sebastián – Euskal Herria – Spain

Website: [www.euskoalkartasuna.org](http://www.euskoalkartasuna.org)

### **Més-Compromís – More Commitment**

Legal status: Political party

Leader: Joan Baldoví i Roda

Registered office: C/ Sant Jacint 28 entresòl, 46008 València - Spain

Website: [www.bloc.compromis.net](http://www.bloc.compromis.net)

### **Nueva Canarias – New Canary Islands (NC)**

Legal status: Political party

Leader: Román Rodríguez Rodríguez

Registered office: Venegas 1 of.2 y 4, 35003 Las Palmas de Gran Canaria – Canarias - Spain.

**Partit Socialista de Mallorca-Entesa Nacionalista – Socialist Party of Mallorca – Nationalist Agreement (PSM-Entesa)**

Legal status: Political party

Leader: Isabel Busquets Hidalgo

Registered office: Isidoro Antillón 9, baixos, 07006 Palma – Balearic Islands - Spain

Website: [www.psm-entesa.cat](http://www.psm-entesa.cat)

**UNITED KINGDOM**

**Mebyon Kernow – The Party for Cornwall (MK)**

Legal status: Political party

Leader: Dick Cole

Registered office: Meredian House, Heron Way, Truro TR1 2XN - Kernow/Cornwall – United Kingdom

Website: [www.mebyonkernow.org](http://www.mebyonkernow.org)

**Plaid Cymru – The Party of Wales**

Legal status: Political party

Leader: Adam Price

Registered office: Ty Gwynfor, Marine Chambers Anson Court, Atlantic Wharf -Caerdydd/Cardiff CF10 4A – Cymru - United Kingdom

Website: [www.plaidcymru.org](http://www.plaidcymru.org)

**Scottish National Party (SNP)**

Legal status: Political party

Leader: Nicola Sturgeon

Registered office: Gordon Lamb House 3 Jackson's Entry - Edinburgh EH8 8PJ - Alba/Scotland - United Kingdom

Website: [www.snp.org](http://www.snp.org)

**Yorkshire Party (YP)**

Legal status: Political party

Leader: Bob Buxton

Registered office: Railway House, Station Street, Meltham; Holmfirth, HD9 5NX - United Kingdom

Website: <https://www.yorkshireparty.org.uk/>

### 3. I.III – LIST OF CANDIDATES MEMBERS

#### ITALY

##### **Siciliani Liberi – Free Sicilians (SL)**

Legal status: Political party

Leader: Ciro Lomonte

Registered office: Piazza Giovanni Meli, 5 – Palermo

Website: [www.sicilianiliberi.org/](http://www.sicilianiliberi.org/)

##### **Union Valdôtaine – Valdostan Union (UV)**

Legal status: Political party

Leader: Cristina Machet

Registered office: 29, avenue des Maquisards - 11100 Aoste

Website: [www.unionvaldotaine.org](http://www.unionvaldotaine.org)

#### SPAIN

##### **Més per Menorca – More for Menorca (MxMe)**

Legal status: Political party

Leader: Miquel Àngel Maria Ballester

Registered office: Cós de Gràcia, 29 – 07702, Maó

Website: [www.mespermenorca.cat](http://www.mespermenorca.cat)

### 4. I.IV – INDIVIDUAL MEMBERS

#### FRANCE

##### **François Alfonsi**

Address: European Parliament, Wiertzstraat 60; B-1047 Brussels – Belgium.

#### ITALY

##### **Piernicola Pedicini**

Address: European Parliament, Wiertzstraat 60; B-1047 Brussels – Belgium.

#### GERMANY

##### **Manuela Ripa**

Address: European Parliament, Wiertzstraat 60; B-1047 Brussels – Belgium.

## 5. II.III – List of Full members

Full members are:

1. Ålands Framtid – Ålands' Future (AF)
2. Alliance Valdôtaine – Valdostan Alliance (AL)
3. Andalusía por Sí – Andalusia for Yes (AxSí)
4. Արցախի Ժողովրդավարական Կուսակցություն - Democratic Party of Artsakh (DPA)
5. Bayernpartei – Party of Bavaria
6. Bloque Nacionalista Galego – Galician Nationalist Bloc (BNG)
7. Comitato Libertà Toscana (CLT)
8. Dostluk Eşitlik-Barış Partisi - Friendship, Peace and Equality party (DEB)
9. Enotna Lista – Unity List (EL)
10. Erdélyi Magyar Néppárt – Hungarian Peoples' Party of Transylvania (EMNP)
11. Esquerra Republicana de Catalunya – Republican Left of Catalonia (ERC)
12. Eusko Alkartasuna – Basque Solidarity (EA)
13. Femu a Corsica – Let's make Corsica (FEMU)
14. Fryske Nasjonale Partij – Frisian National Party (FNP)
15. Лига Социјалдемократа Војводине/Liga Socijaldemokrata Vojvodine - League of Social Democrats of Vojvodina (LSV)
16. Lista Za Rijeku – List for Rijeka (LZR)
17. Łužyska Alianca/Lausitzer Allianz – Sorbian Alliance
18. Mebyon Kernow - The Party for Cornwall (MK)
19. Més-Compromís – More Commitment
20. Moravské zemské hnutí - Moravian Movement (MZH)
21. Mouvement Région Savoie – Savoyan Region Movement (MRS)
22. Nieuw-Vlaamse Alliantie – New Flemish Alliance (N-VA)
23. Nueva Canarias – New Canary Islands (NC)
24. Oljka Party – Olive party
25. Omo Ilinden Pirin - United Macedonian Organisation Ilinden Pirin
26. Partit Occitan – Occitan party (PÒc)
27. Partit Socialista de Mallorca-Entesa Nacionalista – Socialist Party of Mallorca – Nationalist Agreement (PSM-Entesa)
28. Partitu di a Nazione Corsa – Party of the Corsican Nation (PNC)
29. Patto per l'Autonomia (PxA)
30. Plaid Cymru – The Party of Wales
31. Русский союз Латвии /Latvijas Krievu savienība - Latvian Russian Union (LRU)
32. Schleswigsche Partei – Party of Schleswig (SP)
33. Scottish National Party (SNP)
34. Slovenska Skupnost – Slovene Union (SKK)
35. Südschleswiger Wahlverband - South Schleswig Voters' Association (SSW)
36. Südtiroler Freiheit – Sudtirolean Freedom (STF)
37. Union Démocratique Bretonne – Democratic Breton Union (UDB)
38. Unitat Catalana – Catalan Unity (UC)
39. Unser Land – Our Land (UL)
40. Yorkshire Party (YP)

## 6. II.IV – List of Individual members

1. François ALFONSI (Régions et Peuples Solidaires - R&PS)
2. Pernando BARRENA (Euskal Herria Bildu – EH Bildu)
3. Piernicola PEDICINI (Independent politician)
4. Manuela RIPA (Ökologisch-Demokratische Partei – ÖDP)

## 7. II.V – List of Honorary members

Honorary members are:

1. Gustave ALIROL
2. Carlos BAUTISTA
3. Frieda BREPOELS
4. Sebastian COLIO
5. Fabrizio COMENCINI
6. Diego DE LOS SANTOS
7. Mark DEMESMAEKER
8. Winifred EWING
9. Karlos GARAIKOETXEA
10. Rolf GRANLUND
11. Iñaki IRAZABALBEITIA
12. Mikel IRUJO
13. Bernat JOAN
14. Eva KLOTZ
15. Gorka KNÖRR
16. Begoña LASAGABASTER
17. José Luís LINAZASORO
18. Nelly MAES
19. Ernest MARAGALL
20. Miquel MAYOL
21. Camilo NOGUEIRA
22. Sybren POSTHUMUS
23. Marta ROVIRA
24. Jordi SEBASTIÀ
25. Max SIMEONI
26. Josep-Maria TERRICABRAS
27. Jaak VANDEMEULEBROUCKE
28. Pavlos VOSKOPOULOS

## 8. II.VI – List of Observer MEPs

Observer MEPs are:

1. Christian ALLARD (Scottish National Party - SNP)
2. Heather ANDERSON (Scottish National Party - SNP)
3. Jill EVANS (Plaid Cymru)
4. Aileen MCLEOD (Scottish National Party - SNP)

## ANNEX II – Contribution system

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### Introduction

With a broad membership spread out across Europe, the situation of each EFA member party is unique. Quantifying these differences into a fair set of rules for annual contributions has been challenging, and is an issue not only for EFA, but for all European Union Political Parties (EUPPs).

The General Assembly of EFA, in its meeting on 27 May 2021 reviewed the existing contribution system and proposed an updated scale with fairer and more objective criteria for the calculation of contributions.

### Grounds for revision of the former contribution system

The former calculation system was based on two cumulative factors: A) Level of representation and B) whether the party is in Government or not. At the same time, there were three categories for parties in government.

It posed several challenges, inter alia:

- No distinction between full members and candidate or associate members.
- Ambiguity on 'In Government' factor: in regional, local or state Governments or Parliaments?
- Lack of consistency on territory ranking (territories are graded from 1 to 3, based on perceived wealth of territory, but this is subjective)
- Does not account for multiple elected representatives (e.g. a party with one elected representative in a state parliament pays the same as a party with 20 elected members in the same parliament).

### Approved system

To have more objective and comprehensive system, the following criterion are proposed:

- Takes the representation level separately and in a cumulative way, rather than taking the highest level.
- Introduces a weighting factor based on an economic parameter (e.g.: GDP per inhabitant or median income per territory).
- Accounts for multiple elected representatives.
- And more broadly, explores objective parameters that allow a fairer calculation.

To calculate the contribution per party, the following steps of calculation are to be applied:

1. Gather the number of Members of the Regional Parliament, Members of the State Parliament, and Members of the European Parliament of the Party in question.
2. Apply the following formula.

$$\begin{aligned} & \textit{Total amount before GDP correction and rounding} = \\ & 2000 - 1250 \cdot x_1 + (150 \cdot x_2 - 50 \cdot y_1) + (150 \cdot x_3 + 125 \cdot y_2) + (2300 \cdot x_4 + 750 \cdot y_3) + 4325 \cdot x_5, \end{aligned}$$

where

- $x_1, x_2, x_3, x_4$  and  $x_5$  are Boolean or logic values that take value 1 for TRUE and value 0 for FALSE.
  - $x_1$  refers to being represented at the local level, which 1 being local and 0 being above the local level of representation.
  - $x_2$  refers to being represented at the regional level, which 1 being regional and 0 being below or above the regional level of representation.
  - $y_1$  equals the total number of MRPs.
  - $x_3$  refers to being represented at the State level, which 1 being State and 0 being below or above the State level of representation.
  - $y_2$  equals the total number of MSPs.
  - $x_4$  refers to being represented at the EU level, which 1 being European and 0 being below the European level of representation.
  - $y_3$  equals the total number of MEPs.
  - $x_5$  refers to being in government at least at the regional level, which 1 being in government and 0 being not in government.
3. Retrieving Region's GDP Index based on party. To do that, the reference used is the Index based on GDP in Purchasing Power Standards (PPS) in relation to the EU-28 average, by NUTS 2 regions. Source: Eurostat.
4. Adjust the *Total amount before GDP correction and rounding* previously calculated in the following way:
- If the party's region GDP in PPS in relation to the EU-28 average is <90 (poor regions), the amount previously calculated is decreased by 5%, so that:  
$$\textit{Total amount before rounding} = \textit{Total amount before GDP correction and rounding} \cdot 0.95$$
  - If the party's region GDP in PPS in relation to the EU-28 average is between 90-125 (average regions), no adjustment is to be made, so that:

$$\textit{Total amount before rounding} = \textit{Total amount before GDP correction and rounding}$$

If the party's region GDP in PPS in relation to the EU-28 average is >125 (rich regions), the amount previously calculated is increased by 5%, so that:

$$\textit{Total amount before rounding} = \textit{Total amount before GDP correction and rounding} \cdot 1.05$$

5. Round it to the nearest multiple of 25.

## ANNEX III – Rules of Procedure of the CONCILIATION COMMITTEE

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1. Conflict resolution by the Conciliation Committee can take the form of mediation or conciliation.
2. The Conciliation Committee can also have an advisory role for all the bodies of EFA.
3. The Conciliation Committee is an independent body of EFA, entitled to advise on the settling of conflicts or disputes arising from the application or interpretation of the Statutes and/or the RIO; on resolving disputes on staff issues; or other operational matters related to EFA.
4. The following matters are excluded from the competence of the Conciliation Committee:
  - 4.1. differences in points of view or disputes of a political nature which fall under the remit of the members' bodies for conflict resolution;
  - 4.2. appeals relating to the decisions taken by similar bodies for conflict resolution of member parties;
  - 4.3. cases of political disagreement which do not involve the interpretation of the statutory provisions; and
  - 4.4. budgetary issues;
5. The members of the Conciliation Committee are independent, impartial and not bound by any other rule or instruction other than those set forth in the Statutes, the RIO and the procedures for the operation of the Conciliation Committee set out in this Annex.
6. The Conciliation Committee operates in public, which shall mean amongst EFA members. Hearings are open to representatives of members, but members may be excluded from the hearing if it is in the interest of the concerned parties.
7. The Conciliation Committee respects the principle "hear and heard"; all parties involved should be allocated equal time while presenting their point of view.
8. If any member of the Conciliation Committee is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.
9. The Conciliation Committee consists of 3 members, elected by the General Assembly.
10. The Conciliation Committee is elected for three (3) years.
11. Conciliation Committee members may not serve more than two (2) consecutive terms.
12. The members are elected with the procedure governing the election of the Bureau.
13. The role of member of the Conciliation Committee is incompatible with any other function in the Party.

14. The Conciliation Committee can be addressed by:

- 14.1. EFA full, candidate, associate and individual members;
- 14.2. EFA statutory bodies;
- 14.3. EFA employees;
- 14.4. EFA associated or affiliated entities such as the Coppieters Foundation and EFAY.

15. A petition is eligible for consideration:

- 15.1. if it is submitted in writing to the Conciliation Committee;
- 15.2. if the issue falls within the remit of the Conciliation Committee set forth in Article 3 of this Annex;
- 15.3. if the petition is motivated and submitted by an individual or an entity listed in Article 14 of this Annex.

16. Petitions concerning a decision of the General Assembly shall be submitted within one month after the decision has been taken.

17. Petitions by EFA employees are subject to the specific rules set forth herein.

18. Mediation

- 18.1. Mediation can be used for cases when a decision of the General Assembly has not yet been taken.
- 18.2. In cases where all involved parties have agreed to mediation, the Conciliation Committee shall select one or more mediator(s) amongst its members.
- 18.3. The parties involved can request another mediator(s) from the Conciliation Committee in case they consider that a selected person may be biased.
- 18.4. The Conciliation Committee can choose to involve an advisor from one of members.
- 18.5. The mediator(s) may request any information relevant to the case from the involved parties and relevant experts.
- 18.6. All written material shall be distributed among those who file the petition and the mediator(s).
- 18.7. The mediator(s) can propose solutions deemed appropriate to resolve the dispute.
- 18.8. The parties involved can withdraw from the mediation process at any time.
- 18.9. Within sixty (60) days from the proposal of the mediator(s) the parties shall conclude an agreement.

- 18.10. The agreement shall be made in writing and submitted to the Conciliation Committee and the Bureau.
- 18.11. In case the agreement is not reached within sixty (60) days the mediator(s) shall submit to the Bureau a report indicating the reasons.

## 19. Conciliation

- 19.1. Conciliation shall be used in cases when the petition concerns a decision of the General Assembly that has been taken not earlier than one month before the date of submission of the petition and in cases when involved parties have refused to proceed via mediation.
- 19.2. The Conciliation Committee can deliberate exclusively in an odd number composition, with a minimum of three (3) members.
- 19.3. If any member of the Conciliation Committee is directly or indirectly involved in a dispute to be decided on, that person shall be excluded from all deliberations on that case.
- 19.4. The Conciliation Committee may request any information relevant to the case from the parties involved and relevant experts.
- 19.5. The Conciliation Committee can proceed to collect all the information, material and documentation needed to deliberate.
- 19.6. The Conciliation Committee can request assistance to the Bureau in case any problem arises in the exercise of its functions.
- 19.7. The Conciliation Committee shall take a decision within a hundred and eighty (180) days from the filing of the petition.
- 19.8. The deliberation is communicated to the parties involved, to the Bureau and to the General Assembly with a report on the case.
- 19.9. In case the deliberation per se is not sufficient for the resolution of the conflict it can include recommendations.
- 19.10. These recommendations may include disciplinary measures.
- 19.11. In case the disputed issue is a General Assembly decision and the Conciliation Committee decides in favour of a petitioner, the General Assembly shall hold a new vote on the issue, taking into account the report of the Conciliation Committee.

## 20. Staff issues

- 20.1. Employees can address the Conciliation Committee in writing to request the assistance with an issue concerning their position in EFA.
- 20.2. The President of the Conciliation Committee, upon request of the employee, can decide to hear the concerned employee in person.

- 20.3. The Conciliation Committee deliberates within thirty (30) days of the request and provides a written response.
- 20.4. The Conciliation Committee, in treating staff issues and conflicts can freely adopt the procedural forms of mediation and conciliation according to what seems more appropriate or upon request of the employee.
- 20.5. In treating staff issues, the Conciliation Committee always operates in its full composition, without prejudice to the provisions regarding the conflict of interest of its members.
- 20.6. When the employer is part of a conflict resolution proceeding, the Conciliation Committee adopts all the necessary measures to preserve a fair and equal procedure between the parties.
- 20.7. The parties involved can request another mediator(s) from the Conciliation Committee in case they consider that a selected person may be biased.
- 20.8. The Conciliation Committee may request any information to all the bodies of EFA and request the assistance of relevant experts.
- 20.9. The Conciliation Committee can proceed to collect all information, material and documentation needed to deliberate.
- 20.10. The Conciliation Committee can request assistance to the Bureau in case any problem arises in the exercise of its functions.
- 20.11. All written material shall be made available at the same time among the parties involved and the Conciliation Committee.
- 20.12. The Conciliation Committee shall take a decision within ninety (90) days from its decision to accept the case.
- 20.13. The deliberation is communicated to the parties involved, to the Bureau and to the General Assembly with a report on the case.
- 20.14. Upon request of the employee, the Conciliation Committee can adopt all the necessary measures to preserve the confidentiality of the proceedings and of the decisions in the interest of the party involved.
- 20.15. Deliberations contain all the necessary measures to resolve the issue or the conflict.
21. Members, persons and bodies of EFA shall be bound by the outcome of the Conciliation Committee process and the consequent decisions adopted by the General Assembly.
22. All the information, material and documentation related to the proceedings of the Conciliation Committee shall be kept confidential with the exception of the reports to the Bureau and General Assembly without prejudice to the right of the parties involved to access them on the condition of equality.
23. All written material shall be distributed among those who file the petition and the members of the Conciliation Committee.

24. The Secretary General receives a copy of the petition, an update of relevant information during the mediation or conciliation process and a full report afterwards.
25. The Secretary General may inform the Bureau but has to respect the limits of confidentiality.
26. Decisions shall be taken with a two-thirds (2/3) majority of the expressed votes.
27. The Conciliation Committee is not restricted by a budget but has no exclusive budget at its disposal. An indicative budget for each petition filed shall be sent to the treasurer.
28. The parties involved may be asked to contribute in cases of significant financial costs during the mediation or arbitration procedure.
29. Employees shall not contribute directly or indirectly to the costs of the proceedings.
30. The EFA Secretariat provides administrative and organisational support to the Conciliation Committee.
31. Petitions can be submitted also via email to an address determined by the Conciliation Committee
32. The Conciliation Committee can appoint one or more of its members with the task to examine the petition submitted and within eight (8) days shall decide upon its eligibility and answer to the submitter.
33. The response shall include:
  - 33.1. the acknowledgement of receipt of the petition;
  - 33.2. a proposal to conduct a mediation if applicable;
  - 33.3. a timeframe for the deliberations process in cases where the petition is eligible, or justification for refusal of the petition in cases where the request has been considered ineligible.
34. If a submission is rejected, the submitter has thirty (30) days to reintroduce the petition to the whole Conciliation Committee, which then has to take a decision on the eligibility within thirty (30) days.

## ANNEX IV – EFA anti-harassment policy

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The European Free Alliance has progressively incorporated gender equality criteria since 2019 (see the 2019 European Parliament elections Manifesto). The Flensburg Declaration on Women’s Participation in Politics was approved in 2020 by the EFA General Assembly, and the EFA Women’s Forum was launched in 2020 as a result. An Equality Diagnosis to study the mainstreaming of gender policies in the European Free Alliance was commissioned from the specialised consultancies “Andaira” and “Pandora Mirabilia” in 2021. Following their analysis and conclusions, the Women’s Forum proposed to incorporate changes to the statutes and to create an anti-harassment policy.

EFA aims to provide a safe environment for all in our party, free from discrimination and any inappropriate behaviour, including but not limited to sexual harassment. For this reason, we are creating this new tool: an internal policy for prevention, action and resolution of sexual harassment and gender discrimination situations. With this tool we will be able to fight decisively against these types of harassment. We are committed to having zero tolerance for harassment and clearly and unequivocally disapprove of such behaviors and attitudes in our organisation.

This protocol addresses two fundamental strategic dimensions: prevention and action in situations of harassment. Therefore, it brings together actions to prevent, detect, and resolve situations of sexual harassment that may occur within the EFA environment. It is a commitment to the total eradication of these types of conducts and to guarantee the right of all people to receive respectful, dignified, and equal treatment in a safe and productive work environment.

### Legal basis

This protocol is based on the following legal documents:

- The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW, 1979), which establishes the principle of non-discrimination and proclaims that all human beings are born free and equal in dignity and rights, regardless of any distinction, including on grounds of sex, and which urges signatories to protect to all rights and freedoms it proclaims, with particular emphasis, in Articles 10 and 11, on equal rights between women and men in education and employment.
- The Declaration on the Elimination of Violence against Women by the General Assembly of the United Nations, resolution 48/104/1993, which in Articles 1 and 2 defines what actions constitute acts of violence against women and the frameworks within which this violence is committed.
- The Charter of Fundamental Rights of the European Union (Nice, 2000), which in Article 21 prohibits any form of discrimination, in particular on the grounds of sex, race, ethnic or social origin, disability, age, or sexual orientation, among others, and which also defines the right to education and employment in Articles 14 and 15.
- The Directive 2002/73/EC of the European Parliament and of the Council of 23 September 2002 amending Council Directive 76/207/EEC, on the implementation of the principle of equal treatment for men and women regarding access to employment, vocational training and promotion, and working conditions, Article 2 of which defines and prohibits harassment.

- The Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women, which, regarding employment and occupation, proclaims that situations of harassment and sexual harassment constitute a form of discrimination and shall therefore be prohibited and be subject to effective, proportionate and dissuasive penalties.
- The Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation sets out the definitions of direct discrimination, indirect discrimination, harassment on grounds of sex and sexual harassment, as well as the possible sanctions for each case.
- The European Commission Recommendation on the protection of the dignity of women and men at work of 27 November 1991 is the European standard to develop preventive measures regarding this EU Directive.
- The European Parliament resolution of 11 September 2018 on measures to prevent and combat mobbing and sexual harassment at the workplace, in public spaces, and political life in the EU (2018/2055(INI)).
- Articles 2 and 3 of the Treaty on European Union (TEU) and Articles 8, 10, 19 and 157 of the Treaty on the Functioning of the European Union (TFEU).
- The Charter of Fundamental Rights of the European Union, which entered into force with the adoption of the Treaty of Lisbon in December 2009, and, in particular, Articles 1, 20, 21, 23 and 31 thereof.
- The Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation.
- The EIGE publication of June 2017 entitled ‘Cyber violence against women and girls’.
- The United Nations legal instruments in the field of human rights, notably those of women’s rights, such as the Charter of the United Nations, the Universal Declaration of Human Rights, the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and its Protocol, and the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.
- Other UN instruments on sexual harassment and violence against women, such as the Vienna Declaration and Programme of Action of 25 June 1993 adopted by the World Conference on Human Rights, the Declaration by the United Nations General Assembly on the Elimination of Violence against Women of 20 December 1993, the Resolution on crime prevention and criminal justice measures to eliminate violence against women of 21 July 1997, the reports by the UN Special Rapporteurs on violence against women, and General Recommendation No 19 of the CEDAW committee.
- The Istanbul Convention on preventing and combating violence against women and domestic violence, in particular Articles 2 and 40 thereof.

- The Regulation (EU) 2016/679 from the European Parliament and Council of 27 April 2016 relating to the protection of physical persons regarding the processing of personal data and the free circulation of this data.

## Goals

The general objective of this protocol is to define the framework for action in relation to cases of sexual harassment or gender discrimination, with the explicit aim of eradicating these types of conduct in the working environment of the European Free Alliance. The protocol aims to be a comprehensive tool for the prevention, response, and resolution of these situations. Therefore, its specific objectives are:

- To develop the design and implementation of awareness-raising strategies.
- To get the necessary information to diagnose the extent that this issue is present in the organisation
- To guarantee and improve the coordination channels within EFA and develop integrated action.
- To provide diversified resources for a fast resolution of every type of harassment.
- To create fast, efficient, and effective intervention circuits.
- To define the roles and responsibilities of all the involved actors.
- To guarantee the security, integrity, confidentiality, and dignity of the involved people.

The application of this protocol shall not discard the activation, from the involved people's side, of the corresponding legal actions.

## Scope

### Subjective scope

This protocol applies to the following people:

- **Representatives of EFA:** members of the governing and representative organs of EFA and any other person who holds executive, commanding, surveillance, and control responsibilities, when they act in exercise of the party's activities.
- **Member parties' delegates:** Any person acting in the name of a member party when executing activities involving EFA.
- **Staff:** Any person developing a professional activity for the party, both through a labour or mercantile relationship.
- **Public representatives:** Any person linked to EFA who, by election or designation, holds a responsibility in the public administration.

### Objective scope

This protocol is applicable to all the sexual harassment or gender discrimination situations which may occur in the scope of any EFA activities. It is for this reason that the typified behaviours have to be defined. The following descriptions have a generic scope and do not exclude other actions or behaviours which are not specifically included.

### Sexual harassment

Any verbal, non-verbal or physical sexual behaviour performed with the purpose or effect of violating the dignity of a person or to create an intimidating, hostile, humiliating, offensive or bothering environment.

This behaviour can be performed in any scope of relations between people, independently of the gender of the harassing person or the harassed person. It is behaviour that is unwanted by the person who receives it, and is of a sexual nature or involves sexual connotations. This behaviour can be performed on a single occasion, or systematically and recurrently.

Without excluding or delimitating other behaviours, the following actions serve as examples:

- Physical violence
- Lascivious or obscene comments
- Inappropriate proposals to be alone
- Offensive sexual comments and jokes
- Persistent invitations to participate in unwanted leisure activities
- Comments on one's own sexual fantasies and capacities
- Requests for sexual favours
- Intentional and unsolicited physical contact or approximation
- Use of images of an explicit or offensive sexual character
- Sending offensive notes or messages with sexual content
- Diffusion of rumours, questions or explanations about the sexual life and preferences of another person.

### Gender discrimination

Any behaviour performed on the basis of the other person's gender, sexual orientation or gender identity with the purpose of violating their dignity or to create an intimidatory, degrading, humiliating or offensive environment.

This behaviour can be performed in any scope of relations between people, independently of the gender of the harassing person and the harassed person. It is behaviour that is unwanted by the person who receives it. This behaviour requires repetition and accumulation of offensive actions and is, therefore, continuous and systematic.

Without excluding or delimitating other behaviours, the following actions serve as examples:

- Sexist jokes or insults, or against sexual diversity

- Isolation: ignoring ideas, comments or actions based on gender grounds
- Mugging and underestimating a person’s capacities, abilities or potential based on their gender or sexual orientation
- Discriminatory or derogatory comments
- Paternalistic attitudes
- Discriminatory behaviour based on gender or sexual orientation
- Addressing the other person with offensive manners

## Prevention

The EFA Bureau and EFA Women’s Forum will promote preventive actions. To achieve this, raising the awareness of all the actors involved in the organisation is necessary. Therefore, different awareness-raising strategies are proposed:

- Training for EFA staff and EFA parties
- Dissemination of information through our internal communication channels
- Mentoring programme for young women

### Mentoring programme for young women

Mentoring is a key factor in addressing gender discrimination. EFA can facilitate the exchange of good practice in empowering women through its network of parties.

A mentoring and coaching programme could contain the following elements:

1. Provision of advice from women MEPs on how the European Parliament works and how to be as effective as possible as a member. Practical knowledge is often taken for granted, but in practice this advice can be very valuable to those considering becoming candidates or those newly elected. Parties should be encouraged to adopt this practice at all levels.
2. Role models are important. EFA should publish a book of women leaders and prominent women who are willing to play a mentoring role for other women.
3. Building confidence can be helped by organising women-only spaces to prepare for major EFA events, for example, a General Assembly for women could be held before the GA with a similar agenda to rehearse interventions in discussions etc.
4. Training has also been highlighted. EFA could play a very specific role in training trainers. Member parties could be offered training for individuals who would then offer that training to others within their own parties, thus ensuring knowledge is spread.
5. Considering how to be effective in politics generally could form an element of the training. What is considered effective is often based on how many male politicians work and many women feel unable to take on that role. There are different ways of measuring effectiveness, and they should have equal value.

## Procedure

This protocol sets a specific procedure to treat different sexual harassment and gender discrimination situations. It is an internal procedure within EFA, which does not exclude external procedures, both administrative and legal.

The time limit to solve a sexual harassment or gender discrimination situation report is three (3) months from the moment when a person from the Conciliation Committee receives official notice.

## Principles and guarantees

The procedure is based on the following principles:

- The principle of respect for personal dignity. The actions will take place with maximum respect for all the involved people.
- Non-discrimination based on race, religion, language, birthplace, gender or any other personal or social condition or circumstance.
- The principle of confidentiality. The details about the incident will be confidential and will only be known by those directly intervening in the development of the different phases of the procedure.
- The principle of speed and diligence. The investigation and resolution of the procedure must be developed with the required professionalism and diligence, avoiding unjustified delays, to be completed in the minimum time and respecting guarantees.
- The right to information. All the involved people have the right to receive information about the procedure, their rights and duties, and the progress towards a resolution.
- The principle of proportionality. The correction measures will be defined in relation to the seriousness of the facts and will be established proportionally.
- Accompaniment and protection. Support for the harassed person will always be a priority and will be ensured with all guarantees from the beginning of the procedure, asking for expert help if necessary. The Conciliation Committee will also intervene with the person who committed the aggression. They should actively work towards the reparation of the damage and the non-repetition of the actions through training and awareness-raising, if possible.

## Phases of the procedure

The procedure for handling cases of sexual harassment and gender discrimination is divided into four phases:

- Communication and advice
- Internal report
- Investigation
- Resolution

During the whole procedure, the responsible person will take care of the custody of the required documentation and guarantee the necessary confidentiality.

### 1. Communication and advice

This phase of the procedure begins with the communication of a perception or suspicion of harassment which launches the communication and advice actions. None of the persons involved can receive any reprisal for participating in a communication or report process.

The goal of this phase is to inform, advise and accompany the harassed person and prepare the report phase, if necessary.

#### Who has to communicate harassment?

- The affected person, who is any victim of harassment or discrimination in the party's scope.
- Any person who detects a harassing behaviour (directed towards another individual) in the party's scope.

#### How and where is the communication directed?

It is necessary that communication is formulated as soon as possible after the situation happens. It must be directed to the Conciliation Committee by e-mail or telephone. The Conciliation Committee will inform the affected person about their rights, the actions that can be undertaken, and the procedure that will be followed once the report is presented.

Once the communication is sent, there are three possible scenarios:

- 1) If the assaulted person officially reports the case, the communication and advice phase will be closed and the internal report phase will be launched.
- 2) If the harassed person does not report the case, but the reference person considers that a harassment or discrimination situation may exist, they can present an internal report.
- 3) If both the harassed person and the reference person, after receiving all the information, consider that there are not signs of a harassment or discrimination situation, the phase will be closed through a motivation text.

The reference person is the one who takes care of the custody of the documentation and, if the procedure enters the following phase, will transfer it to the person responsible for the investigation.

### 2. Internal report

The internal report can be presented by both the assaulted and the reference person. It cannot be anonymous. The report has to be sent officially in written form to all the members of the Conciliation Committee.

The report has to explain the facts, as well as the people involved in this behaviour.

### 3. Investigation

The investigation phase begins once the official report is received by the Conciliation Committee. The goal of this phase is to deeply investigate the facts to develop a final report with the conclusions and analysis of the investigation.

Once the report is received, the Conciliation Committee has to develop a working plan.

The Conciliation Committee can ask for the necessary declarations and proves for the clarification of the facts, always considering the rights and duties of the people who declare: witnesses, the investigated or harassed person. The investigation must respect the principles of speed, confidentiality and participation of the involved people, as well as the other principles mentioned above.

A written proof of all the actions developed during the investigation is required.

If clear signs of a harassment situation are found, the Conciliation Committee can propose precautionary measures to the Bureau until the end of the procedure.

Once the investigation ends, the Conciliation Committee develops a final report with the analysis and conclusions.

#### 4. Resolution

In this phase, the necessary action measures are taken depending on the evidence, recommendations and proposals submitted in the Conciliation Committee report. There are different types of resolutions:

- If there is evidence of the existence of a sexual harassment or gender discrimination situation, the Conciliation Committee will request the Bureau to begin a disciplinary action.
- If there is no evidence of the existence of a sexual harassment or a gender discrimination situation, the report will be achieved.

The conclusion report and a proposal for resolution will be transferred to the Bureau and the other people which need to know the result of the investigation.

The Conciliation Committee will manage, systematically and under strict confidentiality, an archive where investigations, evidence, declarations and all the documentation is kept.

#### Types of aggression

Sexist violence adopts different expressions and manners. It can appear with varying intensity. Direct violence is easily recognisable, but other expressions also exist, which normally appear together. It is important to take into account that every case is different. Therefore, to develop an adequate categorisation of the actions it is necessary not only to differentiate between types of aggression, but also all the elements that contribute to the context.

#### **Type 1**

These are behaviours or attitudes that take place in daily life, normally in a continuous and invisible way. They are more or less naturalised and, for this reason, they are usually denied or minimised. They produce different impacts on women, both as individuals and as a collective, making spaces of participation less equal, comfortable, insecure and, in the end, not free.

They can be, for example, attitudes or behaviours that are typically verbal, like disavowing, underestimating, mansplaining (the explanation of something by a man, typically to a woman, in a condescending or patronizing manner), adopting a paternalist attitude, monopolising the speaking time, not respecting others' opinions, making sexist comments (about sexuality, gender identity, roles, stereotypes, physical appearance, gender relationships, gender violence itself, etc).

## **Type 2**

These are behaviours and attitudes that impact people's self-esteem, their physical and mental health, their capacity to socialise, be autonomous, move freely, etc. They can be both public and private and some of them can be minimised and naturalised.

They can be, for example, attitudes or behaviours such as insulting, screaming, isolating, controlling, humiliating, etc.

## **Type 3**

These are behaviours that violate people's integrity, security and freedom, with important physical and psychological effects that prevent them from having a complete and free life, and that can have long-term consequences.

They can be, for example: sexual harassment (including online), discrimination based on sex, gender, gender identity or sexual orientation, physical or psychological aggression (including sexual aggression), dissemination of personal images, workplace harassment, etc.

## **Type 4**

These are sexist aggression with a strong degree of violence, with deep consequences to the victim, their environment and community, and with sometimes permanent and irreversible consequences.

They can be, for example, rape, physical or psychological aggression, sexual abuse or aggression against underaged people, sexist murder, etc.

## **Measures to be implemented**

### **Reparation and training measures**

Provided that the person who committed the aggression is open to participate, reparation and training measures can be proposed depending on the type of the aggression and the contextual analysis:

- Training on gender equality (about its origins, causes, consequences, expressions and deconstruction of masculinity): For aggressions of type 1 and 2. They can be once at a given time or a more intense process depending on the context and the aggression.
- Therapeutic processes on gender equality: For aggressions of type 3. An individual therapeutic process will be required.

Once the process is at the end, the Conciliation Committee should develop a report about the measures' impact.

If the person who Committed the aggression does not cooperate, the Conciliation Committee can propose that the Bureau implement suspension or expulsion measures, depending on the context and the aggression.

### **Suspension and expulsion measures**

If the aggression is of the type 4, the Conciliation Committee should purpose the Bureau the expulsion of that person, who will not be able to engage in EFA activities as a delegate or carry out any

representative or technical functions in the party. This decision shall be adopted by absolute majority. The Bureau will inform the affected person about this decision.

In the case of type 3 aggressions – and type 2 if the person does not cooperate – the Conciliation Committee should propose that the Bureau temporarily suspends the person who committed the aggression and propose to simultaneously engage in the therapeutic processes described above. The suspension can last for one year. After this period, the Conciliation Committee and the Bureau will evaluate the case again and decide whether to continue with the suspension and the therapeutic process or put an end to the suspension measure.

## Tracking, revision and publicity

### **1. Application tracking**

The tracking of the application of this protocol is assigned to the Conciliation Committee. Its role is to analyse and evaluate the protocol.

The Conciliation Committee is composed of three (3) members elected for a period of three (3) years, as stated in articles 61-67 of the EFA Statutes.

This Committee will meet once a year to develop a report for the evaluation and tracking of the application of the protocol, which will be sent to the Bureau.

### **2. Revision**

This protocol can be revised and modified whenever the organisation finds it necessary for a legal mandate.

The EFA Women's Forum can propose improvements to this protocol.

### **3. Publicity**

EFA will ensure compliance with this protocol by publishing and spreading it to all the levels of the organisation.

### **4. Interpretation**

Any dispute about the interpretation and application of this protocol has to be addressed to the Conciliation Committee.

### **5. Approval and entry into force**

This protocol has to be approved by the Bureau and ratified by the General Assembly. The protocol will enter into force once approved by the General Assembly.