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# How to prepare the Presidency at national level: transfer of experience from the ministry point of view

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Ministry of Justice

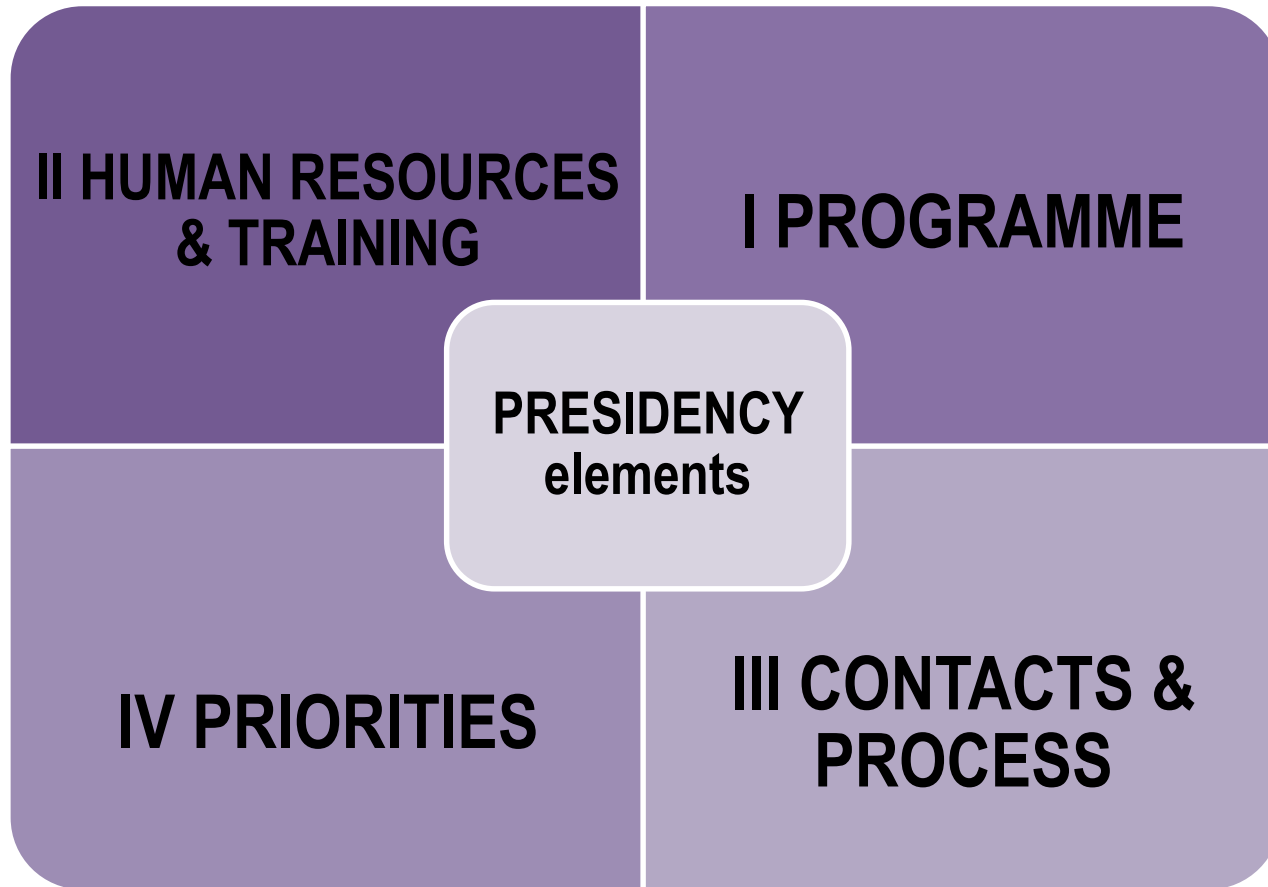


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# I Elements of the successful Presidency





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## II The year before the Presidency

- necessary **HR, budget and logistical issues** are explored and **planned, training activities to be finalized**
- issues to be introduced in the Presidency agenda **are explored in detailed manner, events to be organized** in capital, Brussels, in the framework of international organizations etc. **are planned and scheduled**
- planning of the **Presidency priorities** is started, *inter alia*, in order in the context of *trio* programme



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## II The year before the Presidency

- **consultation with EU institutions, *trio* partners, other MS are ongoing**
- **contacts with the Council General Secretariat are established**
- **there is in depth understanding as regards decision taking procedures in the EU formats**
- **PRES mandates are elaborated**



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***Organizing is a journey, not a destination***



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## III First steps in order to start the preparation process

- take into account the strategy at the national level
- **evaluate the possibility to develop an Action Plan for your institution**
- establish the Preparation Working Group within your Ministry
- make the preparation process transparent, inform the Ministry colleagues already at the initial stage
- take strategical decisions (in relation to HR)



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## III First steps in order to start the preparation process

**2016**

- development of an Action Plan
- decisions as regards HR
- training
- planning logistics, budget

**2017**

- *trio* programme
- PRES priorities, calendar
- development of the coordination mechanism
- contacts with institutions, MS, international organizations

**2018**

- presentation of the programme, priorities
- *updating PRES calendar*



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## IV First steps in order to start the preparation. Strategy at the national level.

### Be informed of the national timeframe as regards:

- planning of HR, training
- budget
- logistics
- development of the Presidency programme
- *presentation of the Presidency programme (at the later stage)*





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## **IV First steps in order to start the preparation. Action Plan and Working Group.**

Divide responsibilities within the Ministry – the support of **HR specialist, budget and finance specialist, administrative support (protocol, logistics, IT)** is essential.

**Draw an Action Plan** and establish an **Working Group** within your institution.

### **Elements for an Action Plan**

**activity**

**responsible  
department**

**timeframe**

**tasks to be  
performed**



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## IV First steps in order to start the preparation. Action Plan and Working Group.

### Activities to be included in the Action Plan:

- Horizontal issues
- Planning of HR, training
- Logistics
- Communication issues
- Budget
- **Development of the Presidency programme, calendar**



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## IV First steps in order to start the preparation. HORIZONTAL ACTIVITIES

### **Horizontal activities:**

- regular update of an Action Plan
- development of the coordination mechanism (within the Ministry)
- exchange of an experience, consultations with institutions
- informative and communication activities



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## IV First steps in order to start the preparation. HR, training

### HR, training:

- nominate the chairs, deputy chairs, experts  
(2 years before the PRES)
- explore the possibilities to **involve additional personal**
- strengthen the PermRep in Brussels
- ensure the possibility to get involved in the different training activities, *inter alia*, training in the PermRep



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## IV First steps in order to start the preparation. Logistics

- explore all the meetings to be organized in the capital
- participate in the meetings organized by the previous PRES
- plan the HR to be involved within the Ministry
- divide responsibilities
- develop the standards



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## IIV First steps in order to start the preparation. Programme

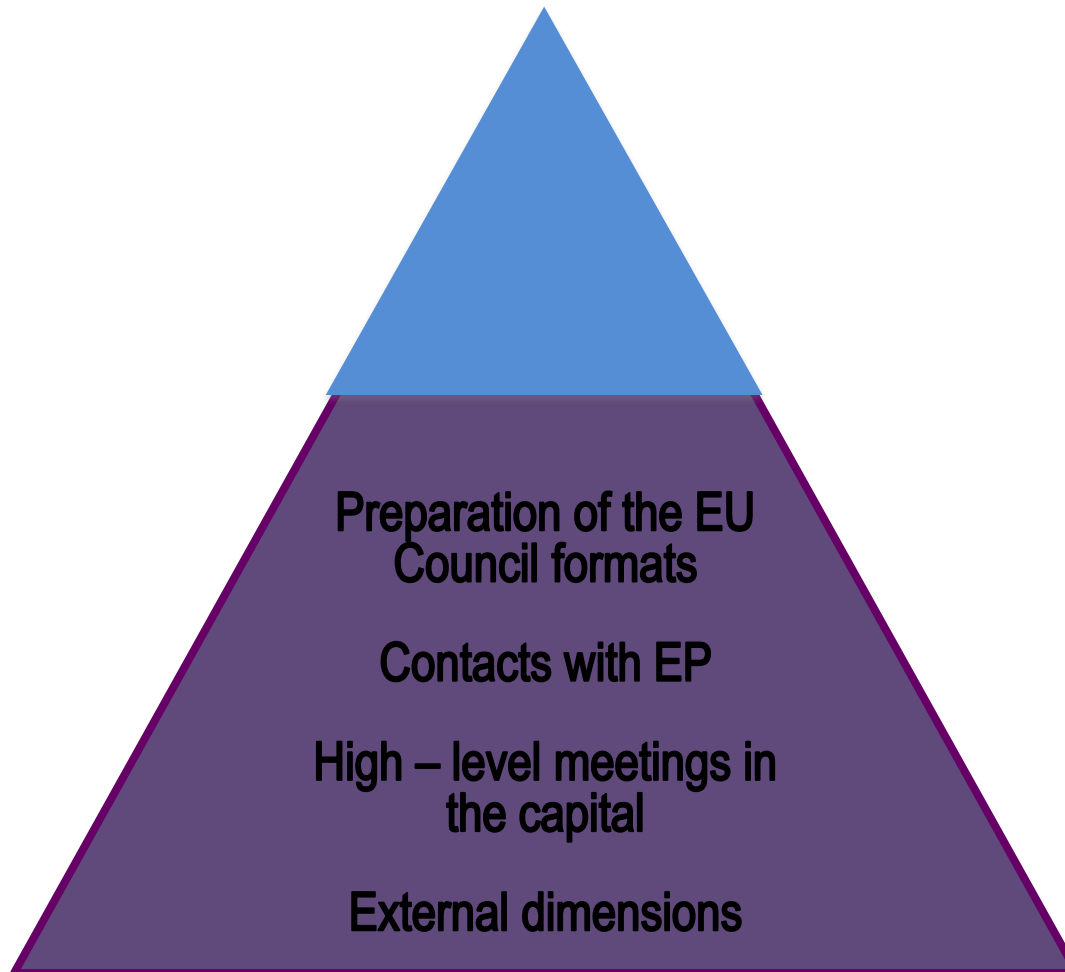
### Programme:

- development of the *trio* programme
- development of the PRES individual programme
- preparation of the calendar (first draft to be ready at least the year before the PRES)
- preparation of the first draft agendas for the Ministerial Council



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## IIV First steps in order to start the preparation. Programme





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## IIV First steps in order to start the preparation. Programme

### Brussels LUX

- EU Council Working parties (experts level) (number of formats)
- Number of proposals under discussion, *inter alia*, in the stage of the *trialogue*
- Traditional time for the High – level, *inter alia*, Ministerial Council
- Other meetings with the PRES involvement (external dimension)

### Capital

- Informal Councils
- *External dimension (could take place outside the capital)*
- Traditional meetings hosted by the PRES
- Conferences (in the context of PRES priorities)

### International organizations

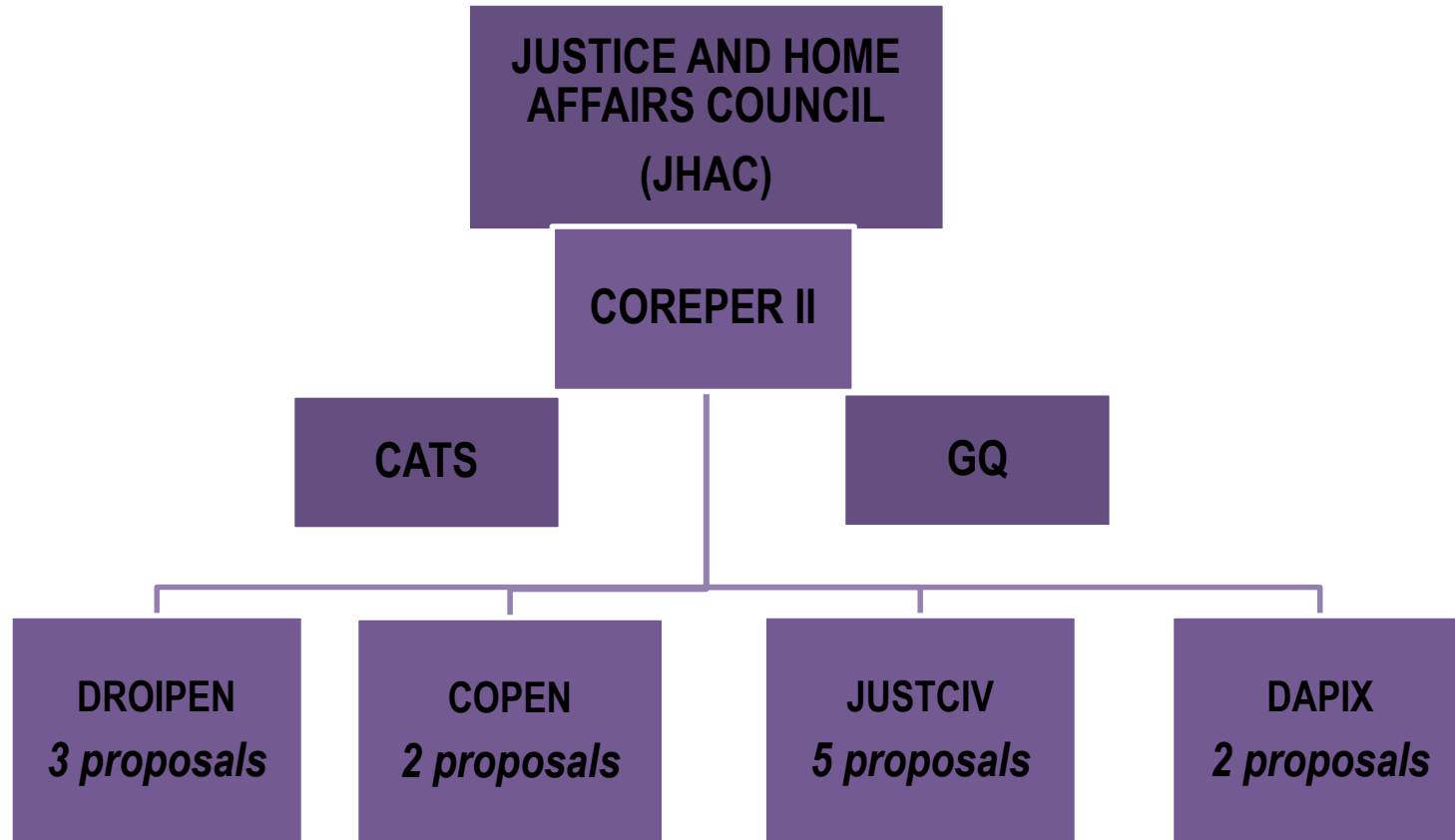
- *HCCH, UNIDROIT, UNCITRAL*
- *ICC*
- *WIPO*
- *FRA*





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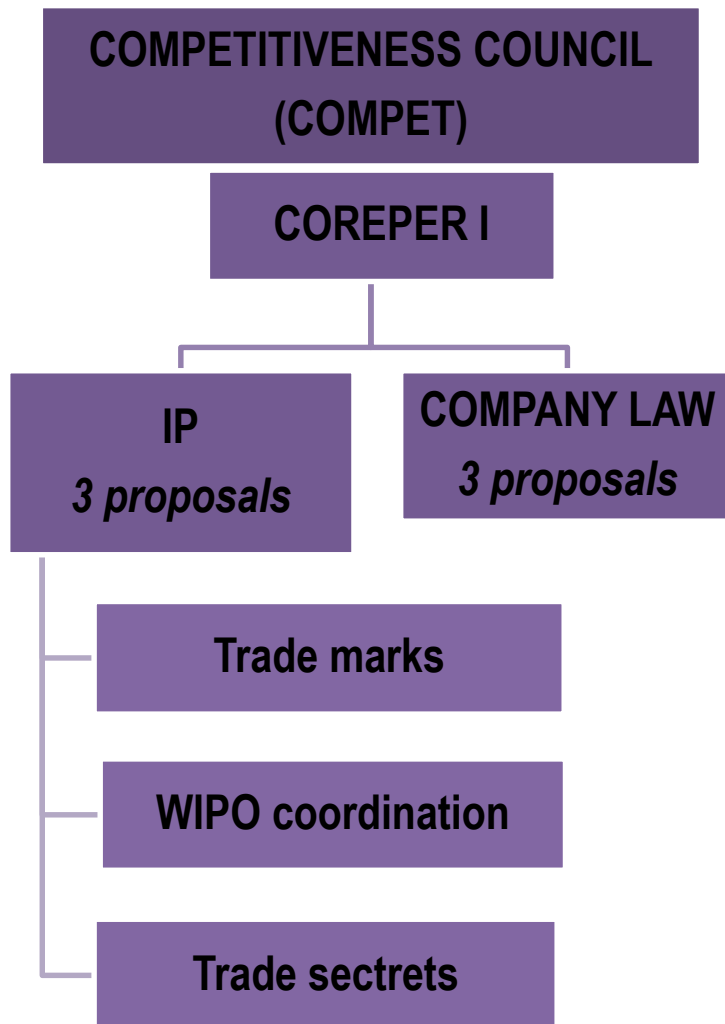
## IIV First steps in order to start the preparation. Programme





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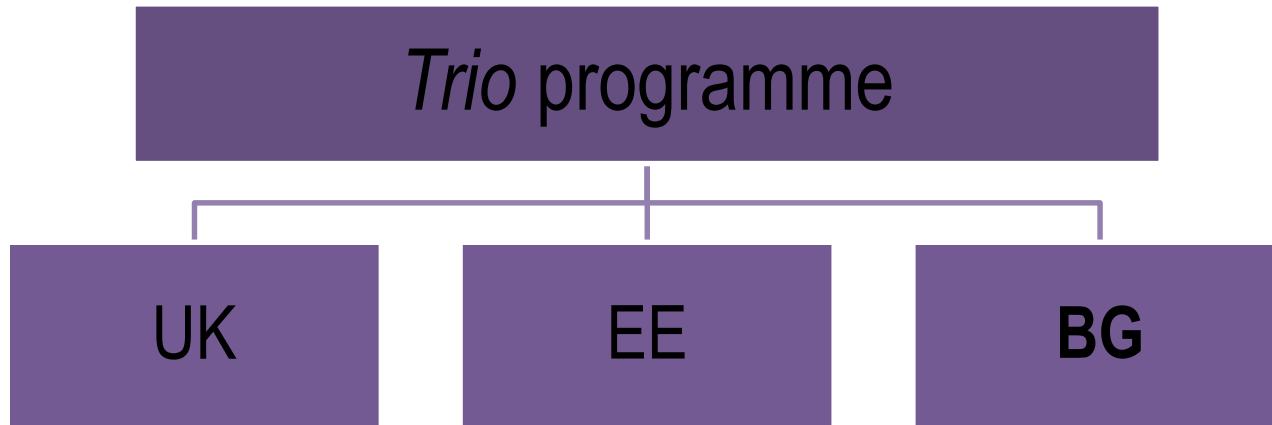
## IIV First steps in order to start the preparation. Programme





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## IIV First steps in order to start the preparation. Programme

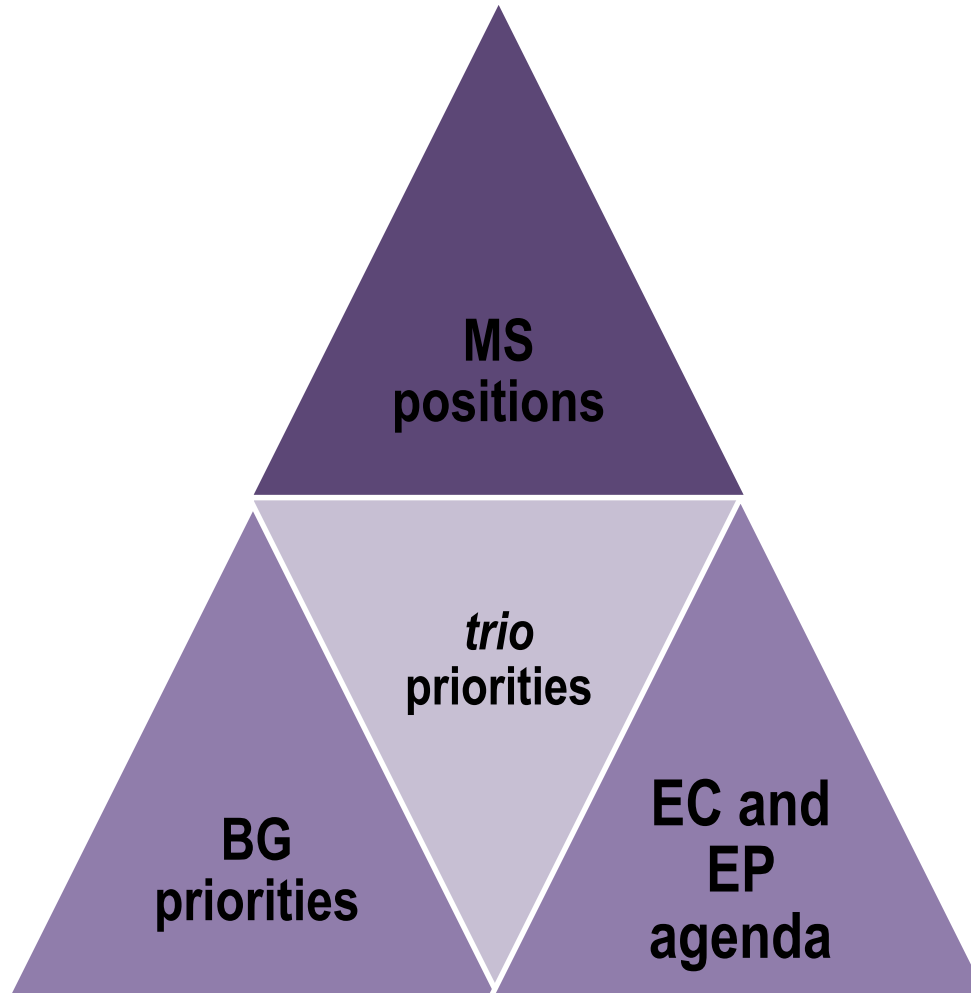


- Long – term plans developed by the EC (revision of legislations, new initiatives)
- Agendas and plans of international organizations
- Interests of the EU MS and institutions
- Proposals «inherited» from previous PRES
- PRES, *trio* priorities
- *Ad hoc* issues



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## IIV First steps in order to start the preparation. PRES mandates



# IIV First steps in order to start the preparation. CALENDAR



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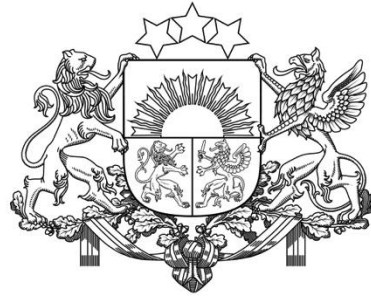
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## IIV First steps in order to start the preparation. Coordination

- **Try to be effective**
- Try the **new mechanisms** at least half a year before the PRES
- ***Flash reports*** could be the useful tool
- Empower Chairs
- Organize **operational formats** in the Ministry
- Coordinate between **the capital and Brussels**



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Have the very successful Presidency!