**MONITORING COMMITTEE OF THE LUXEMBOURG DECLARATION**

**Purpose of the monitoring committee**

The aim of the monitoring committee is to give continuity and to follow up the agreements and progresses reached within the framework of the Luxembourg Declaration, as its text lays down *a roadmap towards a more comprehensive ecosystem for social economy enterprises.*

The monitoring committee would cement this roadmap and, among other functions, it would set up action plans, establish priorities, rule the adhesion of new Member States and seek a multiplier effect for the employment creation and social innovation that social economy has been fostering within our borders.

**Composition**

To develop its functions the Committee shall have the following composition:

1. Presidency: A turn for a period of one year among members to the monitoring committee will be established.
2. Members: There will be one representative of each signatory Member State. A member and one alternate shall be appointed by the unit responsible for social economy in each State, whose renewal shall obey to the changes that occur in each signatory Member State. The member can name a representative, different to the alternate, to a specific meeting of the monitoring committee.
3. Secretary: He or she will belong to the same Member State that holds the Presidency, being designated by the President. It is a party of the committee but not a monitoring committee member.
4. Experts: Proposed by the Presidency or by any of the members.

**Role of the monitoring committee**

The monitoring committee, to effectively achieve its purpose, may:

1. Address proposals on social economy to the European institutions;
2. Establish priorities on social economy activities among signatory Member States;
3. Promote the inclusion of social economy in the process of modernizing the single market strategy;
4. Promote European support for social economy entities, strengthening and integrating them in programs, projects, funds and other instruments of financial support;
5. Help to develop an adequate financial ecosystem, able to provide effective support to social economy and social innovation;
6. Promote the mainstream of initiatives and best practices on social economy that work effectively in certain territories or sectors to other ones;
7. Encourage regular high-level meetings of political representatives responsible for social economy in all Member States, in order to lay the groundwork for enhanced cooperation;
8. Promote collaboration with major groups of public and private interest of social economy;
9. Regulate and promote adhesion of new signatory Member States;
10. Implement whatever tasks may be adopted by agreement between the members of the committee.

**Regime of calls and functioning procedures**

1. The regular meeting of the committee shall be convened by the Presidency at least once a year;
2. Extraordinary meetings may be convened by Presidency initiative or upon written request addressed to the Secretary by any of the other members of the committee;
3. The calls for the committee shall be done in writing, using the appropriate means to ensure their reception;
4. The notice of each call must be made, at least, fifteen working days before the date scheduled for the meeting, except for urgent cases;
5. The notice shall contain the date, time and place of the meeting to be held, as well as its agenda. The necessary documents for the meeting will be forwarded by the Secretary of the committee as soon as possible and, in any event, prior to the start of the committee.
6. The agenda of the meetings will contain the items decided by the Presidency and, when appropriate, the issues proposed in writing to the Secretary by any other member before the notice of the call;
7. Experts proposed by Presidency or by any of the members may attend the meetings, with the right to speak in debate but without a vote;
8. The committee shall be validly assembled if present at least half plus one of its members;
9. The committee shall facilitate decision-making by the principle of consensus;
10. The Secretary will elaborate minutes of each meeting, including the attendees, the agenda, the place, date and time of the meeting and the main decisions adopted.

**Functions of the Presidency and of the Secretary**

The functions of the Presidency and the Secretary will be borne by the same Member State for a period of one year, rotating among the signatory Member States of the Luxembourg Declaration.

It is the responsibility of the Presidency to:

a) Represent the monitoring committee;

b) Convene the regular and extraordinary meetings and set the agenda, considering where appropriate, the requests made by any of the members;

c) Chair the meetings and moderate the debate;

d) Perform any other duties entrusted by agreement of the members of the committee.

It is the responsibility of the Secretary to:

a) Attend meetings of the committee;

b) Make the call for the meetings mandated by the Presidency;

c) Receive communications addressed to the committee, including notifications, requests for information, amendments or any kind of notice that the committee should be aware of.

d) Prepare the minutes of the meetings of the committee.

e) Keep the documentation of the committee.

f) Perform any other duties entrusted by agreement of the members of the committee.

**Functions of the members of the monitoring committee**

It is the responsibility of the members of the committee to:

a) Attend meetings, participate in the debates and in the decision-making;

b) Promote the inclusion of any item on the agenda;

c) Review and approve minutes from committee meetings;

d) Promote the call for an extraordinary meeting;

e) Formulate questions and answers, where appropriate;

f) Perform any other duties entrusted by agreement of the members of the committee.

**Change in the rules of the monitoring committee**

The rules of the monitoring committee may be modified respecting the principle of consensus.

Madrid, 1st November 2016