



**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 14 March 2013

The guiding principles for the conduct of proceedings of Euro Summit meetings¹ shall be to ensure the transparency and effectiveness of the working methods, allowing the Euro Summit Members the full capacity to discuss among themselves all issues of common interest to the euro area while respecting the substantive and procedural rights of the other Members of the Union and giving preference to inclusive methods whenever justified and possible.

For points of organisation not decided in the rules, the Rules of Procedure of the European Council shall be used *mutatis mutandis* as a source of reference.

¹ Article 12 of the Treaty on Stability, Coordination and Governance in the Economic and Monetary Union (TSCG), the Statement of the Euro Summit meeting of 26 October 2011 and the Conclusions of the European Councils of 18/19 October 2012 (EUCO 156/12) and of 13/14 December 2012 (EUCO 205/12) are relevant to the organisation of Euro Summit meetings.

RULES FOR THE ORGANISATION OF THE PROCEEDINGS OF THE EURO SUMMITS

1. NOTICE AND VENUE OF MEETINGS

1. The Euro Summit shall meet at least twice a year, convened by its President. Its ordinary meetings shall, whenever possible, take place after the European Council meetings.
2. The Euro Summit shall meet in Brussels, unless otherwise decided by the President and in agreement with the Members of the Euro Summit.
3. Exceptional circumstances or cases of urgency may justify derogations from the present rules.

2. PREPARATION AND THE FOLLOW-UP TO THE PROCEEDINGS OF THE EURO SUMMIT

1. The President of the Euro Summit will ensure the preparation and continuity of the work of the Euro Summit, in close cooperation with the President of the Commission, and on the basis of the preparatory work of the Euro Group.
2. The Euro Group shall conduct preparatory work for and ensure the follow-up to the meetings of the Euro Summit. Information to Coreper shall be ensured before and after meetings of the Euro Summit.

3. The President shall establish close cooperation with the President of the Commission and the President of the Euro Group, particularly by means of regular meetings, as a rule once a month. The President of the European Central Bank may be invited to participate.
4. In the event of an impediment because of illness, in the event of his or her death or if his or her office is ended in accordance with Article 12 (1) of the TSCG, the President shall be replaced, where necessary until the election of his or her successor, by the member of the Euro Summit representing the Member State holding the six-monthly Presidency of the Council, or, if not applicable, the next Member State whose currency is the euro holding the Presidency of the Council.

3. PREPARATION OF THE AGENDA

1. In order to ensure the preparation provided for in Rule 2(1), the President of the Euro Summit shall, at least four weeks before each ordinary meeting of the Euro Summit as referred to in Rule 1(1), in close cooperation with the President of the Commission and the President of the Euro Group, forward an annotated draft agenda to the Euro Group.
2. The Euro Group shall, as a rule, be convened within the fifteen days preceding a Euro Summit meeting to examine the draft agenda and its President shall report the outcome of the discussions to the President of the Euro Summit. In the light of this report, the President of the Euro Summit shall forward the draft agenda to the Heads of State or Government.
3. When the Heads of State or Government of the Contracting Parties to the TSCG, other than those whose currency is the euro, which have ratified the TSCG, participate in discussions of Euro Summit meetings, these contracting Parties shall be involved in the preparation of the Euro Summit meetings on the issues referred to in Rule 4(5) in a form to be decided by the President of the Euro Summit.

4. At the beginning of the meeting, the agenda shall be agreed by the Euro Summit, by simple majority.

4. COMPOSITION OF THE EURO SUMMIT, DELEGATIONS AND THE CONDUCT OF PROCEEDINGS

1. The Euro Summit shall consist of the Heads of State or Government of the Member States of the European Union whose currency is the euro, together with its President and with the President of the Commission.
2. The President of the European Central Bank shall be invited to take part.
3. The President of the Euro Group may be invited to attend..
4. The President of the European Parliament may be invited to be heard.
5. The Heads of State or Government of the Contracting Parties to the TSCG, other than those whose currency is the euro, which have ratified the TSCG, shall participate in discussions of Euro Summit meetings concerning competitiveness for the Contracting Parties, the modification of the global architecture of the euro area and the fundamental rules that will apply to it in the future, as well as, when appropriate and at least once a year, in discussions on specific issues of implementation of the TSCG.
6. The total size of the delegations authorised to have access to the building where the meeting of the Euro Summit is held shall be limited to 20 persons for each Member State and for the Commission. That number shall not include technical personnel assigned to specific security or logistic support tasks. The names and functions of the members of the delegations shall be notified in advance to the General Secretariat of the Council.

7. The President of the Euro Summit shall be responsible for the application of these rules and for ensuring that discussions are conducted smoothly. To that end, the President may take any measure conducive to promoting the best possible use of the time available, such as organising the order in which items are discussed, limiting speaking time and determining the order in which contributors speak.
8. Meetings of the Euro Summit shall not be public.

5. THE PRESIDENT OF THE EURO SUMMIT

1. The President of the Euro Summit shall be appointed by the Heads of State or Government of the Member States of the European Union whose currency is the euro by simple majority at the same time as the European Council elects its President and for the same term of office.
2. The President of the Euro Summit:
 - (a) shall chair it and drive forward its work;
 - (b) shall draw up meeting agendas;
 - (c) shall ensure the preparation and continuity of the work of the Euro Summit in cooperation with the President of the Commission and on the basis of the work of the Euro Group;
 - (d) shall ensure that the work of all relevant Council and ministerial meetings is reflected in the preparation of the Euro Summit;
 - (e) shall report to the European Parliament after each of the meetings of the Euro Summit;

- (f) shall keep the Contracting Parties of the TSCG other than those whose currency is the euro and the other Member States of the European Union closely informed of the preparation and outcome of the Euro Summit meetings;
- (g) shall present the outcomes of Euro Summit discussions to the public, together with the President of the Commission.

6. STATEMENTS

1. The Euro Summit may issue statements summarizing common positions and common lines of actions, which shall be made public.
2. Draft statements of the Euro Summit shall be prepared under the authority of the President of the Euro Summit, in close cooperation with the President of the Commission and the President of the Euro Group, on the basis of the preparatory work of the Euro Group.
3. Statements shall be agreed by consensus of the Members of the Euro Summit.
4. The Euro Summit shall issue statements in the official languages of the European Union.
5. Upon proposal by the President of the Euro Summit, draft statements on an urgent matter may be approved by a written procedure, when all Members of the Euro Summit agree to use that procedure.

7. PROFESSIONAL SECRECY AND PRODUCTION OF DOCUMENTS IN LEGAL PROCEEDINGS

Without prejudice to the provisions on public access to documents applicable under the law of the Union, the deliberations of the Euro Summit shall be covered by the obligation of professional secrecy, except insofar as the Euro Summit agrees otherwise.

8. SECRETARIAT AND SECURITY

1. The Euro Summit and its President shall be assisted by the General Secretariat of the Council under the authority of its Secretary-General.
2. The Secretary General of the Council shall attend the meetings of the Euro Summit and shall take all the measures necessary for the organisation of proceedings.
3. The Council's security rules shall apply *mutatis mutandis* to the Euro Summit.

9. AMENDMENT OF THE RULES

Upon proposal by the President of the Euro Summit, these rules may be amended by consensus. The written procedure may be used for this purpose. The rules should in particular be adapted if this is required by the evolution of the governance of the Euro area.

10. CORRESPONDENCE ADDRESSED TO THE EURO SUMMIT

Correspondence to the Euro Summit shall be sent to its President at the following address:

Euro Summit

Rue de la Loi / Wetstraat 175

1048 Bruxelles / Brussel

Belgique / België

