



I. Purpose

The present document contains the approved Bylaws of the European Union Delegation to the G20 Women20 and G7 Women7 official stakeholder engagement groups, constituted in accordance with the articles of association of its legal representative, the Digital Leadership Institute International ASBL ("DLI"), under Belgian law. The present Bylaws have been agreed in writing by two or more members of the DLI Board, one of whom in the capacity of DLI President and *ex officio* Head of the EU Delegation thus fulfilling requirements for their approval. Past versions of the Bylaws are listed in the Document Versions Table below and approved per governance rules in place at the time.

Version	Date	Authors	Approved*	
W20 EU Governance Notes 2019	2019	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 28/06/2023	
EU Delegation W20 Governance Note 2020	January 2020	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 28/06/2023	
EU Delegation Governance W20 January 2020	January 2020	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 28/06/2023	
EU W20 Governance 2021 v1.0	27/01/2021	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 28/06/2023	
EU W20 Governance 2021 v1.1	27/01/2021	C. Miller	C. Miller & K. Miller HODs - per EU Delegation Meeting Minutes 27/01/2021	
EU W20 Governance 2021 v2	18/02/2021	C. Miller, K. Miller, T. Dancheva	C. Miller, K. Miller HODs & T. Dancheva - per EU Delegation Meeting Minutes 18/02/2021	
EU Delegation Bylaws 2023	26/06/2023	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 28/06/2023	
EU Delegation Bylaws 2023 V3.1	18/09/2023	C. Miller	C. Miller, J. De Keersmaecker - per DLI Meeting Minutes 18/09/2023	

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*Written requests to review referenced meeting documentation may be submitted to the following email address: <u>info@w20eu.org</u>

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The European Union Delegation to the G20 Women20 and G7 Women7 official stakeholder engagement groups is governed by the present Bylaws which are subject to change without notice pursuant to terms of the articles of association of its legal representative, the Digital Leadership Institute International ASBL, under Belgian law.

III. Constitution

The *European Union Delegation* (hereinafter referred to as "EU Delegation," "Delegation" or "delegation") to the *Women7 and Women20 official stakeholder engagement groups* (hereinafter referred to as "W20," and/or "W7," or "SEGs") of the *G20 and G7 Processes* (hereinafter referred to as "Process," "Processes," "Meetings" or "Meeting") was constituted by *Charter* (hereinafter referred to as "Charter") on 26 June 2023, and is governed by the present set of *Bylaws and Annexes* (hereinafter referred to as "Bylaws") pursuant to *articles of association* (hereinafter referred to as "statutes"), specifically Article 3 Clause 3, of its legal representative, the *Digital Leadership Institute International ASBL*, association sans but lucratif, "nonprofit" under Belgian law 27.06.1921 giving legal personality to non-profit associations, modified by the law of 02.05.2002, and incorporated in Brussels, Belgium on 23 April 2014, as published in the Belgian registry of businesses with Belgian business number 550.838.947 (hereinafter referred to as "DLI").

The present Bylaws are **subject to** DLI statutes and may be superseded by them. A copy of the most recent DLI statutes is annexed to the present Bylaws.

Pursuant to DLI articles of association *Article 3 Clause 3*, DLI President exercises the *ex officio* role of Head of EU Delegation, and per the present Bylaws, holds the position of **Sitting Head of Delegation** (hereinafter referred to as "President" or "Sitting HOD"). As DLI President in the *ex officio* capacity of EU Head of Delegation, the Sitting HOD is subject directly to DLI articles of association to which the present Bylaws are also subject, and is therefore not directly subject to the present Bylaws.

The present Bylaws are operationalised by an EU Delegation **Volunteer Agreement** (hereinafter referred to as "Volunteer Agreement") signed at the mutual discretion of candidate members of Delegation and the Sitting HOD. A copy of the most recent Volunteer Agreement is annexed to the present Bylaws.

Candidate members of Delegation and **members of Delegation** (hereinafter referred to as "Candidate Members" or "Members," "members") are actual living persons who volunteer in the EU Delegation as signatories to an active Volunteer Agreement, and/or are under consideration for commission or recommission into, or decommission out of the EU Delegation.

A copy of the EU Delegation founding Charter is annexed to the present Bylaws.

IV. EU Delegation Participation

A. EU Delegation Membership

The European Union Delegation to the G20 Women20 and G7 Women7 Processes consists of a maximum number of eleven (11) Delegates ("delegates," "Members," or "members"), three (3) of whom also carry out the roles of Head of Delegation and an unspecified number of whom are also Working Group Co-Chairs. In addition, a maximum number of twenty (20) Working Group Members ("WG Members") may contribute to the Process on an annual basis, subject to protocols in *Article IV Section A.1*. These latter, after contributing for minimum one year to an EU Delegation Working Group ("WG"), are eligible to become a Delegate. All Delegates enjoy equal voting rights on issues of internal delegation deliberation. Each Delegate, including Incoming and Outgoing HODs, while also respecting the protocols in *Article IV Section A.1*, is eligible to serve within the Delegation for a maximum of five years, excepting the role of Sitting HOD which is subject to DLI statutes under Belgian law.

1. EU Delegation Member Commissioning, Decommissioning and Recommissioning

Procedures for commissioning, recommissioning and decommissioning EU Delegation members, including Delegates in their roles as Incoming and Outgoing Heads of Delegation ("HODs") and Working Group Chairs (collectively "EU Delegation members," "Members," or "members"), are included in this section.

All actions to commission, decommission or recommission EU Delegation members will be carried out within the first month of a new Process or earlier, and in the event of commissioning or recommissioning, details of the mission will be outlined in a Volunteer Agreement, sample in Annex, to be signed at the mutual discretion of the candidate Delegation member and Sitting HOD. Failure to obtain the required signatures for the Volunteer Agreement within one week of submission will be considered a failed candidacy or decommission.

Consistent with EU Sherpa's Letter to this effect, copy of which is included in annex to the present Bylaws, under no circumstances should the EU Sherpa be implicated in matters of commissioning, decommissioning or recommissioning delegation members, or any other internal operational matters of the EU Delegation. Consistent with W20 Guiding Principles to this effect, copy of which is included in annex to the present Bylaws, under no circumstances should the Host Country/Presidency or other Process stakeholder body be implicated in matters of commissioning, decommissioning or recommissioning delegation members, or any other internal operational matters of the EU Delegation. Action in this direction is a breach of the present Bylaws and grounds for immediate decommission.

Commissioning: Commissioning EU Delegation members, except Co-Heads of the EU Delegation, is the responsibility of Co-Heads of the EU Delegation ("Co-HODs"), proposed in writing by one or more Co-HODs, and subject to collective agreement of Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD, and nominal approval granted by the EU Sherpa.

Recommissioning: Recommissioning EU Delegation members, except Co-Heads of the EU Delegation, is the responsibility of Co-Heads of the EU Delegation, proposed by one or more Co-HODs, and subject to collective agreement of Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD, and nominal approval granted by the EU Sherpa.

Decommissioning: Decommissioning EU Delegation members, except Co-Heads of the EU Delegation, is the responsibility of Co-Heads of the EU Delegation, proposed by one or more Co-HODs, and subject to collective agreement of Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD. At any time, under any circumstances and at their sole discretion, the Sitting HOD has the authority to decommission any member of the EU Delegation, including HODs. In this event, decommissioning takes place immediately and with full effect as also pertains to any ongoing Processes and impacted stakeholders, latter including the EU Sherpa, Host Countries and Presidencies, International Delegations, Working Groups, Taskforces, etc.

2. EU Delegation Membership

General criteria for selecting a member to the EU Delegation includes but is not limited to the following, with priority given to past and present Working Group members:

- W20 Subject-matter expert; Gender expert; and/or
- Subject-matter and/or gender Policy expert; AND
- Representative of an EU member state not otherwise enjoying direct representation to the Process; and/or
- Representative of public or private European civil society organisation with pan-European or broader remit;

AND/OR

• Other criteria by delegation agreement.

Commissioning EU Delegation Members: Nominations to commission EU Delegation members for vacant roles will be considered and approved by Co-HODs within the first month of a new Process, or earlier. Commissions will be considered ahead of a new Process, but qualified nominations for vacant roles may be considered on an ongoing basis at the discretion of the Sitting HOD. New members will be nominated in writing by a Co-Head of EU Delegation, and approved by Co-Heads, with deciding vote and veto authority attributed to the Sitting HOD, and nominal approval granted by the EU Sherpa.

Recommissioning EU Delegation Members: Continued membership in the EU Delegation is contingent upon both active participation in and contribution to the meetings and working groups of the delegation and wider Processes, as well as demonstrated upholding of the EU Delegation Charter, Bylaws and Volunteer Agreement, as determined by the Sitting COD, with nominal approval by the EU Sherpa, on an annual basis. Recommissioning of EU Delegation Members takes place on an annual basis, determined by the Volunteer Agreement date, as agreed by the recommissioning member and Sitting HOD.

Decommissioning EU Delegation Members: At any moment, a member of the EU Delegation my voluntarily abandon their role by communicating in writing to the Sitting HOD, and by the decommissioning member and Sitting HOD taking action to nullify the related Volunteer Agreement in a timely fashion. Petitions to decommission EU Delegation members regardless of role may be initiated, considered and acted upon at any time by the Sitting HOD.

B. EU Co-Heads of Delegation

The EU Delegation is led by three Co-Heads of Delegation ("Co-Heads" or "Co-HODs"), consisting of the Incoming, Sitting, and Outgoing Heads of Delegation ("HODs") who are also Delegates, fulfilling the requirements related thereto for a minimum of two years, and enjoying equal voting rights in delegation matters, with deciding vote and veto authority in all matters attributed to the Sitting HOD. Incoming, Sitting and Outgoing Heads of Delegation share the responsibility of representing the greater delegation membership in official delegation matters. As DLI President in the *ex officio* capacity of EU Head of Delegation, the Sitting HOD is subject to DLI articles of association which may supersede present Bylaws, and is therefore not directly subject to the Bylaws. For purposes of protocol, seniority among HODs is highest with the Sitting HOD, Outgoing HOD subsequently, and then Incoming HOD.

1. Incoming Head of Delegation

Role: The Incoming Head of Delegation ("Incoming HOD") serves a maximum of one term, and is nominated and seconded by any sitting delegation member, and elected by simple majority vote by a quorum of the delegation following conclusion of the annual Process. Overseeing the nomination, secondment and voting for Incoming Head of EU Delegation is a responsibility of the Outgoing Head of EU Delegation to be carried out before the end of their tenure.

Responsibilities: The Incoming Head of Delegation is responsible for overall operational management of the delegation, including responsibility for regularly convening internal delegation meeting, overseeing creation and assignment of roles pertaining to Working Groups, and ensuring robust, inclusive and timely responses from the entirety of the EU Delegation in support of key milestones of the relevant processes, particularly facing the Presidencies and Host Countries. The Incoming HOD also exercises a support role to and aides in effective execution of the Sitting HOD role.

2. Sitting Head of Delegation

Role: The Sitting Head of Delegation role ("Sitting HOD") is held by the President of the Digital Leadership Institute in their *ex officio* capacity as Head of EU Delegation, pursuant to and subject to DLI articles of association *Article 3, Clause 3*, under Belgian law. As DLI President in the *ex officio* capacity of EU Head of Delegation, the Sitting HOD is subject to DLI articles of association which may supersede present Bylaws, and is therefore not directly subject to the Bylaws.

Responsibilities: The Sitting Head of Delegation is responsible for all activities related to overseeing strategic governance of the EU Delegation, including but not limited to managing relationships with key internal and external stakeholders to relevant processes and process outcomes, securing and maintaining strategic delegation partnerships, and acquiring and managing delegation resources. In this capacity, the Sitting Head of Delegation has the authority to act at any time in any manner, including in possible infringement of the present Bylaws, to protect and promote the interests of the delegation, its members and stakeholders.

3. Outgoing Head of Delegation

Role: The Outgoing Head of Delegation ("Outgoing HOD") is a delegate who, having served for one year as Incoming Head of Delegation, undertakes a supporting role in assisting the Incoming Head of Delegation with effective execution of their role.

Responsibilities: The Outgoing Head of Delegation is responsible for overseeing the nomination, secondment and voting for Incoming Head of EU Delegation to be carried out before the end of tenure for the Outgoing HOD. The Outgoing HOD also oversees important Governance activities within the delegation, including carrying out activities to improve and expand upon the present Bylaws, as needed, with oversight from the Sitting HOD. The Outgoing HOD also exercises a support role to and aides in effective execution of both the Incoming HOD and Sitting HOD roles.

4. Decommissioning Heads of Delegation

At any moment, an Incoming or Outgoing Head of EU Delegation my voluntarily abandon their role by communicating in writing to the Sitting HOD, and by the decommissioning HOD and Sitting HOD taking action to nullify the related Volunteer Agreement in a timely fashion. Only the Sitting HOD possesses the authority to decommission Incoming or Outgoing HODs, which may be undertaken at the sole discretion of the Sitting HOD. Petitions to decommission Incoming and Outgoing HODs may be initiated, considered and acted upon at any time by the Sitting HOD. The Sitting HOD, as DLI President in the *ex officio* capacity of EU Head of Delegation, is subject to DLI articles of association, which may supersede the present Bylaws, and this role is therefore not subject to the present Bylaws.

C. Working Groups

Working groups ("WGs") on subjects of importance to the EU W20, the EU and W20, will be formed, convened and led through a transparent and democratic process by members of the EU Delegation, involving WG Members and, optionally, Knowledge Partners from outside organisations on a voluntary basis.

1. Working Group Missions and Activities

The exact mission of a working group will be defined as a first action by the WG Co-Chairs. Under leadership of its Co-Chairs, WGs will plan, develop and execute activities that include but are not limited to the following:

- convening regular meetings to develop, define and draft policy positions on matters of interest to the Delegation;
- contribute to drafting of the W20, W7 Communiques and those of other relevant stakeholder engagement groups, as relevant;
- support the work of associated G20, G7 and W20, W7 working groups and task forces, and those of other related G20 and G7 stakeholder groups which address relevant themes;
- develop and write position papers;
- prepare and execute public consultations;
- organise public events related to the WG expertise;
- Etc.

Working Group Subjects: Possible subjects for working groups to be defined and agreed by the delegation members, include but are not limited to the following:

- EU Delegation Governance
- EU Delegation Internal/External Communication
- Financial Inclusion
- Digital Inclusion
- Labour force Inclusion
- Inclusive Leadership & Decision-making
- Women's Entrepreneurship
- Etc.

Creating and Disbanding a Working Group: Working groups will be created and disbanded at the suggestion of WG Chairs with agreement of Co-HODs and deciding vote and veto authority attributed to the Sitting HOD.

2. Working Group Chairs

Role and Responsibilities: WG Chairs are EU delegation Delegates in good standing who are responsible for conducting regular meetings of their WG, defining and leading execution of an annual plan for the WG, and for reporting on progress against their planning at the monthly delegation meeting, among other activities to be defined and agreed with the Co-HODs, as required, and outlined in a Volunteer Agreement.

Commissioning Working Group Chairs: Working Groups will be chaired by maximum two members of EU Delegation who have served as Delegates for a minimum of one year. WG Chairs will serve for a period of one year with a maximum term of five years. WG Chairs will be nominated, and approved by the Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD, on an annual basis within the first month of a Process or earlier, subject to signing a Volunteer Agreement, sample in Annex, between the candidate WG Chair and Sitting HOD. Each EU Delegation member can serve as Chair on a maximum of two WGs as long as their missions are a combination of Administrative and Policy-focused. There is no limit to the number of WGs in which delegates can serve as WG Member.

Recommissioning Working Group Members: Continued leadership of delegation working groups and wider Processes will be collectively reviewed and determined by the Co-HODs on an annual basis within the first month of the Process, or earlier, with deciding vote and veto authority attributed to the Sitting HOD, and subject to signing an annual Volunteer Agreement, sample in annex, between the candidate WG Chair and Sitting HOD.

Decommissioning Working Group Chairs: Working Group Chairs are subject to the decommissioning procedure outlined in Article IV Section A.1 of the present Bylaws.

3. Working Group Membership

Working Group Member Responsibilities: Working group members contribute expertise to subject areas of importance to the EU Delegation, Presidency and wider processs in order to promote diverse, credible and valued contribution of the EU Delegation toward the overall processes.

Commissioning Working Group Members: Working group members may be nominated by a WG Chair, WG Member, or Delegate for secondment and agreement by Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD, on the basis of being a Subject-matter Expert, optionally representing an organisation affiliated with a Delegation member, latter limited to two WG members total per organisation when one of the two is WG Chair. WGs are limited to a total nominal number of five (5) members with total number of Working Group Members to not exceed twenty (20). Working Group members are engaged to carry out the activities of the WG as defined and agreed by the WG and Delegation, and outlined in a Volunteer Agreement, sample in Annex, to be signed at the mutual discretion between candidate Member and Sitting HOD.

Recommissioning Working Group Members: Continued membership in working groups of the delegation and wider Processes will be collectively determined by the WG Co-chairs and approved by the Co-HODs, with deciding vote and veto authority attributed to the Sitting HOD, on an annual basis within the first month of the Process, or earlier, and subject to signing an annual Volunteer Agreement, sample in annex, between the candidate Member and Sitting HOD.

Decommissioning Working Group Members: Working Group members are subject to the decommissioning procedure outlined in *Article IV Section A.1* of the present Bylaws.

D. Knowledge Partners

For discrete, prescribed interventions that support the work of the EU Delegation, Working Groups and their activities, Knowledge Partners may be engaged by the EU Delegation on an *ad hoc* basis based upon a written proposal, including modalities, length of partnership and other relevant details, which may originate with any party at any time and subject to written agreement of the Sitting HOD.

V. Operating Norms

A. Meetings

1. EU Delegation Meetings

EU Delegation members will make a concerted effort to constructively contribute to meetings of the delegation held, remotely or hybrid, on a regular basis.

2. G20, W20, G7, W7 Process, Working Group and Taskforce Meetings

EU Delegation members, when invited or expected, will make a concerted effort to constructively contribute to meetings of the G20, W20, G7, W7 Process, Working Group, Taskforce or other related meetings held, remotely or hybrid, during the Annual Process.

3. Other Meetings

EU Delegation members, when invited or expected, will make a concerted effort to constructively contribute to other types of meetings related to Process or Delegation work, remotely or hybrid.

B. Communication

1. External Representation

Members of the EU Delegation may represent themselves as such in various circumstances and media based upon the role and activities defined in the Volunteer Agreement signed by the member and Sitting HOD. Representation that is not consistent with this definition and/or that is inconsistent with the Code of Conduct captured in *Article VI* of the present Bylaws may result in the infringing delegation member being subject to demission protocols per *Article IV* of the present Bylaws.

2. Online and Traditional Media

The EU Delegation undertakes action to promote the work of the delegation and its members via online presences including a website, social media, etc. Consistent with its Mission as captured in the EU Delegation Charter, annexed herewith, delegation members also endeavor to promote the work of the delegation and resulting outcomes in various online and traditional media. Also consistent with the position on External Representation, EU Delegation members should comport themselves in online and traditional media environments consistent with the Code of Conduct in Article VI and represent themselves and the work of the delegation conform with their agreed role in online or traditional media.

3. Internal Communication

Inter-delegation communication is facilitated by productivity tools use of which is strongly encouraged for members in order to promote consensus-building, inclusion and accountability within the EU Delegation and toward the wider processes.

C. Productivity Tools

Various online and digital tools are utilized to facilitate activity, collaboration, community and communications between and among EU Delegation members, and with delegation stakeholders and the wider public. These tools are also used to carry out the Activities of the delegation as captured in the EU Delegation Charter, annexed herewith, and as such delegation members in all capacities are strongly encouraged to make use of these tools.

D. <u>Reporting</u>

Incoming and Outgoing HODs and Working Group Chairs are expected to report on a regular basis to the Sitting HOD on planning, activities, milestones achieved and pending effort with regard to the area of their individual purview.

E. Dispute Resolution

Disputes among EU delegation members will be mediated by the Sitting HOD in the first place, Outgoing HOD, then Incoming HOD, and last by a trusted third-party.

Disputes among Incoming and Outgoing HODs will be mediated by the Sitting HOD in the first place and by a trusted third-party subsequently.

Disputes between EU Delegation members and the Sitting HOD will be mediated by a trusted third-party.

Disputes with actors external to the delegation will be mediated by a trusted third-party or treated within the judicial system of jurisdiction.

Disputes among EU Delegation members will not be escalated to the EU Sherpa under any circumstances, per *EU Sherpa Letter to Cheryl Miller of 25 January 2021*, copy of which is included in annex to the present Bylaws.

Disputes among EU Delegation members will not be escalated to the Host Country/Presidency under any circumstances, per *W20 Guiding Principles 2021*, copy of which is included in annex to the present Bylaws.

Failure of EU Delegation member to respect the noted protocols for dispute resolution or to attempt in good faith to resolve a dispute will result in that delegation member being subject to decommissioning per *Article IV* of the present Bylaws.

VI. Code of Conduct

A. Diversity, Equity, Inclusion and Belonging, and Promoting EU Values

EU Delegation members will strive to cultivate a diverse, equitable and inclusive environment for collaboration where individuals with diverse opinions, heritage, ages, experiences and perspectives, in all their diversity, are embraced, and made to feel safe, included and empowered, reflecting EU values that place people and planet first.

B. Ethical behavior and conduct

EU Delegation members will at all times and in all circumstances conduct themselves in a manner befitting individuals and organisations that represent the European Union, its Member States, and its People.

EU Delegation members will comport themselves with the highest level of integrity, professionalism and respect for other ecosystem actors, in all their diversity, at all times and in all circumstances. This includes among delegates, working group members, between HODs, and facing external Process stakeholders including the EU Sherpa and key European stakeholders, Host Country/Presidency, International Delegations and their members, Knowledge Partners, other Stakeholder Engagement Groups, et al.

EU Delegation members will inform themselves about and conduct their affairs in accordance with prescribed European regional security and (geo)political norms, as espoused by European Union stakeholders, and will in every way uphold the norms and values of the European Union in action and in deed.

EU Delegation members are upstanding citizens held in respect and esteem in their own localities, countries, and regions.

Any EU Delegation member whose conduct is found to be unfitting or unbecoming a member of the EU Delegation will be subject to decommissioning per *Article IV* of the present Bylaws.

C. Conflict of Interest

EU Delegation members will not knowingly engage in activities or behaviour that could represent a potential or actual conflict of interest with existing, past or planned actions of their own and which could compromise the ethical execution of their role as EU Delegation member. Verification of such activities or behaviour by Delegation leadership is grounds for immediate decommissioning.

D. Laws, Charters, Bylaws and Conventions

EU Delegation members will at all times and in all circumstances respect and uphold the laws and bylaws of the European Union, its institutions, and its Member States, and those of the Host Country/Presidency.

EU Delegation members will endeavor at all times and in all circumstances to respect and uphold the EU Delegation Charter and present Bylaws, as well as those of the G7, G20, W7 and W20, a copy of the bylaws of the latter organisation annexed herewith, and of key delegation stakeholders, including but not limited to International Delegations, Stakeholder Engagement Groups, Working Groups, Task Forces, etc.

EU Delegation members will endeavor at all times and in all circumstances to honour the letter and spirit of the Volunteer Contract signed with the EU Delegation and its legal representative, the Digital Leadership Institute.

An EU Delegation member found to have transgressed any of the noted laws or bylaws will be subject to decommissioning per *Article IV* of the present Bylaws.

VII. Table of Annexes

#	Annex Reference	Date	Version	Author/ Signatory
1	DLI Statutes	23/4/2014		various
2	EU Sherpa Letter to Cheryl Miller	25/01/2021		Bjorn Seibert, EU Sherpa
3	W20 Guiding Principles 2021	2021		W20 Italy
4	EU Delegation Charter	26/6/2023		C. Miller, J. de Keersmaecker
5	EU Delegation Volunteer Agreement 2023	26/6/2023	Version 1.0	