

*Bylaws of the European Union Delegation to the Women20  
Stakeholder Engagement Group of the G20 Process*

*The European Union Delegation to the W20 has the following characteristics, which are not binding and are subject to change without notice.*

**1. EU Delegation Membership**

The European Union Delegation to the W20 shall consist of an odd number of voting members, maximum nine, each possessing equal voting rights in issues of delegation deliberation, for a maximum term of five years. Selection of EU Delegation members will be subject to nominal approval on an annual basis as a responsibility of the sitting Co-Heads to the EU Delegation and to be carried out within the first month of their term.

*EU Delegation Membership:* General criteria for selecting a member to the EU Delegation for the W20 includes but is not limited to the following, with priority given to past and present EU W20 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 G7/G20/W20; and/or
- Representative of public or private European civil society organisation with pan-European or broader remit;  
AND/OR
- Other criteria by delegation agreement.

*Nomination of EU Delegation Members:* Nominations for new EU Delegation members will be considered and approved by members of the Troika and voted on by the sitting delegation in the first month of the new term for roles coming up for vacancy in that year. New delegation members will be voted in before the launch of the new W20 host country meetings, but qualified nominations may be considered for vacant roles on an ongoing basis. New members will be nominated in writing by sitting members of the EU Delegation subject to the noted criteria and approved by a simple majority vote by the Troika with ties decided by a quorum vote of all delegation members. No person who meets the noted criteria should be unduly excluded from delegation membership.

*Continuing EU Delegation Membership:* Continued membership in the EU Delegation is contingent upon active participation in and contribution to the meetings and working groups of the delegation and wider W20 process, as collectively reviewed and determined by the Troika and subject to normal approval by the G20 Sherpa, on an annual basis. Petitions to remove inactive members may be made within the first month of the calendar year during the period of nomination of new members.

## **2. EU Heads of Delegation Troika**

To ensure continuity in decision-making of the EU Delegation to the W20, its leadership will be represented by a body consisting of the Incoming, Sitting and Outgoing Heads of Delegation, enjoying equal voting rights in delegation matters, where any tie in voting will be decided by the larger EU delegation membership. The Incoming, Sitting, and Outgoing Heads of Delegation equally share the responsibility of representing the greater delegation membership in official delegation matters, achieving the same criteria for a delegation member as above and having served a minimum of two years as delegation member.

*Incoming Head of Delegation:* Serves for a maximum of one term, and is nominated and seconded by any sitting delegation members, and is elected by simple majority vote by a quorum of the delegation at end of the calendar year following conclusion of formal W20 meetings. Nomination, secondment and voting for Incoming Head of EU Delegation is a responsibility of the Outgoing Head of EU Delegation to be carried out in the final month of his/her sitting tenure.

*Sitting Head of Delegation:* Is a delegate who has served as Incoming Head for one year, subject to the criteria above.

*Outgoing Head of Delegation:* Is a delegate who serves for one year after having served as Sitting Head of Delegation.

## **3. Working Groups**

Working groups 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.

*Mission 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, and with agreement by the Delegation, WGs will plan, develop and execute activities that include but are not limited to the following:

- convening regular meetings to develop and define policy positions on matters of interest to the Delegation;
- develop and write position papers;
- prepare and execute public consultations;
- organise public events related to the WG expertise;
- Etc.

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*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/Disbanding a Working Group:* Working groups will be created and disbanded at the suggestion of WG Chairs and/or Heads of Delegation with agreement by the delegation.

*Working Group Co-Chairs:* Working Groups will be chaired by two members of the EU W20 Delegation who have served as members for a minimum of one year. WG Co-Chairs will serve for a period of one year with a maximum term of five years. WG Co-Chairs will be nominated, seconded and voted on by the Delegation on an annual basis within the first month of the new year. Each EU W20 Delegate can serve as Co-Chair on a maximum of two WGs as long as their remits 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.

*Responsibilities:* Co-Chairs 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 delegation.

*Working Group Membership:* Working group members may be nominated by a WG Chair, WG Member, or Delegate for secondment and agreement by the Delegation, on the basis of being a Subject-matter Expert, optionally representing an organisation affiliated with a Delegation member—limited to two WG members total per organization when one of the two is WG Chair. WGs are limited to a total nominal number of ten members.

*Member Responsibilities:* Working Group members are engaged to carry out the activities of the WG as defined and agreed by the WG and Delegation.

*Continuing Working Group Membership:* Continued membership in working groups of the delegation and wider W20 process, will be collectively reviewed and determined by the WG Co-chairs on an annual basis within the first month of the year. Petitions to remove inactive members may be made within the first month of the calendar year during the period of nomination of new members.

**4. Knowledge Partners:**

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For discrete, prescribed interventions that support the work of the EU W20 Delegation, Working Groups and their activities, Knowledge Partners may be engaged on an ad hoc basis with a written proposal and agreement by the Delegation.