

Minutes from online meeting (July 20, 2023):

- 1. We will explore available options for **formalizing our mutual collaboration**. Both parties are inclined towards cooperation, and we are discussing the form of institutional collaboration (letter of intent, collaboration agreement, memorandum of understanding). Our preferred approach is a **memorandum of understanding** on a philosophical and values level. We will communicate with each other regarding the proposed formalization of collaboration in the **month of September**, following internal discussions on both sides.*
- 2. After presenting the concept of the "**Participatory Unit**" that is being prepared, we agreed during our online meeting to provide the Competence Center with a document specifying types of anticipated activities of the "Participatory Unit". Additionally, we agreed to explore ways in which the Competence Center could support the activities of the "Participatory Unit" in the short term (e.g., training for trainers, materials, knowledge exchange) and in the long term (mutual ad hoc consultations). We will send the detailed description material **by October**.*
- 3. We identified another area for collaboration in the topic of our **educational programs**. Since the Competence Center is preparing educational cycles that align with the "**Learning Institutions**" program which is organized by The Office of the Plenipotentiary (...), we will **share the syllabus and description** of the educational cycle for the purpose of sharing best practices. We will translate the materials into English and send them in **September**.*
- 4. We discussed the possibilities of how the Competence Center can assist us with an effective **evaluation of the participatory process** related to the document "Principles and Rules of Participatory Public Policy Making". As agreed, the Competence Center will provide its newly prepared methodology for evaluating participatory processes, which we will use to evaluate our participatory process. We will then provide feedback to the Competence Center on this methodology. Additionally, we agreed that The Office of the Plenipotentiary (...), and the Competence Center will jointly organize a workshop on the evaluation of the participatory process for the document "Principles and Rules (...)". The provision of materials and methodology for evaluation by the Competence Center, feedback on this methodology, and the organization of the evaluation workshop will take place **by the end of 2023**.*
- 5. The Competence Center communicated the possibility of publishing our outputs and materials through its online platform (<https://cop-demos.jrc.ec.europa.eu/blog>). Representatives of Competence Center were also open to informing their practice community about The Office of the Plenipotentiary (...), activities through a newsletter. At the same time, The Office of the Plenipotentiary (...), declared its intention to translate as many of its outputs as possible, with a priority focus on "Principles and Rules (...)" document into English. We will prioritize this area of cooperation - **ASAP** (no later than autumn 2023).*
- 6. The Competence Center will provide The Office of the Plenipotentiary (...), with methodological, analytical, and conceptual materials that could assist in fulfilling its agendas. This will be **done continuously** throughout our mutual collaboration.*
- 7. We agreed that the **next online meeting** to further specify the mentioned points of cooperation, with a focus on agreeing on the form of formalization (memorandum of understanding), will take place at the end of **September 2023**, as mutually agreed.*