



EUROPEAN  
COMMISSION

Brussels, 10.12.2024  
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**DECISION OF THE PRESIDENT OF THE EUROPEAN COMMISSION**  
**of 10.12.2024**

**on the establishment of a Commissioners' Project Group on External Action**

**Decision of the President of the European Commission  
on the establishment of a Commissioners' Project Group on External Action**

THE PRESIDENT OF THE EUROPEAN COMMISSION,

*Having regard to the Treaty on the European Union,*

*Having regard to the Treaty on the Functioning of the European Union,*

*Having regard to the Treaty establishing the European Atomic Energy Community,*

*Having regard to the Commission's Rules of Procedure, and in particular Article 3(6) thereof,*

Whereas:

- (1) The High Representative of the Union for Foreign Affairs and Security Policy/Vice-President will, in her role of Vice President, coordinate within the Commission the external dimension of all Commissioners' work.
- (2) Such coordinating work involves bringing together several Members of the Commission to ensure coherence across all policy areas.
- (3) To help the High Representative of the Union for Foreign Affairs and Security Policy /Vice-President deliver on this mission, it is appropriate to establish a Commissioners' Project Group on External Action to steer the work on the agenda set out by the President in the Political Guidelines and the respective Mission Letters.

HAS DECIDED AS FOLLOWS:

*Article 1*

- (1) A Commissioners' Project Group on External Action is created to help deliver a coordinated approach to EU external action, reflecting the political priorities of the Commission, shaping coherent policies and building joint ownership.
- (2) Without prejudice to the decision-making process of the College and the responsibility of the collegial preparatory bodies, it shall ensure timely coordination on topical issues and provide political steer for the development of initiatives and implementation of priorities.

*Article 2*

- (1) The Commissioners Project Group on External Action is chaired by the High Representative of the Union for Foreign Affairs and Security Policy /Vice-President. Whenever the President attends a meeting of the Project Group, she may decide to chair it.
- (2) The composition of the Project Group shall be as follows:

- the Commissioner for the Mediterranean,
- the Commissioner for Defence and Space,
- the Commissioner for Enlargement,
- the Commissioner for International Partnerships,
- the Commissioner for Equality; Preparedness and Crisis Management,
- the Commissioner for Internal Affairs and Migration.

(3) Other Executive Vice-Presidents and Commissioners may participate in relevant meetings of the Project Group and contribute to the work upon their request or invitation by the chair.

(4) Each participant can be accompanied by two staff members, from the Cabinet and Services. The Chair may decide a different format of the meeting.

(5) The Secretary-General of the Commission or a Deputy Secretary-General, the Secretary-General of the European External Action Service or his/her Deputy, the Director-General of the Legal Service or his or her Deputy and the Cabinet of the President, have standing invitations to attend the meetings of the Commissioners' Project Group.

### *Article 3*

(1) The Secretariat-General and the European External Action Service shall jointly ensure the secretariat of the Project Group.

(2) The secretarial tasks consist of:

- assisting in the organisation of the Project Group's meetings;
- sending invitations on behalf of the Chair to the participants of each meeting of the Project Group;
- ensuring the timely preparation and/or circulation of meeting documents (agendas, short discussion notes);
- preparing draft minutes of the meetings and circulating them after their approval by the Cabinets of the President and the Chair.
- updating a six-monthly rolling calendar of the Project Group;

#### *Article 4*

- (1) The Project Group shall meet on a regular basis, whenever deemed necessary by the Chair or by the President.
- (2) Participants shall be invited by the Chair through the secretariat of the Project Group, no later than ten days before each meeting, except in exceptional circumstances.
- (3) The agendas of meetings of the Project Group shall be decided by the Chair in agreement with the Cabinet of the President. Participants may suggest items to be included on the agenda no later than one week before the meeting.
- (4) The Chair shall draw the conclusions of the meeting. She shall approve the minutes of the meetings of the Project Group in agreement with the Cabinet of the President. The minutes are not subject to correction after circulation.
- (5) Possible documents for meetings of the Project Group shall be concise and politically focused and identify the main questions and options, to help steer the discussions of the Project Group.
- (6) The list of documents to be discussed at meetings of the Project Group shall be approved by the Chair in agreement with the Cabinet of the President.

Done at Brussels, 10 December 2024.

*The President*

*Ursula VON DER LEYEN*