



# Just Transition Platform Working Groups

Guidance Document for Applications

## Background on the JTP Working Groups

The [Just Transition Platform \(JTP\)](#) aims to assist EU countries and regions to unlock the support available through the [Just Transition Mechanism \(JTM\)](#), a financial instrument introduced by the European Commission in 2020. The objective of the JTM is to address the specific social, economic, and environmental challenges in the regions undergoing transition to a sustainable and climate-neutral economy. The JTP provides comprehensive technical and advisory support for stakeholders from those territories. Authorities and beneficiaries can access it to find information on funding opportunities, relevant regulatory updates or sector-specific initiatives.

Between 2021-2023, the JTP managed four dedicated [Working Groups](#) for carbon-intensive regions, three with a thematic focus on steel, cement, and chemicals, as well as one on horizontal stakeholder engagement. These working groups brought together stakeholders to exchange and collaborate culminating in a Common Implementation Plan and series of Actions to ensure a just transition in relevant sectors and JTF territories. The implementation of these Actions led to the development of concrete deliverables, which are practical solutions and tools, as well as recommendations, to tackle local challenges and mitigate the adverse effects of the transition process in carbon-intensive regions.

The new JTP Working Groups focus on all JTF regions (coal and carbon-intensive), to leave no one behind. Their work should be aimed at improving the implementation of the JTM, with a particular focus on stakeholder involvement. This also includes the engagement of vulnerable groups (such as youth, women, elderly people etc.). While the technological challenges and potential pathways towards climate-neutrality are relatively well researched and understood, there is little knowledge on the social impacts and human dimension of this transition.

The new round of JTP Working Groups being launched in early 2024, will include two Working Groups on the topics of stakeholder engagement and equal opportunities. These Working Groups will focus on the JTF implementation and bring together a varied group of stakeholders to closely monitor the just transition process, share competencies, and formulate guidelines for the proper implementation of JTF projects linked to their area of competences.

## About the Working Groups

### What are the different Working Groups?

#### Stakeholder Engagement

This Working Group will cut across the different transition sectors (energy, steel, cement, chemicals, etc.) as well as the different directly affected segments of society from JTF territories. The mission of this Working Group will be to identify and assess approaches and good practices for engaging different stakeholder groups at the level of implementation of the JTM. Building on the results and outputs of the first WG on Horizontal Stakeholder Strategy, the outputs from this Working Group will be more practical action plans and strategies that will be shared with JTF regions to improve their stakeholder engagement on the ground.

#### Equal Opportunities

This WG will act as an observatory focusing specifically on the most vulnerable and underrepresented groups of the just transition, including, but not limited to youth, elderly, rural communities, and women. The mission of this WG is to bring advocacy organisations, JTF Managing Authorities and other decision-makers to the same table to discuss and find ways to ensure that the implementation of the JTM benefits these groups of stakeholders and creates equal opportunities. A dedicated JTP Youth Force within the WG will focus on skills and challenges of the youth. The work of this Working Group will build on useful resources like the [Gender toolkit](#), [Elderly toolkit](#),

[measuring involvement of stakeholders](#), and [guidelines to engage with people living in vulnerable situations developed within the JTP activities](#).

## When do the Working Groups meet?

Each of the Working Groups will meet regularly. This includes at least **two meetings per year: in person meetings** alongside the JTP conference in Brussels, as well as **ad-hoc online meetings**, as needed. These meetings serve as an opportunity to progress the work of each Working Group towards its final actions, as well as an opportunity for members to meet, exchange, share knowledge and experiences, and collaborate with the diverse range of stakeholders working on the just transition that compose the groups.

## Why join the Working Groups?

- ▶ **Share** and **exchange** your ideas, concerns, best practices, experiences, and challenges related to the just transition and learn from other stakeholders and other regions.
- ▶ **Meet, connect,** and **network** with Working Group members who represent a range of stakeholders working on the just transition in regions across Europe.
- ▶ **Seek common solutions** to JTF implementation bottlenecks.
- ▶ **Monitor proper implementation** across the sectors and stakeholder groups.
- ▶ **Identify and develop approaches, good practices solutions and tools** to tackle common challenges and cross-thematic issues in JTF regions, in collaboration with other members of the group.
- ▶ **Receive tailored support** for implementing your ideas and solutions as part of the Working Groups.
- ▶ **Act as a JTP ambassador** and contribute to the dissemination and promotion of the learnings and solutions identified by the Working Groups in your region.
- ▶ **Attend** and **participate** in conferences and events including the bi-annual JTP conference and Working Group meetings.

## What is the composition of the Working Groups?

Each of the Working Groups will be composed of a group of relevant stakeholders that will make up core members, so called First circle. A separate group of stakeholders will compose the Second circle that will be common across all Working Groups. Participation in the JTP Working Groups is done on voluntary basis and it is not remunerated.

- ▶ Each member organisation is represented by an individual that represents their views and carries out work on their behalf as part of the Working Group, and can appoint an alternative representative to take their place if they are unavailable.
- ▶ Working Group member representatives are expected to carry themselves at meetings and in online communications in a respectful manner, including when disagreeing with the opinions of other stakeholders.
- ▶ Members of the Working Groups are not remunerated for the participation and contributions to the Working Group.

### First circle

- ▶ Each Working Group will be composed of 20 (maximum) **core members**. They will be selected based on an application and selection process and will actively participate in all the phases and activities of the Working Groups. They will both shape and perform the work that will be completed as part of WG and will determine the path and actions fulfilled in each Working Group.
- ▶ First circle Working Group members are expected to attend and participate in Working Group meetings and actively contribute in a collaborative manner to the work of the group throughout its three-year duration.
- ▶ Members of the first circle that aren't actively participating for an extended period may be transferred to the second circle to allow a more active stakeholder to take their place in the first circle.
- ▶ Within each group, there will be:
  - ▷ **Action Leader(s)** (for whole duration of the Working Group) that act as spokesperson for the Action group working on a specific action.
  - ▷ One **Chair** (rotating every year) to ensure exchanges with the other Working Groups. The Chairs will report directly to the JTP Secretariat (Working Group Facilitators) and will meet regularly (about three times per year) to ensure that Working Groups exchange on their ongoing work and harness all synergies.

#### Second circle

- ▶ This circle will be composed of 60 (maximum) **close observers**, who will follow along with the work and progress of all of the WGs. They are also selected based on an application and selection process (together with first circle members) that is common to all WGs. Close observers are consulted via two planned consultations, regularly informed on WG activities, and have the possibility to be involved in concrete outputs and meetings on an ad hoc basis.

### What is the role of the European Commission and JTP Secretariat?

The European Commission gives a dedicated forum within the Just Transition Platform for Working Group members to meet and exchange. This task is supported by JTP Secretariat established by the European Commission within the Just Transition Platform. The JTP Secretariat is responsible for overall logistical and administrative support and smooth running of the Working Groups.

## Application procedure and selection process

### Who is eligible to join the Working Groups?

The Working Groups are designed to include a mix of relevant stakeholders, coming from public entities and umbrella organisations, that can represent and bring a diverse range of views, experiences, and knowledge to the Working Groups.

Eligible types of entities and organisations include:

- ▶ **Member States authorities**
  - ▷ Member States authorities shall be national authorities from the EU27, such as ministries or national agencies.
- ▶ **Local and regional authorities**

- ▷ Local and regional authorities shall be regional authorities, national representatives of local authorities, local authorities representing cities and urban areas, or other bodies organised at national, regional, or local level and authorities representing the territories covered by TJTP.
- ▶ **Associations representing regional, local, urban, and other public authorities**
  - ▷ Associations representing higher educational institutions, educational and training providers, think tanks and research organisations, active and knowledgeable in the field of just transition.
  - ▷ Associations representing other public authorities having an active role or expertise in just transition matters, including public procurement offices, and bodies for the promotion of equal treatment established in accordance with Directives 2000/43/EX, 2004/113/EC, and 2006/54/EC.
- ▶ **Organisations representing economic and social partners**
  - ▷ Social partners' organisations, particularly those active in just transition and associations representing stakeholders.
  - ▷ Association of chambers of commerce, associations representing business, financial sector actors, consultancies representing the general interest of industries and branches, active in the field of just transition, as well as representatives of the social economy.
  - ▷ Associations representing thematic networks representing specific economic sectors.
- ▶ **Bodies representing civil society, such as non-governmental organisations**
  - ▷ Bodies involved in the development of just transition.
  - ▷ Organisations or groups that are significantly affected or likely to be significantly affected by the implementation of the just transition strategy.

## What is the application process?

A call for applications will be launched on 1 February 2024 for interested stakeholders to apply to the Working Groups on stakeholder engagement and equal opportunities, and as a member of the second circle.

- ▶ Eligible and interested stakeholders are invited to complete the [JTP Working Group application form](#) in EUSurvey and submit their application before the deadline of 1 March 2024 at 23:00 CET.
- ▶ If interested in applying to both Working Groups, stakeholders are asked to complete a separate application for each Working Group, and indicate their first preference on the application form.
- ▶ Applications will be received by the JTP Secretariat and will follow the selection procedure (described below).
- ▶ Once the Working Group members are selected, all applicants will be informed of the status of their application within two weeks after the application deadline.

## How are Working Group members selected?

- ▶ After the call for applications is closed, applications will be assessed in three phases:
  - **Eligibility check:** A first review of each application will be carried out by the JTP Secretariat to assess whether the candidatures fall within the scope of the WGs.
  - **Pre-assessment:** The JTP Secretariat will review and assess each application, taking into account the eligibility and assessment criteria (see table below).

- **Final assessment and selection:** DG REGIO will define the final composition of each Working Group and the second circle members, and applicants will be informed of the outcome of their application within two weeks after the application deadline.

#### Working Group application eligibility and assessment criteria

Criteria	Sub-criteria
Eligibility criteria	<b>Geographical scope:</b> The selected WG members should reflect the geographical diversity of the territories eligible for support through the JTM.
	<b>Stakeholder categories:</b> Only stakeholders representing the categories listed above will be eligible. All stakeholder categories should be represented in each of the WGs, to varying extents (see above). A strong focus will lie on underrepresented and vulnerable groups.
Assessment criteria	<b>Motivation and commitment:</b> Applicants will be asked to demonstrate their commitment to be part of the WGs and, therefore, become a 'JTP Ambassador.' They will need to voice their personal need/reason to become part of the WG and exemplify how their inputs can be of added value to the overall JT community. It is valuable for members of each WG to remain consistent over the course of the project, to ensure that concrete results are delivered.
	<b>Capacity:</b> As WGs are meant to deliver concrete outputs, it is crucial that each member has the sufficient capacity to contribute to the work of the WGs. Candidates will be asked to indicate the overall capacity in terms of staff availability, participation to meetings and workshops, taking leadership in actions, etc.
	<b>Expertise:</b> To reach the WG objectives, members must have the expertise to contribute to the work. Candidates will be asked to provide an overview of the available expertise relevant to the focus area of the WG and present their previous experience in the implementation of the JTF.
	<b>Gender:</b> Efforts will be made for a <i>balanced</i> representation of gender in the membership of the WGs.

## Contact

If you have any questions regarding the Working Groups and the application process, please contact the JTP Secretariat at [workinggroups@justtransitionplatform.eu](mailto:workinggroups@justtransitionplatform.eu)

