



Just Transition Platform Working Groups

Terms of Reference

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](#) (WGs) 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.

Scope of the 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](#).

Role of the Working Groups

The Role of the Working Groups are to:

- ▶ **Exchange knowledge and develop good practices** on social and demographic challenges that stakeholders face in the regions undergoing a transition towards a carbon-neutral future, as well as on the social impact and human dimension of this transition in the EU;
- ▶ **Identify and develop approaches, solutions and tools** to tackle local challenges and just transition processes, while encouraging social dialogues and cooperation among concerned actors on the ground;
- ▶ **Establish cooperation/coordination** between the Commission and Member States and stakeholders on questions relating to the implementation of Territorial Just Transition Plans and related to stakeholder involvement issues;
- ▶ **Develop Actions and outputs tackling** common and cross-thematic issues related to the social dimension of the transition process; and
- ▶ **Gather existing knowledge** and develop a stakeholder engagement strategy in the regions undergoing transition.

Membership

Each of the WGs will be composed of a group of relevant stakeholders that will make up the Working Group's first circle, consisting of core members. A separate group of stakeholders will compose the second circle that will be common across all of the Working Groups.

- ▶ 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 WG 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 WG.
- ▶ First circle WG members are expected to attend and participate in each WG meeting and actively contribute in a collaborative manner to the work of the WG throughout its duration. This includes contributing to the development of their respective WG's Action Plan, the development and implementation of one or more of its Actions, and as a 'JTP ambassador' to support the dissemination of the knowledge, learnings, and resources emerging from the WG.
- ▶ If a first circle member does not attend a WG meeting or is observed as not participating in WG activities, this will be raised with the WG member. If their participation is deemed insufficient for an extended period of time, they may be transferred to the second circle, to allow another member to take their place in the first circle of the WG.
- ▶ Each Working Group will have:

- ▷ **Chair:** Each WG will appoint a WG member in the role of Chair, based on members who expressed interest during the application process to serve a year-long term, with three Chairs to take on the position throughout the duration of the WGs. The role of the Chair is to serve as a representative of the WG members and report to the JTP Secretariat. The Chair will liaise with the other Chairs and JTP Secretariat to foster collaboration and exchange between WGs and their activities. The Chair will meet regularly with the JTP Secretariat to track the progress of the WGs, gather and share feedback from WG members, and raise any challenges or obstacles encountered by WG members.
- ▷ **Action Leaders:** For each Action listed in the WG's Action Plan, the WG will appoint a member to take on the role of Action Leader, who will remain in this role throughout the duration of the Working Groups. This member will be responsible for leading the work of an Action and serve as its spokesperson. This will involve monitoring and guiding the progress of the Action and its output, reporting the progress and any challenges or bottlenecks to the WG Chair, and updating the WG on the status of the Action.

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.

Selection of members

Following the close of the call for applications of WG members, the 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	<p>Geographical scope: The selected WG members should reflect the geographical diversity of the territories eligible for support through the JTM.</p> <p>Stakeholder categories: Only stakeholders representing the categories listed in Table 6 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.</p>
Assessment criteria	<p>Motivation and commitment: 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.</p> <p>Capacity: 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.</p>

Expertise: 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.

Gender: Efforts will be made for a *balanced* representation of gender in the membership of the WGs.

Eligible types of entities and organisations for the Working Groups 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.

Working Group Activities

The WGs will be structured around three phases of work, a scope phase, implementation phase, and multiplier phase, throughout their three-year duration. These phases outline the anticipated activities of the WGs, as well as consultation and activities involving the second circle members and the broader JTP community.

Scoping phase

The first phase of the Working Groups will be the scoping phase. This phase is crucial, as it will determine the specific objectives, actions and expected results of the WG, building on the challenges they encounter themselves

and input from the wider JTP community gathered through a community needs assessment. It will consist of the following steps.

- ▶ In the beginning of this phase, first circle WG members will be asked to take stock of existing work within their own realm (strategies, actions, networks, other initiatives) that is relevant to the scope of their WG, and take into account the inputs from the community needs assessment and further knowledge and resources from the JTP Secretariat. This will be done to avoid duplication of previous work, and to guide the members on how to advance on their respective WG topic in a way that sets up the WG to bring added value to the activities carried out in JTF regions.
- ▶ WG members will convene in a first WG meeting to meet each other and make a collective assessment of potential areas the WG should focus on and the potential actions that the WG could take. Furthermore, each WG will appoint a Chair (rotating with a 1-year term) who will report to the JTP Secretariat and meet regularly with the chairs of the other WGs to ensure synergies.
- ▶ Next, the JTP Secretariat and the first circle WG members will co-develop a template for an Action Plan that includes priority theme(s), identified challenges and the Action(s) to tackle these. For each Action, a preliminary output will be defined, as will the expected impact of the output in JTF regions, focusing on ensuring the output is tangible and useful for its targeted audience. For each Action an Action Leader will be selected by the WG to lead the progress of developing the output and to be a liaison with the WG Chair and JTP Secretariat on the Action. Each WG will be asked to limit the number of Actions to ensure the capacity needed to develop and implement each Action is sufficient.
- ▶ The second WG meeting will be in person and organised as part of the October 2024 JTP Conference. This meeting will serve as a forum to discuss the Actions chosen within and across the WGs. To ensure synergies across the groups, a joint common session will be organised. As a result, first circle WG members should be able to finalise their draft Action plans before it goes into consultation with the second circle.
- ▶ Once a final draft of the Action plan is completed, the JTP Secretariat will launch a consultation with the second circle of the JTP WGs. It will ensure that multiple views are taken into consideration and that the outputs coming from the actions will also be useful for other stakeholders in the JTP community. After, the JTP Secretariat will share results of the consultation with the WG, tasking the respective Action Leaders to make the necessary revisions within their Action group.
- ▶ Following the consultation, first circle WG members will be able to finalise their Action Plans, which will then be shared across the WGs and with the second circle.

Implementation phase

The implementation phase will build on each WGs' Action Plan and focus on the development of Actions and their outputs.

- ▶ Online workshops for specific Actions will be scheduled when needed outside of WG meetings, to further develop and discuss the respective Action and progress toward its output.
- ▶ For the meetings of the WG Chairs held multiple times each year, in addition to creating synergies across group, will also be a space to collect updates and inputs from the Action Leaders, who can also be invited to attend a meeting if suitable.
- ▶ WG meetings and communication between meetings will facilitate the development of these Actions. During these meetings, Action Leaders will present the state of play of their Action – to show the progress made, any bottlenecks they've faced, and what their next steps will be.
- ▶ The JTP Secretariat will provide support to WG members in developing and implementing their Actions and outputs.

Multiplier phase

The third and final phase of the Working Groups will be the multiplier phase.

- ▶ As Actions are being implemented and finalised under the implementation phase, the multiplier phase will begin to look at how these outputs and learnings from the WG can be made available to the broader just transition community. Action groups will be tasked to finalise their outputs in a way that are useful and applicable to stakeholders on the ground before these are then shared again with second circle members through another round of consultation. This second consultation should ensure that the resources produced by the WGs are useful for other stakeholders too.
- ▶ During the final months of the WGs, their focus will be on finalising the outputs and 'training' WG members to share these within their regions and network as 'JTP ambassadors'. This may include training on how to leverage and use their communication channels to disseminate the outputs and learnings, and how to share their experiences beyond the WGs to ensure the effectiveness and impact of their work extends beyond the scope and duration of the WG.

Working Group meetings

- ▶ First circle WG members will be invited and expected to attend the WG meetings that will be scheduled regularly. This includes at least two meetings per year: in-person meetings alongside the JTP conference in Brussels, as well as ad-hod meetings as needed, throughout the duration of the WGs. the six WG meetings that will be held during the WG's duration.
- ▶ Members of the WGs are invited to attend the meetings in-person, but if circumstances permit can instead participate online.
- ▶ For first circle members attending the WG meetings in-person, they can request to have travel and accommodation expenses covered to facilitate their in-person participation in these meetings. As there is a limited amount of funds set aside for this, requests for reimbursement will be based on needs and priority given to stakeholders who are less likely to have funds to cover their travel and accommodation expenses, such as non-governmental organisations.
- ▶ Second circle members may be invited to attend the WGs meetings, depending on the activities and agenda of the meeting.

Communication

- ▶ Each WG will have a MS Teams channel that will provide a space for storing documents and relevant materials, including information about meetings and about the work and activities for each WG. These channels will also facilitate the collaborative work of WG members when it comes to drafting and revising the WG Action Plans, the Actions and their outputs.
- ▶ The JTP Secretariat will communicate with JTP WGs to share relevant information, resources, and documents through a designated email address: workinggroups@justtransitionplatform.eu.

Transparency

A list of WG members will be published on the JTP website, to ensure transparency of the Working Groups. This list will include the name of each WG member (as an organisation or entity) and the type of stakeholder they represent. No names of individual representatives will be disclosed.

