[Name of sending organisation   
Address & contact information]

**Attn:** Ministers responsible for the preparation of National Reform Programmes under the Europe 2020 Strategy

**RE:** Ownership and engagement of civil society and other stakeholders in the drafting, implementation, and monitoring of the NRPs

[date]

Dear Minister,

I am writing on behalf of [organsation and a one-line description of its mission, link to website].

We are aware of your concern and preoccupation to ensure that stakeholders, including civil society, actively and systematically engage in the processes of Europe 2020, in order to ensure ownership of the proposed measures, particularly in the National Reform Programmes. This has been backed by a number of strong references in recent European-level documents, such as the Annual Growth Survey, the Guidance Note for the NRPs, or the recent communication of the European Commission taking stock of the Europe 2020 Strategy.

Building on this preoccupation, we would like to find out more about the opportunities for stakeholder involvement in the upcoming European Semester, and to explore the possibility of setting up an ongoing partnership between Government and civil society to that end.

[Insert appropriate paragraph about work done by your organization, how many people you represent, and specific experience and expertise with your constituents, making the link to the Europe 2020 priorities, and emphasizing how your input is crucial to achieving particular targets. Highlight previous involvement with NRPs / Europe 2020 / the Semester, including through your European Organisation at EU level]

Developing policies which are evidence-based and which start from needs assessment performed on the ground, taking on board what solutions have worked or not in the past is the right way to achieve the Europe 2020 targets. Additionally, incorporating the concerns of beneficiaries, especially the most disenfranchised, and their civil society organisations in the preparation and drafting of National Reform Programmes is a fundamental prerequisite of democracy, transparent governance, and ownership.

We hope that these considerations will be taken into account and that [name of country] will have an open and collaborative process of drafting of the National Reform Programme, associating stakeholders, including civil society, in a meaningful way, for instance by signing partnership agreements of cooperation protocols. We are ready to support the Government with our expertise and direct experience with beneficiaries, to ensure that policies reach their objectives, and that public funding is correctly spent to reach those most in need.

We are looking forward to your reply regarding engagement opportunities.

Yours sincerely,

[Signature]

[Director/President of the organization]