

SERBIA TRANSPARENCY AND ACCOUNTABILITY INITIATIVE

RULES OF PROCEDURE FOR THE ORGANIZING COMMITTEE

The members of the Organizing Committee for the Serbia Transparency and Accountability Initiative express their commitment to increasing transparency and accountability in Serbia.

The Organizing Committee of the Serbia Transparency and Accountability Initiative has adopted the following Rules of Procedure:

I. GENERAL

1. These Rules of Procedure establish the internal basic procedures for the functioning of the Organizing Committee of the Serbia Transparency and Accountability Initiative ("the Organizing Committee") that would guide the work of this initiative.

II. MEMBERS, OBSERVERS, AND SECRETARIAT

1. The members of the Organizing Committee are high-level representatives of the following institutions: Ministry of Finance, Ministry of Public Administration and Local Self-Government, National Assembly, Commissioner for Information of Public Importance and Personal Data Protection, National Convention on the EU, and Chamber of Commerce of Serbia.

2. Each participating institution/organization appoints one high-level representative as a member and one deputy to the Organizing Committee.

3. The act of appointment of a member and a deputy member provides evidence that they are mandated to express the position of the respective participating institution/organization.

4. All members are equal in their rights and obligations to participate, propose, and decide on proposals presented in front of the Organizing Committee.

5. Development partners that have a scope of interest to support transparency and accountability in Serbia may appoint their representatives to take part in the Organizing Committee as observers.

6. The members may, where appropriate, agree to invite representatives of other public institutions, civil society organizations, professional associations, business sector associations or

development partners to attend, on an ad hoc basis, specific meetings of the Organizing Committee or one or more parts thereof.

7. The Secretariat of the Initiative will provide all necessary technical and professional support to the work of the Organizing Committee.

III. PRESIDENCY

1. Each member shall serve as the Chairperson of the Organizing Committee for six months, following the order of rotation.

2. The World Bank will co-chair meetings of the Organizing Committee.

3. The first Chairperson shall be elected at the first meeting of the Organizing Committee.

3. The Chairperson shall chair the Organizing Committee meetings and will be responsible for proactive guiding the Organizing Committee. Chairperson shall be assisted by the Secretariat.

IV. PREPARATION OF MEETINGS

1. The Organizing Committee shall meet in regular sessions at least four times a year.

2. The Organizing Committee shall meet in special session upon the proposal of: a) any member of the Organizing Committee; and b) at the request of the Secretariat.

3. The dates of the meetings shall be agreed upon by the members, and the Secretariat, at least two weeks before the meeting.

4. The draft agenda and any working documents related to it shall be distributed to the members and the observers by the Secretariat upon consultations with the Chairperson at least one week before the meeting. The members may comment and propose to add new items. Material of interest to other stakeholders invited in accordance with paragraph 5 of Section II shall also be distributed to them.

5. The Secretariat shall be responsible for the preparation of the meetings. It shall inform the members periodically and upon request about the preparation process and follow their guidance in this regard.

V. MEETINGS

1. The meetings of the Organizing Committee are not open to the public unless the Organizing Committee decides otherwise.

2. The Organizing Committee shall be considered as meeting the required quorum if five of six members or their deputies are present.
3. The Organizing Committee shall act by consensus.
4. The agenda for the meeting shall be approved at the beginning of the meeting.
5. Observers and representatives of other stakeholders invited in accordance with paragraph 5 of Section II may participate in the discussions and make statements when invited to do so by the Chairperson.
6. The Conclusions of each meeting shall be drawn up with the assistance of the Secretariat.
7. The Conclusions shall record all decisions adopted at the meeting as well as the positions of the members and any statement by observers regarding actions proposed to be taken by the Organizing Committee.
8. Minutes with Conclusions of each meeting shall be distributed to the members and the observers within seven days after that meeting.

VI. DISCLOSURE OF INFORMATION

1. The finalized documents of the meetings, including the agenda and conclusions shall be made public by the Secretariat.
2. Each participating institution/organization may publish on its website finalized documents of the meetings, including agenda and conclusions.

VII. FINAL PROVISIONS

1. Any amendments to these Rules of Procedure shall be adopted by a decision of the Organizing Committee.
2. If the application of these Rules of Procedure to a specific situation raises the difficulty of interpretation, the Chairperson shall provide advice to resolve the situation, in consultation and agreement with the Secretariat.
3. Following six months from the entry into force of these Rules of Procedure, based on practical experience with their application, the Secretariat may propose amendments to them as it deems useful or necessary.
4. A member of the Organizing Committee may propose such an amendment by submitting the written proposal to the Secretariat.
5. These Rules of Procedure shall enter into force on the day of their adoption by the Organizing Committee.