



Ministry of Agriculture, Rural Development and Water Administration
Republic of Albania

DRAFT

RULES OF PROCEDURE
OF THE MONITORING COMMITTEE FOR THE IPARD II PROGRAMME
2014-2020 in ALBANIA
(IPARD II Monitoring Committee)

General provisions

Article 1

- 1) In line with Article 53(1) of the Framework Agreement (FWA) the IPARD II Monitoring Committee, shall be set up following the consultation with the Commission, no later than six months after the entry into force of the first Financing Agreement related to the respective programme.
- 2) For the purposes of Article 53(2) of the FWA, the IPARD II Monitoring Committee shall review the results of the IPARD II programme, in particular the achievement of the targets set for the different measures and the progress on utilisation of the financial allocations to those measures. In this regard, the Managing Authority shall ensure that all relevant information in relation to the progress of measures is made available to the IPARD II Monitoring Committee and the NIPAC.
- 3) According to Article 53(5) of the FWA, the IPARD II Monitoring Committee shall adopt its rules of procedure, to be drawn up in consultation with the operating structure, the NIPAC and the Commission. They shall be adopted by the IPARD II Monitoring Committee at its first meeting and may be changed by the IPARD II Monitoring Committee as need arises. Such changes shall be communicated in advance to the Commission.
- 4) The IPARD II Monitoring Committee thus established shall be responsible for reporting, monitoring and evaluating the implementation of the IPARD II Programme in accordance with the provisions of Section VI of the Sectoral Agreement (SA).

Article 2

In these rules of procedure the following definitions are used:

- a) The Ministry refers to Ministry of Agriculture, Rural Development and Water Administration (MARDWA),
- b) The Commission refers to the European Commission,
- c) The Committee refers to the IPARD II Monitoring Committee,
- d) The Chairperson refers to the Chairperson of the IPARD II Monitoring Committee,
- e) The Agency refers to the IPARD Agency,
- f) The Programme refers to the Instrument for Pre-accession Assistance Rural Development II Programme (IPARD II Programme) for the period 2014-2020 for Republic of Albania.
- g) The Secretariat refers to the Directorate of Programming and Evaluation of Rural Policies (Managing Authority) which has the function as the permanent Committee's secretariat,
- h) NAO refers to the National Authorizing Officer, which is Deputy Minister of Finance,
- i) NIPAC refers to the National IPA Coordinator, which is Minister of European Integration,
- j) Observer refers to experts from the economic sectors relevant for the implementation of the Programme.

Appointment of the members and membership in the Monitoring Committee

Article 3

- 1) The Committee has been set up and its members/alternates have been appointed by Decision of the Minister of Agriculture, Rural Development and Water Management with No 82, date 02.02.2016.
- 2) The Decision on the appointment of the Committee is attached in Annex.
- 3) The Committee is composed of representatives of relevant national authorities and bodies, other stakeholders, such as economic, social and environmental partners and civil society. Members and their alternates are nominated by the bodies and authorities as well as by the non-governmental institutions.
- 4) The members and their alternates shall be replaced:
 - a) on their own request;
 - b) with a decision of the authority in charge of setting-up the Committee and designating its members:
 - in the event of systematic violations of their obligations,

- in the event of passed sentence for deliberate crime of general character,
 - in the event of not meeting their obligations for a period longer than one year.
- c) in the event of death or setting under judicial disability.
- 5) The Chairperson and her/his Deputy shall be designated by decision of the authority setting-up the Committee. They shall be members of the Committee and shall be a senior representative of administration.
- 6) The presence of the Chairperson or her/his deputy is obligatory for the proceeding of the Committee.
- 7) All members of the Committee (in case of their absence their alternates) including the Chairperson, have each one vote.
- 8) In accordance with Article 53(6) of the FWA the Committee shall consist of:

A) Representatives of the following relevant national authorities and bodies:

1. Ministry of Agriculture Rural Development and Water Administration,
 2. Ministry Economic Development., Tourism, Trade and Entrepreneurship,
 3. Ministry of Environment,
 4. Ministry of Urban Development,
 5. Ministry of Local Government Matters,
 6. Ministry Transport and Infrastructure,
 7. Statistician Institute,
 8. National Agency for Territorial Planning.
1. National IPA Coordination NIPAC(without voting Right),
 2. National Authorizing Officer NAO(without voting Right),
 3. Department of Strategic Planning and of Programming Foreign Assistance(without voting Right),
 4. Head of Management Authority(without voting Right),
 5. Head of IPARD Agency(without voting Right),
9. European Commission

All representatives shall be senior officials.

B) Other stakeholders, such as representatives of:

1. Albanian Dairy & Meat Association ADAMA,
2. Agriculture & Biological Institute Dures,
3. Council of Albanian Agro-business,
4. Horticultural Albanian Bussines Asociation HABA,
5. Albanian Olive Association (AOA),
6. Livestock Entrepreneur Association of Albania (LEAA),

7. Quality of Development (QUODEV),
 8. Albanian Tourism Association (ATA),
 9. Institute Economic Studies and Knowledge Transfer,
 10. Association for Cultivation and production of Essences and Medicinal Plants
ZAGORA,
 11. Institute for Democracy and Mediation (IDM),
 12. AGRINET Foundation,
 13. High Professional School of Kamëz,
 14. Foundation for Paternity and Development Pfd.
- 9) The number of 'other stakeholders' members shall be at least equal to the number of the members from the national authorities and bodies.
 - 10) The Committee shall supplement itself with observers from the various fields relevant to Programme implementation like the banking sector, donors, international organisations, etc:
6. ,
- 11) Balanced participation of men and women shall be encouraged.
 - 12) The Commission shall be consulted on the composition of the Committee in advance of its establishment.

Article 4

- 1) Representatives of the Managing Authority, the IPARD Agency, the NAO and the NIPAC shall participate in the work of the Committee as members without voting right.
- 2) The Commission shall participate in the work of the Committee, in an advisory capacity, and without voting rights. The Commission representative may give an oral comment on points raised during the discussion of issues on the agenda. However, official positions on the part of the Commission are only those expressed in writing.
- 3) The working language of the Committee is English. Simultaneous interpretation to and from the national language and translation of documents shall be provided when necessary.

Secretariat of the Committee

Article 5

- 1) The Committee shall be assisted in its work by the Managing Authority, which at the same time has the function of a permanent Committee's secretariat.

- 2) The secretariat shall perform all duties necessary for the proper conduct of the work of the Committee and in particular shall:
 - a) collect and/or elaborate, translate and distribute electronically/or in paper version, to all members of the Committee the documents and materials (reports, analyses, proposals) needed for the work of the Committee;
 - b) organise and carry out the preparation of the Committee meetings and assist its activities;
 - c) draft the minutes of the sessions of the Committee;
 - d) be responsible for book-keeping and documentation of the Committee's work, including all the statements and decisions taken at the sessions;
 - e) execute the decisions of the Committee and ensure the necessary exchange of information between the concerned parties;
 - f) ensure sufficient publicity of the work of the Committee;
 - g) provide for all technical and logistical arrangements, including translation and interpretation, where necessary, to permit the effective participation in the Committee discussions and resolutions of its members.
- 3) All correspondence, concerning the activities of the Committee shall be addressed to the Secretariat of the Committee.

Article 6

The Chairperson in his own capacity or on the request of a member of the Committee, may, if necessary, invite the representatives of other state administration bodies or other domestic, as well as, foreign experts to take part in the proceedings.

Responsibilities and tasks of the Committee

Article 7

The Committee shall carry out the tasks and responsibilities laid down in Article 52 of the SA and Article 53(3) of the FWA including the following:

- a) It shall satisfy itself as to the effectiveness and quality of implementation of the Programme in order to attain the specific objectives.
- b) It shall report to the IPA Monitoring Committee. It shall provide the IPA Monitoring Committee in particular with information relating to:
 - i. the progress made in implementing the Programme, by measures or operations; this shall include the results achieved, financial implementation indicators, operational conclusions, any recommendations and other factors and shall be established with a view to improving the implementation of the Programme;
 - ii. any aspects of the functioning of the management and control system raised by the Audit Authority, the NAO or the NIPAC.

- c) It shall examine the results of the Programme, in particular the achievement of the targets set for the different measures and the progress on utilisation of the financial allocations to those measures in the Programme presented in the form of up-to date monitoring tables. In this regard, the Managing Authority shall ensure that all relevant information on the progress of measures is made available to the Committee and the NIPAC.
- d) It shall periodically review progress made towards the objectives, achieving the planned output and results set out in the Programme and discuss any problematic issues and actions. For this purpose, it shall, in particular, be given the following:
 - i. information on any sectors where difficulties are experienced,
 - ii. information on the results of checks carried out, and,
- e) It shall consider and approve, where appropriate, any proposal to the Commission to amend the Programme.
- f) It may, following consultation with the Managing Authority and the IPARD Agency, propose to the Managing Authority for submission to the Commission, with copy to the NIPAC and the NAO, amendments or reviews of the Programme to ensure the achievements of the Programme's objectives and enhance the efficiency of the assistance provided.
- g) It shall consider and approve the annual and final implementation reports before they are sent to the NIPAC for submission to the Commission, with copies to the NAO and the Audit Authority.
- h) It shall examine the evaluations of the Programme and approve annual evaluation plans.
- i) It shall be informed on the main conclusions of the annual audit report and the result of the controls undertaken by the IPARD Agency as well as the follow-up of these controls.
- j) It shall consider and approve the plan of visibility and communication activities referred in Article 30 of the SA as well as any subsequent updates of the plan.
- k) It shall be consulted on the technical assistance activities. It shall consider and approve each year an indicative annual action plan for the implementation of technical assistance activities including indicative amounts.
- l) Each visit and seminar co-financed by the Union under measure technical assistance shall require the submission of a written report to the Committee.
- m) When required by the Programme or by the SA, to give an opinion on any matter, it shall act accordingly.
- n) All final documents of the Committee shall be made public.

Work of the Committee

Article 8

- 1) Meetings of the Committee shall be convened by the Chairperson and held at a location proposed by the Chairperson. The Committee shall meet at least twice a year.

- 2) The Chairperson can, at his/her own initiative or at the initiative of 1/3 of members or at the initiative of the Commission, convene *ad hoc* meetings.

Article 9

- 1) The Chairperson shall determine a date for each meeting and propose the agenda.
- 2) The Secretariat shall send the invitations together with the proposed agenda including any supporting documents electronically/or in paper version at least 15 working days prior to the meeting to the Members of the Committee. All documentation addressed to the Commission shall be sent in English.
- 3) Decisions on points included in the agenda less than 15 days prior to the convened meeting can only be taken if there is consensus within the Committee.
- 4) If the documents have not been sent in time, the members can request the decision on the topic concerned to be postponed for a decision at the following meeting, or to be submitted in written procedure.
- 5) The agenda shall make a distinction between proposed issues about which the Committee is asked to give an opinion and other issues put to the Committee for information or a simple exchange of views.
- 6) If a member should wish to add something to the agenda, he/she shall submit, in written form, such a request with the accompanying documentation at least 5 working days prior to the convened meeting.
- 7) The agenda shall be adopted at the beginning of the meeting.
- 8) The majority of the members of the Committee can decide to postpone a decision on a topic of the agenda to the next meeting or to be submitted to the Committee in written procedure.

Article 10

- 1) Members should analyse the documents prior to the Committee meeting in view of developing their position. In this work, members may use technical experts and consult the documents within or outside their organisation as appropriate.
- 2) All decisions and other documents adopted by the Committee shall be prepared by the Committee's Secretariat, while they are signed and submitted by the Chairperson.
- 3) All decisions, presentations and final minutes of the Committee shall be made available to the public, e.g. on the website of the Managing Authority.

Participation in the meetings of the Committee

Article 11

- 1) The Chairperson chairs the Committee meetings. In case of her/his absence this role is assumed by her/his deputy.

- 2) Adjournment of the meeting, the working plan for a next meeting and other details related to the work at the meetings of the Committee shall be determined by the Chairperson.
- 3) The member of the Committee shall participate personally in its sessions (voting member). In case of her/his absence the designated alternate shall participate. However, the provisions of paragraph 3 of Article 3 shall apply.
- 4) All changes of the members and their alternates as decided in accordance with the first paragraph of Article 3 shall be reported to the Secretariat of the Committee at least 15 working days prior to the meeting.
- 5) The Committee shall examine the absence of members or their **alternates** and shall propose measures to the bodies which have nominated them, taking into account the basic principles of the establishment of the Committee.

Decision making/Voting

Article 12

- 1) The decisions within the Committee can be taken if at least 2/3 (of all Committee members (including Chairperson or alternates) are present.
- 2) The Committee decisions shall be reached by consensus. In the event of the Committee being unable to arrive at consensus in respect of any matter, the issue will be referred to a working group set up to resolve the issue. The Committee will be informed of the outcome of the deliberations and try to reach consensus for the second time.
- 3) Where the Committee still cannot reach consensus, a voting procedure shall follow. The decision is approved if $\frac{3}{4}$ of the members (or their alternates) present at the meeting are in favour of the proposal concerned. Every member of the Committee, who is still expressing a dissenting voice on the issue, shall have the opportunity of his opinion being reported in the minutes of the meeting.

Article 13

- 1) In case of urgent matters or matters, which do not justify a meeting of the Committee, the Chairperson can submit a proposal to the members of the Committee for approval by written procedure. The Chairperson shall submit to the Committee members a draft decision duly accompanied by an explanatory memorandum. The Committee members may express an opinion on that draft decision within 15 working days of the date of transmission of those documents.
- 2) The proposal shall be adopted in line with the provisions from Article 12. Once the written procedure is completed, the Chairperson shall inform the Committee members about the results, including comments from the Committee members.
- 3) Any refusal to give agreement must be substantiated. A proposal refused in the framework of a written procedure as well as its substantiation shall be discussed during the next meeting.

Subsidiary bodies

Article 14

- 1) The Chairperson may set up working groups to solve specific issues.
- 2) These working groups shall be made-up of the Committee members as well as other experts as appropriate and designated by the Committee.
- 3) On the basis of the results of their work, the working groups shall submit proposals and recommendations to the Committee.

Records of the sessions

Article 15

- 1) Minutes shall be written of each meeting of the Committee.
- 2) The minutes shall be taken and prepared by the Secretariat or by a person designated by the Chairperson.
- 3) The minutes shall contain the agenda of the meeting, the list of participants, a summary of the session with all interventions made, the result of the voting, the decisions that have been adopted and the recommendations made by the Committee.
- 4) The draft minutes of each meeting shall be circulated for comment to all members of the Committee within 15 working days after the meeting. Committee members shall submit their observations, remarks and recommendations to the Secretariat within 10 working days after the date of the document's reception.
- 5) The draft minutes, including the comments of the Committee members, shall be submitted to the Commission for comments at the latest 5 working days after end of the commenting deadline for Committee members.
- 6) One copy of the minutes shall permanently be kept at the archives of the Managing Authority. The final draft minutes shall be signed by the Chairperson and be sent to the Members not later than 45 working days after the meeting.
- 7) The Minutes shall be discussed, decided upon and adopted at the beginning of the following meeting.

Follow up of the Committee decisions

Article 16

- 1) The Chairperson shall monitor the implementation of the decisions of the Committee and shall take the relevant measures, whenever necessary, to ensure their implementation between the meetings of the Committee.
- 2) The Chairperson may require reports on the fulfilment of the Committee's decision from respective institutions. The Chairperson shall present a short report on follow-up activities to the next meeting of the Committee.
- 3) The reports of the Committee shall be prepared in accordance with the work plan and timetable approved by the Committee.

Code of conduct

Article 17

- 1) Every member of the Committee and their representatives shall sign a declaration of impartiality and code of conduct.
- 2) The code of conduct includes the following principles:

the members of the Committee may not engage in providing advice to legal or natural persons, nor be dependent on persons that could effect his/her impartially in exercising his/her functions as a member of the Committee, and must not use their membership to benefit or privilege for himself/herself or for another person; the members of the Committee must not use their membership to acquire, by the influencing decisions of the legislative, executive benefits for himself/herself or for others.
- 3) If a member of the Committee violates the impartiality principles, the Chairperson through the Secretariat shall issue a written warning to this member. In case that the violation continues, the Secretariat shall send a written request to the Head of the respective institution to nominate another person as Committee member within 20 working days.

Article 18

These Rules of Procedure shall enter into force on the day of adoption by the Committee.

Chairperson:

MINISTER

EDMOND PANARITI

ANNEX I



**MINISTRY OF AGRICULTURE,
RURAL DEVELOPMENT AND
WATER ADMINISTRATION
MINISTER**

No. 895 Prot.

Tiranë, 02.02.2016

ORDER

No. 82, date 02.02.2016

FOR THE ESTABLISHMENT OF MONITORING COMMITTEE OF IPARD II PROGRAM

Referring article 102, of Republic of Albania Constitution, article 53(1) , 53 (5) and 53 (6) of FWA and article 52 (1) of SA

ORDER:

1. Establi
shment of Monitoring Committee (MC), for implementation of Pre accession Assistance of Rural Development (IPARD II) in Republic of Albania.
2. In
accordance with Article 53(5) of the FwA the Monitoring Committee shall draw up and approve in consultation with the Operating Structure, the NIPAC and the Commission its rules of procedure. They shall be adopted by the Monitoring Committee at its first meeting and may be changed by the Monitoring Committee as need arises. Such changes shall be communicated in advance to the Commission.
3. The
Monitoring Committee with the voting right will be composed as:

	Member	Function	Institution
1.	Edmond Panariti	Chairperson	Minister of Agriculture Rural Development and Water Administration MARDWA
2.	Vojo Bregu	deputy/ Chairperson	Secretary General (MARDWA)
3.	Vigan Dervishi	Member	Director o Cabinet, MARDWA
4.	Lauresha Grezda	Member	Director of European Integration ,MARDWA
5	Flamur Laze	Member	Director General of Agriculture and Fishery Services ,MARDWA
6	Flamur Hysi	Member	Director of Agriculture and Livestock Production, MARDWA
7	Ylli Hoxha Zv.Preng Prenga	Member	Director of Protection and Treatment of Forests , Ministry of Environment Chief of Sector , Ministry of Environment
8	Zhanina Dapi Zv.Klodiana Mosho	Member	Director European Integration MEDTTE Specialist European Integration MEDTTE
9	Eduart Ostrozi Zv.Marsida Grami	Member	Director European Integration Ministry of Urban Development Specialist in Directory of European Integration , Ministry of Urban Development
10	Enea Hoti Zv.Artan Shkëmbi	Member	Adviser of Minister in Ministry of Local Government Matters Director Agency Territorial Reform Implementation
11	Benjamin Bejko Zv.Ylli Perbibaj	Member	Chief of Sector European Integration , Ministry Transport and Infrastructure Specialist

Directory European Integration , Ministry Transport and Infrastructure

12	Alban Zv.Irma Sinemati	Cela	Member	Director , Statistician Institute Sector for Land and Agriculture Production, Statistician Institute	Chief of
13	Pirro Zv.Taulant Dano	Anastasi	Member	Specialist of Planning Coordination in National Agency for Territorial Planning Specialist Sector of Planning Coordination in National Agency for Territorial Planning	
14	Merita Zv.Myzejen Shala	Uruci	Member	Executive Director, ADMA Expert ADMA Association	Association
15	Enver Zv.Veisi Selami	Isufi	Member	Director, Agriculture Biological Institute Horticulture, Viticulture and olives Expert	Durres
16	Agim Zv.Ymer Tolaj	Rrapaj	Member	Chairperson of Council of Albanian Agro - business Executive Director of Council of Albanian Agro - business	
17	Agim Zv.Bardhosh Ferraj	Sema	Member	Chairperson of Horticultural Albanian Bussines Association HABA Chairperson of Horticulture Albanian Federation ,HABA	
18	Silvana Zv.Valentina Postoli	Subashi	Member	Chairperson of Albanian Olive Association (AOA) Expert ofAlbanian Association Olive Oil (AOA)	
19	Valbona Zv. Haxhire Toska	Ylli	Member	Executive Director Livestock Enterpreneur Association of Albania LEAA Expert of Association LEAA	
20	Anila Zv.Manuela Meçe	Vendresha	Member	Director of Association QUODEV Association QUODEV	Expert of
21	Zak Zv.Matilda Naëo	Topuzi	Member	Chairperson Albanian Tourism Association ATA Expert of Association Tourism, Marketing and Management	
22	Engjell Zv. Remzi Keco	Skreli	Member	Executive Director , Institute Economic Studies and Knowledge transfer Expert , Institute Economic Studies and Knowledge transfer	

23	Haxhi Bercaj Zv.Ardit Bercaj	Member	Association for Cultivation and production of Essences and Medicinal Plants ZAGORA Expert of Association ZAGORA
24	Sotiraq Hroni Zv.Evelina Azizaj	Member	Executive Director , Institute for Democracy and Mediation (IDM) Expert Institute for Democracy and Mediation (IDM)
25	Tomi Pikuli Zv.Nikolin Karapançi	Member	Executive Director , foundation AGRINET Project manager , foundation AGRINET
26	Bilal Sula Zv.Adile Hyka	Member	Pedagogue, High Professional School of Kamëz Pedagogue, High Professional School of Kamëz
27	Tom Preku Zv.Shkelzen Marku	Member	Executive Director , foundation for Paternity and Development PfD President, foundation for Paternity and Development PfD
Member of Monitoring Committee without voting Right			
1			NIPAC
2			NAO
3			Department of Strategic Planning and of Programming Foreign Assistance
4			Head of Management Authority
5			Head of IPARD Agency
6			European Delegation
Other institutions , Observers			
1			Food Authority Agency
2			Extension Services

3	GIZ
4	German Bank for Development KfW
5	Italian Cooperation
6	European Bank for Reconstruction and development (EBRD)
7	Danish- German Support for Rural and Agriculture Development Less favour areas in Albania.

4. Representatives of the Managing Authority, the IPARD Agency, the NAO and the NIPAC shall participate in the work of the Committee as members without voting right.
5. The Commission shall participate in the work of the Committee, in an advisory capacity, and without voting rights. The Commission representative may give an oral comment on points raised during the discussion of issues on the agenda. However, official positions on the part of the Commission are only those expressed in writing.
6. The working language of the Committee is English. Simultaneous interpretation to and from the national language and translation of documents shall be provided when necessary.

7. Responsibilities and tasks of the Committee:

The Committee shall carry out the tasks and responsibilities laid down in Article 52 of the SA

and Article 53(3) of the FWA including the following:

- a. It shall satisfy itself as to the effectiveness and quality of implementation of the Programme in order to attain the specific objectives.
- b. It shall report to the IPA Monitoring Committee. It shall provide the IPA Monitoring Committee in particular with information relating to:
 - i) the progress made in implementing the Programme, by measures or operations; this shall include the results achieved, financial implementation indicators, operational conclusions, any recommendations and other factors and shall be established with a view to improving the implementation of the Programme;

- ii) any aspects of the functioning of the management and control system raised by the Audit Authority, the NAO or the NIPAC.
- c. It shall examine the results of the Programme, in particular the achievement of the targets set for the different measures and the progress on utilisation of the financial allocations to those measures in the Programme presented in the form of up-to date monitoring tables. In this regard, the Managing Authority shall ensure that all relevant information on the progress of measures is made available to the Committee and the NIPAC.
- d. It shall periodically review progress made towards the objectives, achieving the planned output and results set out in the Programme and discuss any problematic issues and actions. For this purpose, it shall, in particular, be given the following:
 - i) information on any sectors where difficulties are experienced,
 - ii) information on the results of checks carried out, and,
- e. It shall consider and approve, where appropriate, any proposal to the Commission to amend the Programme.
- f. It may, following consultation with the Managing Authority and the IPARD Agency, propose to the Managing Authority for submission to the Commission, with copy to the NIPAC and the NAO, amendments or reviews of the Programme to ensure the achievements of the Programme's objectives and enhance the efficiency of the assistance provided.
- g. It shall consider and approve the annual and final implementation reports before they are sent to the NIPAC for submission to the Commission, with copies to the NAO and the Audit Authority.
- h. It shall examine the evaluations of the Programme and approve annual evaluation plans.
- i. It shall be informed on the main conclusions of the annual audit report and the result of the controls undertaken by the IPARD Agency as well as the follow-up of these controls.
- j. It shall consider and approve the plan of visibility and communication activities referred in Article 30 of the SA as well as any subsequent updates of the plan.
- k. It shall be consulted on the technical assistance activities. It shall consider and approve each year an indicative annual action plan for the implementation of technical assistance activities including indicative amounts.

- l. Each visit and seminar co-financed by the Union under measure technical assistance shall require the submission of a written report to the Committee.
 - m. When required by the Programme or by the SA, to give an opinion on any matter, it shall act accordingly.
 - n. All final documents of the Committee shall be made public.
8. Directory of Programming and Evaluation of Rural Policy will serve as the Secretariat of this Committee with the following task.
 9. The secretariat shall perform all duties necessary for the proper conduct of the work of the Committee and in particular shall:
 - a) collect and/or elaborate, translate and distribute electronically/or in paper version, to all members of the Committee the documents and materials (reports, analyses, proposals) needed for the work of the Committee,
 - b) organise and carry out the preparation of the Committee meetings and assist its activities,
 - c) draft the minutes of the sessions of the Committee,
 - d) be responsible for book-keeping and documentation of the Committee's work, including all the statements and decisions taken at the sessions;
 - e) execute the decisions of the Committee and ensure the necessary exchange of information between the concerned parties;
 - f) ensure sufficient publicity of the work of the Committee;
 - g) provide for all technical and logistical arrangements, including translation and interpretation, where necessary, to permit the effective participation in the Committee discussions and resolutions of its members.
 - h) All correspondence, concerning the activities of the Committee shall be addressed to the Secretariat of the Committee.
 10. The Chairperson in his own capacity or on the request of a member of the Committee, may, if necessary, invite the representatives of other state administration bodies or her domestic, as well as, foreign experts to take part in the proceedings.
 11. First meeting of Monitoring committee is planned for next spring 2016
 12. This order enter in force immediately

MINISTRI

EDMOND PANARITI