



**DECISION No. 01
of 09 October 2019**

**approving the Rules of Procedure of the Joint Working Group for
Programming of Cross-border cooperation Programme
between Republic of Bulgaria and Republic of North Macedonia
2021-2027**

the **Joint Working Group** for Programming of Cross-border cooperation Programme between Republic of Bulgaria and Republic of North Macedonia 2021-2027, has adopted this:

DECISION

Article 1 – The present document approves the Rules of Procedure of the Joint Working Group for Programming of Cross-border cooperation Programme between Republic of Bulgaria and Republic of North Macedonia 2021-2027.

Article 2 – The Rules of Procedure of the Joint Working Group for Programming of Cross-border cooperation Programme between Republic of Bulgaria and Republic of North Macedonia 2021-2027 are enclosed and are part of this decision.


Chair

Denitsa NIKOLOVA

Deputy Minister

Ministry of Regional Development
and Public Works, Republic of Bulgaria

Vice-Chair


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Ministry

of Local Self-Government
of the Republic of North Macedonia

Rules of procedure of the Joint Working Group for Strategic Planning and
Programming for INTERREG-IPA Cross-border Cooperation Programme
between
Republic of Bulgaria and the Republic of North Macedonia 2021-2027

Approved by JWG on2019

1. Tasks of the Joint Working Group

Shall steer the programming phase and ensure the quality and effectiveness of the preparation of the INTERREG-IPA Cross-border Cooperation Programme between Republic of Bulgaria and the Republic of North Macedonia 2021-2027

Shall have the overall responsibility for:

- Preparation of INTERREG-IPA Cross-border Cooperation Programme between Republic of Bulgaria and the Republic of North Macedonia 2021-2027
- Organisation of dialogues with relevant stakeholders, feeding in the results of national consultations, etc.

2. Members of the Programming Task Force

- a) Members and observers of the JWG are designated representatives of the Member State as representatives of the Managing Authority and Non-member state as representatives of the National Authority of INTERREG-IPA Cross-border Cooperation Programme between Republic of Bulgaria and the Republic of North Macedonia 2021-2027, according to Annex 1 to the present document.
- b) The members are the persons that have decision-making power in the JWG, whilst the observers participate at the JWG meetings with an exclusively consultative role, without decision-making powers.
- c) The European Commission shall be permanently invited to the meetings. If necessary, on a case by case basis any other relevant bodies could to attend the meeting as guests upon joint agreement.



- d) The Joint Secretariat of the Interreg-IPA CBC Programme between Republic of Bulgaria and Republic of North Macedonia (hereinafter referred to as “JS”) together with the Managing Authority shall perform the tasks of a JWG secretariat related to the organization of meetings, communication towards its members/observers, submittal of agenda and other working documents, preparation of minutes, and any other relevant administrative tasks.
- e) If a member/observer of the JWG is not able to participate in the JWG meeting, he/she informs the JWG Secretariat at least 5 working days in advance of the meeting. The organization may nominate the deputy or a substitute representing the member/observer to attend the meeting instead, having the same rights and duties as the member/observer him/herself.
- f) The members and observers shall seek consensus among themselves, shall avoid any conflicts of interest and shall act in favour of the border region. The decisions shall be taken in the public interest, and the members and observers shall not act with the purpose of obtaining financial advantages or other benefits for themselves or for others.

3. Meetings of the Programming Task Force

- a) The JWG shall be chaired by a Chair and a Vice-chair. The role of the Chair and Vice-chair shall be ensured by the responsible institution for the cross-border cooperation in the respective partnering countries: the Deputy Minister of Regional Development and Public Works of the Republic of Bulgaria or the Director of “Territorial Cooperation Management” Directorate at the Ministry of Regional Development and Public Works in Bulgaria, and the Cross-border Cooperation Coordinator at the Ministry of Local Self-Government in Republic of North Macedonia, or a duly authorized official by the respective country. The Chair shall belong to the country hosting the meeting.
- b) In the absence of the Chair, its attributions will be exerted by its deputy, or a substitute person delegated by the Chair.
- c) The working language of all meetings, documents and written communication is English. The documents will be presented to the JWG members in English.
- d) The JWG Secretariat, on behalf of the Chair, shall send the agenda and the relevant documents via email/fax at least 7 working days before the meeting.

The minutes of the meeting shall be drafted by JWG Secretariat and send to the members/observers within a deadline of 5 working days. Members/observers shall send their comments within the following 5 working days.

- e) The Managing Authority reports regularly to the Joint Monitoring committee (JMC) of the Interreg-IPA CBC Programme between Republic of Bulgaria and Republic of North Macedonia on the status of development of the work done by the JWG.
- f) The work of the JWG should be arranged according to the principles of effectiveness and efficiency.

4. Agreement

- a) The voting members of JWG shall seek consensus. In case consensus can't be reached, the decision shall be deemed adopted if at least half plus one of the voting members of each partnering country delegation present at the meeting support it and both the Chair and the Vice-chair agree with it. In case of absence, voting right might be delegated in writing.
- b) The JWG meets the quorum if at least half plus one of the voting members of each Member State delegation are attending the meeting.
- c) In case the quorum as described in point (4b) is not obtained at the time envisaged for starting the meeting, the meeting is postponed. The meeting will be restarted after one hour and the JWG deliberates in a valid mode if at least one third (1/3) of the total number of voting members of each national delegation are attending the meeting.
- d) JWG members may also exchange and agree on documents in written form and according to the same efficiency principles applied to the meetings.
- e) Comments on proposed documents shall be done in writing via email in order to allow smooth communication process.
- f) If no written objection or no response to the proposal has been received by the specified time, the proposal is deemed to be agreed. If, despite all efforts, a diversity of opinions within the JWG members should emerge, the MA in cooperation with NA formulates its position regarding the received objections, position which is consequently transmitted by the JWG Secretariat to the JWG members/observers/advisors. The lack of reaction on

proposals/objections is equivalent to agreement with MA/NA position. In case new objections are formulated, the MA has the right to decide, in agreement with the NA, as Chair/Vice-Chair of the JWG.

Annex I: List of Members and observers of the JWG for the programming period 2021-2027

