



**Fifth Meeting of the Stakeholders` Group of  
the cross-border region  
“Prespa”**



**OPERATIONAL PROTOCOL AND RULES OF PROCEDURE  
OF THE STAKEHOLDER GROUP IN THE “PRESPA” CROSS-BORDER REGION**

**(WORKING DOCUMENT )**

**September 19<sup>th</sup>, 2013**

**Voskopojë, Albania**



# Structure of the document

- **General Provisions – 2 Articles**
  - **Article 1:** Definitions of commonly used terms (ABDA, MEMORANDUM OF UNDERSTANDING, THE PROJECT IMPLEMENTATION UNIT, THE PROJECT MANAGEMENT UNIT, SWG, THE ABDA STEERING GROUP, STAKEHOLDER GROUP - (SHG), etc.)
  - **Article 2** defines the institutions, organizations and other legal entities who might become members of the Stakeholder Group

# Structure of the document

- Appointment and structure of the Stakeholder Group (SHG) – 2 Articles
  - **Article 3:** Defines the ways of establishment and appointment of SHG members. Defines who are members of the SHG and the basis and procedures for their nomination; Explains the ways and reasons for replacement of the SHG members;
  - Defines the organizational structure: Chairperson, vice Chairman,
  - Proposes balanced representation of the SHG members representing the non-governmental organizations and business sector

# Structure of the document

- Appointment and structure of the Stakeholder Group (SHG)
  - **Article 4** defines the voting right
  - Defines the working language (the native language in the country (Albanian and Macedonian))

# Structure of the document

- Secretariat of the Stakeholder Group (SHG) – 2 Articles
  - **Article 5:** Defines the Project Management Unit, which at the same time has the function of a Secretariat of the SHG
  - Regional Coordinator - Responsible person of the Secretariat of the SHG
  - Defines the duties of the Secretariat of the SHG necessary for the proper conduct of the work of the SHG
  - **Article 6** defines the duties of the Regional Coordinator

# Structure of the document

- **Responsibilities and tasks of the Stakeholder Group (SHG)**
  - **Article 7** defines the Responsibilities and tasks of the Stakeholder Group
- **Work of the of the Stakeholder Group (SHG)**
  - 3 articles
    - **Article 8** - Defines the ways of organizing the meetings
    - **Article 9** – Defines the procedures of organizing the meeting and the agenda of the meeting
    - **Article 10** – Defines the nature of the meetings, the work of the SHG member and the produced documents

# Structure of the document

- **Participation in the meetings of the Stakeholder Group (SHG)**
  - **Article 11** - Who and how can participate at the SHG meeting
- **Decision making/Voting within the SHG**
  - 2 articles
    - **Article 12** - Defines the ways of making decisions within the SHG
    - **Article 13** – Defines the work on urgent matters

# Structure of the document

- **Working bodies within SHG**
  - **Article 14** - Defines set up of thematic working groups to discuss / solve specific issues
- **Records of the meetings**
  - **Article 15** - Defines the procedures of recording the meetings – minutes taking
- **Follow up of the SHG decisions – 3 articles**
  - **Article 16** – Defines the role of the chairperson in monitoring the implementation of the conclusions and recommendations of the SHG and taking the relevant measures
  - **Article 17** - Code of Conduct
  - **Article 18** – defines the day of entering into force of the Protocol



# Annexes

- Change of members
- Records of the meetings
- Resolution on setting up of SHG