Cross-border Institution Building
The IPA Multi-beneficiary Programme

First CBIB PLUS
Steering Committee Meeting

21 June, 2013
Bečići

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by the European Union

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Content of the presentation

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Steering Committee Rules of Procedure

Rules of procedures – SC role

The role of the project Steering Committee (SC) consists of **supervising the implementation** of the service contract no. **IPA/2012/309-846**, including **monitoring the progress** of the projects' activities, ensuring overall coordination and assessing the quality of the project outputs.

Cooperation with the SC members and their feedback will provide **direction and technical guidance** for the implementation of the project and, where required, secure the necessary contribution of local stakeholders.

Rules of procedures - Membership

Representatives from **DG ELARG Unit D3** as the chair, as well as one person from each of the respective **geographical units B & C** (Albania, Bosnia-Herzegovina, Croatia, Kosovo, the Former Yugoslav Republic of Macedonia, Montenegro & Serbia)

One representative from each of the relevant **Delegations or Offices of the European Union** in AL, BiH, HR, KOS, MK, MNE & RS; and

Representatives of the **Consultant** (the Project Director on behalf of the leader of the consortium, the TL and the SC).

Whenever deemed necessary and in accordance with the topics in the agenda, **representatives from the OSs** or the joint management bodies of the seven beneficiary countries could be invited to the meetings of the SC

Rules of procedures - Decision

All decisions are taken **by consensus. However, the Contracting Authority has the final say** on contractual and financial matters.

In the event of urgency or for less important matters, a **written procedure** could be used for making decisions. The CBIB Plus team shall send the documents necessary to the members of the SC, including those participating in an advisory capacity or observers, together with the draft proposal of the decision. The members of the SC, including those participating in an advisory capacity or observers, may submit objections in writing within **2 weeks** of the date of receipt of documents. The proposal shall be deemed **adopted** by the SC **if there are no written objections within that time span.**

Rules of procedures - Chairpersonship

The Chairperson shall ensure the transparency of the proceedings and the smoothness of the discussions. Following the endorsement of the members of the SC by written procedure within five working days, he or she will sign the minutes of the meetings.

Rules of procedures – SC primary task

The primary tasks of the SC are to consider, comment and/or approve the following documents:

- ✓ These rules of procedure during its first meeting;

- ✓ The inception report;

- ✓ The progress reports (most likely three of them); and

- ✓ The final report.

Rules of procedures - Frequency and location of meetings

The schedule of meetings is related to the due dates for the delivery of drafts of the reports indicated in the section above. The SC is to most likely meet on 8 or 9 , 13 and 22 of the implementation period, making a total of 4 meetings. The first and last should double as project kick-off and wrap-up meetings. The dates are agreed at every previous meeting or decided by an internet based facility such as 'agree-a-date'.

At the first meeting, these Rules of Procedure (RoP) must be commented and/or approved.

The meetings should be held on a rotation basis; the location for each one should be, wherever possible, the same as for the linked CBC Regional Consultative Forum meeting.

The meetings of the SC and those of the CBC Regional Forum will be kept institutionally distinct, with separate agendas and minutes, as well as different material for consideration.

Rules of procedures - Logistic support

Premises and refreshments for the meetings will be provided by the Consultant, unless a national authority volunteers for it.

Members of the SC will cover travel expenses costs on their own account

Invitations, agendas, related documents for discussion and the minutes of the proceedings are to be prepared by the Consultant and directly circulated to the members at least one week before/after the date of the meeting. Any comments received must be incorporated in final versions of agendas and minutes in a timely and diligent manner.
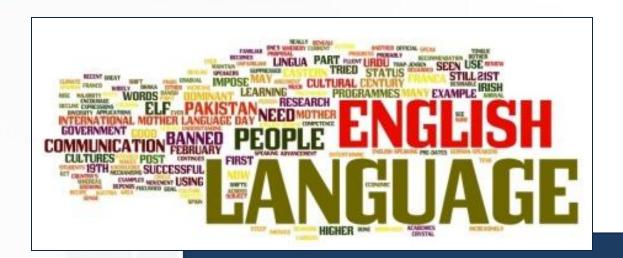
Rules of procedures - Language

The working language of the meetings shall be English. No translation or interpretation will be provided by any party. Agendas, documents and minutes will equally be drafted in English language

Inception report –
Approach and Resources

Inception Report – Results to be Achieved

Result 1	Regional coordination and interaction between cross-border cooperation stakeholders and target groups in the Western Balkans are sustained
Result 2	Efficiency and effectiveness of programme as well as project management and implementation are improved and in line with EU standards and IPA requirements
Result 3	National authorities are supported in promoting best practice culture and cross-fertilisation of experiences
Result 4	Pathways with EU practices and stakeholders in relation to territorial cooperation are established
Result 5	Visibility on cross-border cooperation at intra Western Balkan borders is enhanced

Inception Report – Project approach

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Component 1: Contract management	This component of the project deals with the horizontal tasks necessary for an efficient and effective implementation of the contract
Component 2: CBC Regional Consultative Forum and Working Groups	Targeting achievement of the Result 1 from the ToR through the implementation of its specific activities as per the ToR
Component 3: Enhancing efficiency and effectiveness of programme implementation	Targeting achievement of the Result 2 from the ToR through the implementation of its specific activities as per the ToR
Component 4: Looking forward on the road to accession – learning from within the EU	Targeting achievement of the Results 4 from the ToR through the implementation of their specific activities as per the ToR
Component 5: Pilot scheme(s) for small scale CBC community projects	Contributing to the achievement of the Result 5 from the ToR through the implementation of its specific activity related to the implementation of the pilot scheme for small scale CBC community projects
Component 6: Communication, dissemination, research	Targeting achievement of the Result 2 from the ToR through the implementation of its specific activities as per the ToR
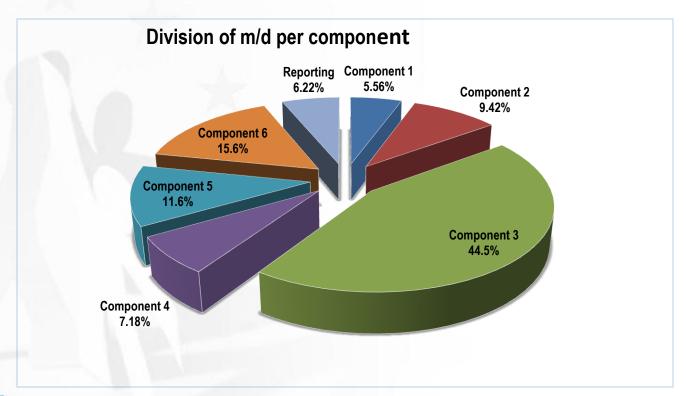
Inception Report – Use of Human Resources

The total number of man/days available within the project is 2,410 (TL - 420, SCE - 420, Senior NKEs - 1,220 and Junior NKEs - 350).

Division of m/d per component

- Reporting 6.22%
- Component 1 5.56%
- Component 2 9.42%
- Component 3 44.5%
- Component 4 7.18%
- Component 5 11.6%
- Component 6 15.6%
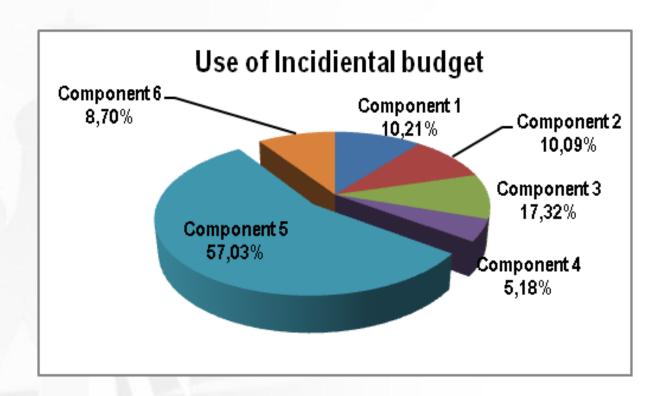
Inception Report – Use of Incidental Budget

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Activities implemented until June 2013

Component 1 – Achieved

Planned for the period January – June 2013	Status	Comments
1.1 Initial meeting with relevant staff of DG ELARG	✓	Activity completed.
1.2 Familiarization with the project environment, including all relevant initiatives and documentation	✓	Activity completed. Meetings with TA CBC Kosovo, PPF 5, TACSO & ETF FRAME took place.
1.3 Establishment of the project's operational base in Belgrade and local offices; securing support staff	✓	Activity completed. Administrative Manager and Junior Project Manager contracted.
1. 4 Identification, hiring and management of Non-Key Experts (NKEs) – excluding Contact Points	✓	Horizontal Operational Coordinator recruited. Recruitment for other positions ongoing.
1.5 Establishing Contact Points in each beneficiary country	✓	The recruitment procedure for all contact points in progress.
1.6 Conducting a full stakeholder analysis	✓	Activity completed.

Component 1 – Achieved

Planned for the period January – June 2013	Status	Comments
1.7 Project Steering Committee – terms of reference, meetings	✓	RoP prepared, members nominated, first meeting organized
1.8 Sub-contracting (not including NKEs)	✓	Tender for reconstruction of website launched and sub-contractor contracted.
1.9 Monitoring of project implementation	✓	Continuing activity throughout the lifetime of the project (3 monthly reports prepared so far)
1.10 Ensuring project visibility	✓	Continuous activity throughout the lifetime of the project
1.11 Financial management of the project	✓	Continuous activity throughout the lifetime of the project
Reporting – Inception and monthly reports	✓	Inception and Monthly reports for February, March and May prepared

Component 2 – Achieved

Planned for the period January – June 2013	Status	Comments
2.1 CBC Forum - terms of reference	✓	ToR prepared
2.2 CBC Forum - establishment and meetings	✓	Proposal developed in the Inception Report
2.3 Working Groups – establishment, modalities, activities	✓	ToR prepared
2.4 CBC Forum/Working Groups - technical/expert support	✓	Proposal developed in the Inception Report

Component 3 – Achieved

Planned for the period January – June 2013	Status	Comments
3.1 Development of guidelines	✓	Proposal developed in the Inception Report
3.2 Development of training packages related to the guidelines/manuals	✓	Proposal developed in the Inception Report
3.3 Delivery of training to national authorities and other stakeholders	✓	Proposal developed in the Inception Report
3.4 IPA CBC MIS – upgrading, maintenance, training, license handover	✓	A note paper on the MIS status and the MIS tree have been prepared
3.5 Ad-hoc support to national authorities and other stakeholders	✓	Continuing activity throughout the lifetime of the project
3.6 Programming 2014-2020	✓	Logistical support for the organisation of Brussels's (April) and in Bečići's (June) meetings

Component 4 – Achieved

Planned for the period January – June 2013	Status	Comments
4.1 Organisation of exchanges for staff of national authorities to increase their knowledge of ETC in the EU	✓	ToR approved, announcement published, and the recruitment of the expert in process, identification of best case examples started
4.2 Support for the stakeholder participation in ETC- or CBC-related events	✓	The project is active in the identification of suitable events. Links with AEBR, INTERACT established in May
4.3 Promotion of a cross-border community of practice	✓	ToR approved, announcement published, and the recruitment of the expert in process, identification of best case examples started

Component 5 – Achieved

Planned for the period January – June 2013	Status	Comments
5.1 Provision of technical and logistical support to pilot schemes for small scale CBC projects	✓	First draft Application Package prepared during Inception phase, while simplified version was completed at the beginning of June

Component 6 – Achieved

Planned for the period January – June 2013	Status	Comments
6.1 Kick-off events	✓	Done during the country visits
6.2 CBIB+ website	✓	Tender launched, contractor selected Website structure and planned content developed, testing ongoing
6.3 Monthly "flash news"	✓	Template prepared
6.4 Bi-annual newsletters	✓	Structure developed, content drafting in process
6.5 Database of best practice examples	✓	ToR approved, announcement published, and the recruitment of the expert in process, identification of best case examples started
6.6 Stimulation and support of research	✓	Institutes, universities, research centers in the region identified and contact database prepared

Activities planned until September 2013

Planned for the upcoming period – Component 1

Planned for the period June - September 2013	Comments
1. 4 Identification, hiring and management of Non-Key Experts (NKEs) – excluding Contact Points	Approval and mobilization of best practice database, the DMS, & the Programming experts, IT Database
1.5 Establishing Contact Points in each beneficiary country	All contact points will be recruited and be operational, in contact with respective GIZ offices in WB
1.7 Project Steering Committee – terms of reference, meetings	RoP adopted and first meeting held
1.8 Sub-contracting (not including NKEs)	Translation services for the pilot small scale projects will be procured
1.9 Monitoring of project implementation	Continuing activity throughout the lifetime of the project
1.10 Ensuring project visibility	Continuing activity throughout the lifetime of the project
1.11 Financial management of the project	Continuing activity throughout the lifetime of the project
Reporting – monthly reports	Continuing activity throughout the lifetime of the project

Planned for the upcoming period – Component 2

Planned for the period June - September 2013	Comments
2.1 CBC Forum - terms of reference	In line with the agreement made during regional event in June 2013
2.2 CBC Forum - establishment and meetings	In line with the agreement made during regional event in June 2013
2.3 Working Groups – establishment, modalities, activities	In line with the agreement made during regional event in June 2013
2.4 CBC Forum/Working Groups - technical/expert support	In line with the agreement made during regional event in June 2013

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Planned for the upcoming period – Component 3

Planned for the period June - September 2013	Comments
3.1 Development of guidelines	In line with the agreement made during regional event in June 2013
3.2 Development of training packages related to the guidelines/manuals	In line with the agreement made during regional event in June 2013
3.3 Delivery of training to national authorities and other stakeholders	In line with the agreement made during regional event in June 2013
3.4 IPA CBC MIS – upgrading, maintenance, training, license handover	In line with the agreement made during regional event in June 2013
3.5 Ad-hoc support to national authorities and other stakeholders	Continuing activity throughout the lifetime of the project
3.6 Programming 2014-2020	Mobilisation of programming experts and supporting the development of analytical part of the programmes.

Planned for the upcoming period – Component 4

Planned for the period June - September 2013	Comments
4.1 Organisation of exchanges for staff of national authorities to increase their knowledge of ETC in the EU	Consultation process with the national authorities
4.2 Support for the stakeholder participation in ETC- or CBC-related events	Identification of relevant events. Meeting and agreement on cooperation and coordination modalities with INTERACT
4.3 Promotion of a cross-border community of practice	Mobilization of EU Know-how transfer NKE

Planned for the upcoming period – Component 5

Planned for the period June - September 2013	Comments
5.1 Provision of technical and logistical support to pilot schemes for small scale CBC projects	Finalisation of the Application package in line with the agreement reached and launching of the pilot grant scheme during summer 2013 (or in line with the conclusions from the regional meeting).

Planned for the upcoming period – Component 6

Planned for the period June - September 2013	Comments
6.2 CBIB+ website	Open website to a wider public, regular updating and further development/improvement of different engines within the website
6.3 Monthly "Flash news"	First news will be distributed by the end June and then regularly
6.4 Bi-annual newsletters	Development of the content for the 1st issue will be finalised in July, when the electronic version will be published and distributed
6.5 Database of best practice examples	Development of the database will be initiated
6.6 Stimulation and support of research	The announcement will be published and the direct contact will be established with the institutions identified

Thank you for your attention!

CBIB PLUS team