



Cross Border Institution Building – CBIB+2
The IPA Multi-beneficiary Programme



This is a project
funded by the European Union

11 March 2016

Updated on 23 May 2016

Starting up Technical Working Group no. 1

Joint Technical Secretariat Manual of Procedures (IPA II)

1. Introduction and background

Following the recommendations of the 2nd CBC Regional Consultative Forum held in Sarajevo (BiH) on 11-12/09/2014, this note aims to serve as introduction and incentive for the establishment of a technical working group for the revision, update and upgrade of the JTS manual of procedures under IPA II CBC programmes between Beneficiaries, irrespective of whether the programmes are managed directly or indirectly.

Further down, we will first recall what the purpose, characteristics and functions of such a technical group would be, the names of those who have volunteered to participate in the discussions of the group and the way in which these discussions should lead to an agreement that could be carried out in all of the CBC programmes involving bilaterally the following Beneficiaries: Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo*.

During the aforementioned 2nd Forum, the CBIB+ project team submitted to discussion the final draft of the Rules of Procedure (RoP) of the CBC Forum, further to a long process of consultations and comments on the text. All Beneficiaries have acknowledged the benefit of regional coordination and harmonisation of practices in the implementation of CBC programmes and accepted to participate in the proceedings of the Forum, and, where required in the technical/thematic working groups (TWGs) that will be created under its umbrella.

2. Purpose of the TWG

As it is stated in the latest version of the RoP, “the purpose of the TWG lays on the professional exchange of best practices and the identification of bottlenecks. The issuance of guidelines, the endorsement of templates and the adoption of decisions with programme implementation consequences are the prerogative of the EC”.

Within the present TWG, the participants aspire to agree upon the text of the manual of procedures for the Joint Technical Secretariat under 2014-2020 IPA II CBC programmes. The adoption of new legislation for the IPA II financial instrument with

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

implications on programme allocations and contracting authorities, as well as the entrustment of budget implementation tasks occurred in four CBC programmes, have such implications in the way the programmes will be carried out that a full revision of the JTS manual of procedures has become a 'must'.

3. Characteristics and functions of the TWGs

The characteristics and functions of the TWGs are as follows:

- They have no official seat.
- The means of work and communication is the e-forums at the CBIB+ website¹, and occasionally simple electronic correspondence or a video conference. If the participants opt for holding an exceptional meeting, these will be organised in each of the territories of the participating Beneficiaries on a rotating basis.
- English will be the official language for the proceedings.
- Depending on the theme and the availability of staff, the Management Structures of the Beneficiaries or the Contracting Authorities (CAs) may appoint two members each (titular and substitute).
- Minutes, conclusions or outputs will be circulated to the OSs, CAs and DG NEAR by the administrative secretariat, that is, the CBIB+ project team, who will prepare the agenda, distribute documents for discussion and draft minutes or any follow-up strategy, in coordination with the chairperson or moderator of the TWG.
- A chairperson or moderator on a voluntary basis may discharge this duty for six months, or shorter if an agreement has been reached by the TWG members before the end of his or her term. In the event that the discussion is channeled through the CBIB+ forum, the chairperson or moderator is supposed to steer and follow up the discussions, keep them focused, help to reach consensus when serious discrepancies appear and draft conclusions, with the assistance of the secretariat.

4. Names of those who have volunteered to participate in the discussions of the group

To date, the following individuals have manifested their willingness to participate in the discussion of the TWG:

¹ Please note that you have to log-in first at <http://www.cbibplus.eu/user>, where you will have to type in your username and password. Afterwards, you will have to select <http://www.cbibplus.eu/forums/general-discussion> and then for the subject of this TWG you have to work on <http://www.cbibplus.eu/tor-technical-assistance-under-ipa-cbc>.

Subject of the TWG	Names of the participants
1. Joint Technical Secretariat Manual of Procedures (IPA II)	Ms Elkana Zykaj, Programme manager, MEI AL Ms Iva Çoku, Head of the JTS, AL-XK Mr Senad Lulo, Programme manager, DEI BiH Mr Tarik Džajić, Programme manager, DEI BiH Mr Arsim Fidani, Programme manager, MLSG, MK Ms Lumnije Azemi, Programme manager, MLGA, XK Ms Ivana Glišević-Đurović, Director, Territorial Cooperation Programmes, MFAEI MNE Ms Irena Bošković, Programme manager, MFAEI MNE Ms Ines Backović, CFCU, MNE Ms Dunja Popović, CBC Consultant, DEU MNE Ms Snežana Novković, SEIO coordinator (RS-MNE, RS-MK) Mr Darko Čukuranović, Head of the JTS RS-BiH & RS-MNE Mr Branimir Mitrović, RS HOS Unit, Expert (chairperson) Ms Katarina Vuković, Project Manager, CBC programmes, CFCU RS Ms Dragoljub Milenković, Quality Control Officer, CFCU RS

5. Planned steps

1. Registration of the participants at the CBIB+ website and e-forums.

Target date: 16 March 2016.

Please find enclosed the CBIB+ e-forum instructions for your reference.

2. Exchange of opinions on the proposal for a JTS manual of procedures.

Please find enclosed the proposal for such a text.

It is expected that the exchange will have commenced from **21 March 2016**.

3. First conclusions and possible agreement: Target date **22 April 2016**.
4. Draft final conclusions: Target date **23 September 2016**.
5. Presentation of these conclusions and agreements: **at the next Regional Consultative Forum to be held in October 2016 (to be confirmed)**.
6. Final conclusions and agreement: **30 November 2016**.
7. Circulation of the final text: **2 December 2016**.

Encl CBIB+ user instructions for the e-forums
Proposal for a JTS Manual of Procedures under IPA II