

## **Rules of Procedure**

### **Project CZ 10 — The Norwegian Financial Mechanism 2009-2014**

#### **Article 1 General provisions**

1. These Rules of Procedure regulates the procedures and activities of Steering Committee of project CZ 10 — Capacity building and institutional cooperation between beneficiary state and Norwegian public institutions, local and regional authorities (hereafter “SC”) established under the statute of SC of 18 September 2014.
2. SC approves the Rules of Procedures at its first meeting.

#### **Article 2 SC meeting**

1. The SC meeting shall be convened by the Chairman as necessary, but at least twice a year. SC may also act in the form of written communication, by post or electronically.
2. SC meetings may also be convened at the request of at least three of its members.
3. Except in case of urgency, the SC meeting shall be convened at least 10 days before the meeting via e-mail and at least 5 days before the meeting the agenda is circulated via e-mail. In case of absence of the Chairman SC meeting is conducted by a member designated in advance by the Chairman.
4. The agenda is proposed by the Chairman and, if necessary, it shall include a division of tasks for the preparation of documentation for the meeting.
5. Members provide supporting documents for negotiations, each according to their field of activity, on the basis of the current agenda sent by the Chairman. These documents shall be sent to the other members of the SC at least three days before the meeting.
6. Any Member of SC may propose to discuss a point that is not on the agenda, but it must inform about that the other members at least three days before the meeting and, if necessary, at the same time submit supporting documents on this point.
7. The meeting is chaired by Chairman, in case of its absence by a designated member of the SC.
8. At the invitation of a member of the SC the meeting is open to other persons, that person must be notified in advance to the Chairman.
9. The representative of the National Focal Point of the Norwegian Financial Mechanism will always be invited at the meeting.

10. Chairman shall be responsible for ensuring that the SC will not adopt an opinion which could cause that the individual steps in the project implementation contradict each other and/or are contrary to the interests of the final beneficiary. He is also responsible for adequate external presentation of opinions adopted by SC.
11. Each meeting will conclude by setting out tasks and responsibilities of the members of the SC and project team for a further period.

### **Article 3 Voting and quorum**

1. SC constitutes a quorum if majority of members is present.
2. SC may discuss the matter which is not on the agenda, if all present members of the SC agree with it.
3. SC members or their representatives shall vote at the meeting of the SC. SC decision is adopted if majority of the present members vote. Each Member of the SC has one vote.
4. SC may also take a decision, opinion or discuss materials using the postal or electronic communications.

### **Article 4 Minutes of meeting**

1. The designated member of SC shall write the minutes of meeting and distribute it electronically to the other members for the authorisation no later than 5 working days after the meeting. Any comments to these minutes of meeting must be sent electronically within 2 working days, otherwise the minutes shall be deemed to be approved.
2. The minutes of meeting of the SC shall include a list of all present members, a summary of the points discussed and the tasks and responsibilities of the members of the SC and project team for a further period.

### **Article 5 Final provisions**

1. The changes of these Rules of Procedure can be made only by the SC.
2. These Rules of Procedure comes into force on 18 September 2014.