



Eastern Partnership Territorial Cooperation
Территориальное сотрудничество
стран Восточного партнерства

Eastern Partnership Territorial Cooperation

Territorial Cooperation Programme *Azerbaijan-Georgia*

Joint Decision Making Committee

RULES OF PROCEDURE

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Adopted at the Joint Decision Making Committee meeting on 31 October 2014

1. Preamble/Legal Basis

Republic of Azerbaijan and Georgia (hereafter referred to as the Participating Countries) on the basis of:

- Agreement between the Government of the Republic of Azerbaijan and the Government of Georgia on Strengthening of Friendship, Cooperation and Mutual Security (08.03.1996),

And in agreement with the European Commission,

Have established a Joint Decision Making Committee for the Territorial Cooperation Programme Azerbaijan – Georgia. The Territorial Cooperation Programme Azerbaijan – Georgia is implemented on the basis of the Commission Implementing Decision on the financing of the Eastern Partnership Territorial Cooperation Programmes C(2013) 8293 of 22.11.2013.

The Rules of Procedure are drawn up by the Joint Decision Making Committee (hereafter referred to as the Committee) within the institutional, legal and financial framework of Republic of Azerbaijan and Georgia and in compliance with the procedures applying to the implementation of European Union-funded activities of both Participating Countries. They are approved by the European Commission.

2. Functions/tasks

In compliance with the Action Fiche for the Eastern Partnership Territorial Cooperation Programmes, annexed to the Commission Implementing Decision C(2013)8293 of 22.11.2013, the Committee shall:

- Approve the joint operational programme describing objectives and priorities of the territorial cooperation programme ;
- Decide on the optimal allocation of the programme’s resources to the territorial cooperation priorities;
- Advise the Managing Authority on the project selection criteria and the guidelines for applicants;
- In coordination with the Managing Authority, select the projects to be financed by the territorial cooperation programme and take final decision on project evaluation results, which will have to be confirmed by the European Commission
- Monitor progress towards the objectives of the programme by reviewing the reports submitted by the Managing Authority.

The Committee may issue recommendations to the Managing Authority regarding implementation of the programme and its evaluation. It shall monitor actions taken as a result of its recommendations.

3. Composition

The Committee is composed of representatives of institutions with voting and non-voting rights (hereafter referred to as Members) appointed by the Participating Countries and the European Union. Due reference shall be taken to the respective provisions of the abovementioned Action Fiche.

The representatives of the Participating Countries shall be appointed on a functional basis and not in a personal capacity.

Authorised representatives of the following institutions will compose the Committee on the permanent basis:

Republic of Azerbaijan	Georgia
<ol style="list-style-type: none"> 1. Ministry of Economy and Industry 2. Ministry of Culture and Tourism 3. State Customs Committee 4. State Border Service 5. Ministry of Education 6. Ministry of Ecology and Natural Resources 7. Ministry of Youth and Sports 8. Council on State Support to NGOs under the Auspices of the President of Azerbaijan 	<ol style="list-style-type: none"> 1. Ministry of Regional Development and Infrastructure 2. Office of the State Minister of Georgia for European and Euro-Atlantic Integration 3. Ministry of Foreign Affairs 4. Office of the State Minister for Reconciliation and Civic Equality 5. Department of Relations with Regions and Bodies of Local Self-Governance, State Chancellery of Georgia 6. Georgian National Platform of the Eastern Partnership Civil Society Forum 7. Governor's Office in Kakheti 8. Governor's Office in Kvemo Kartli

Additionally, authorized representatives of the following state bodies may participate in JDMC meeting on ad-hoc basis from Azerbaijani side:

- Ministry of Foreign Affairs;
- Ministry of Emergency Situations;
- Ministry of Agriculture;
- Ministry of Labour and Social Protection of Population;
- Executive Powers of Ganja-Gazakh and Sheki-Zagatala economic regions;
- Regional branches of the Ministry of Economy and Industry
- Other related state organisations

The following institutions will take part in the Committee meetings in advisory capacity without voting rights:

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| <ul style="list-style-type: none"> • European Commission represented by the Delegation of the European Union to the Republic of Azerbaijan and the Delegation of the European Union to Georgia • Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in its capacity of Managing Authority • Team of Eastern Partnership Territorial Cooperation Support Programme |
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Annex 1 contains the list of contact points at the designated members of the Committee. Parties to the Committee shall notify the Secretariat about changes to the list of contacts.

4. Chair

The Committee shall be chaired by the Participating Countries on a semi-annual rotating basis.

Ministry of Economy and Industry of the Republic of Azerbaijan shall assume a role of the chair on behalf of Republic of Azerbaijan.

Ministry of Regional Development and Infrastructure of Georgia shall assume a role of the chair on behalf of Georgia.

The Chair is responsible for the proper functioning of the Committee.

The Chair shall draw the agenda in consultation with the counterpart in the other Participating Country and in cooperation with the Managing Authority. The Chair shall ensure that the invitation, the agenda and other meeting documents are sent to the Committee Members.

The Chair shall convene and lead the meeting, summarise and announce decisions.

5. Meetings

The Committee shall meet as often as necessary and at least twice a year.

Committee meetings shall be convened by the Chair at the request of the Participating Countries, the Managing Authority or the European Union.

The Committee meetings shall be hosted in the Participating Country chairing the Committee, unless otherwise decided by the Committee.

The Managing Authority is responsible for organising the meetings. It acts as the Secretariat of the Committee.

Invitations shall be sent out, as a rule, not later than three weeks before the meeting. The agenda and the meeting documents shall be sent out at least one week before the meeting. Requests to include additional items in the agenda shall be submitted to the Chair and the Secretariat in writing at the latest 3 working days before the meeting. The agenda shall be adopted at the beginning of each meeting.

The Secretariat shall be responsible for drafting the minutes of the meetings. The minutes shall be sent in electronic format to the participants no later than 15 working days after the meeting. Participants may formulate observations or propose amendments no later than 5 working days of receipt of the document. If no objections are raised within the set deadline, the minutes are deemed to be approved. If there are objections, the amended minutes shall be circulated in electronic format to the participants for final approval.

The costs to organise the Committee meetings shall be covered by the Eastern Partnership Territorial Cooperation Support Programme within its mandate and budget.

6. Decision-making

The Committee shall take decisions by consensus of the Participating Countries' delegations on a "one country, one vote" principle. Decisions shall be deemed valid when at least 2/3 of the members of each Participating Country are present at the meeting. The Chair shall verify the quorum at the beginning of each meeting.

A Committee Member may not delegate the vote to another Member in case of absence of both its representatives and their deputies.

If the compliance of a Committee's decision with the applicable European Union's legal framework is questioned, the decision shall be taken with reservation and shall be deferred to the European Commission. The European Commission shall settle the contentious case and the Managing Authority shall inform the Committee in writing.

7. Code of conduct and working principles

The Committee Members shall observe the following rules of conduct:

- To participate in all meetings as well as in written procedures;
- To act in the interest of the Territorial Cooperation Programme, in accordance with its scope and objectives;

- To declare to the Chair any situation of conflict of interest in which they might be with regard to the discussions on a specific subject matter at the beginning of the meeting. There is a conflict of interest when the impartial and objective exercise of the functions of a Committee Member is compromised by reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with any applicant or beneficiary. In this case, the Member shall be excluded from the discussions and decisions on that subject matter.
- To inform their organisation of the outcomes of, and decisions taken at each meeting or via written procedure.

All Committee Members, observers as well as all other attendees (such as interpreters and technical staff) must sign a declaration of impartiality and confidentiality at the beginning of each meeting (Annex 2).

Committee meetings are confidential. Members as well as other attendees (such as interpreters and technical staff) shall not disclose any details of the meeting discussions to third parties. This obligation shall remain in force until the end of the whole cycle of the programme.

If a Member does not respect these provisions, he/she shall be revoked by the Chair and shall be replaced by his/her organisation. In case this situation prevails in respect to other attendees (such as interpreters and technical staff) he or she will be immediately excluded from JDMC meetings by the Secretariat.

These provisions shall equally apply to all Members and as appropriate to other attendees (such as interpreters and technical staff) to the Committee meetings.

8. Working languages

English and Russian shall be the Committee's official working languages. Documents shall be drafted in these languages.

In case of inconsistencies between the two versions, the English version shall prevail.

9. Communication

All communication shall be electronic. For the purposes of these Rules of Procedure, electronic mail communication is deemed to be written communication. When documents must be signed and/or stamped, the physical documents shall be scanned and dispatched by electronic mail.

10. Revision

The Committee may revise these Rules of Procedure by consensus.

11. Validity

These Rules of Procedure shall enter into force at the first Committee meeting. They shall remain valid until the Territorial Cooperation Programme is closed by the European Commission.

ANNEX 1: CONTACT POINTS AT THE DESIGNATED MEMBERS OF THE JOINT DECISION MAKING COMMITTEE

As of 31 October 2014

Republic of Azerbaijan:

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Ruslan Rustamli	Head of Department on Cooperation with International Organisations, Ministry of Economy and Industry		ruslan.rustamli@economy.gov.az
2.	Aytekin Guluzade	Chief Advisor, Department on Cooperation with International Organisations, Ministry of Economy and Industry		aytekin.guluzade@economy.gov.az
3.	Jeyhun Isgandarli	Senior Adviser, International Relations Department, Ministry of Emergency Situations		jeyhun.isgandarli@fhn.gov.az
4.	Rashad Allahverdiyev	Head of subdivision, Division for international cooperation, Ministry of Ecology and Natural Resources		az.mineco@gmail.com
5.	Mahir Gahramanov	Head of division on development of tourism in the regions, Ministry of Culture and Tourism		jamil_kalbaliyev@mail.ru
6.	Sevgiya Jabiyeva	Head Inspector in Customs Control Management Head Department, State Customs Committee		sevgiye.cebiyeva@customs.gov.az
7.	Vahid Osmanov	Chief Officer, State Border Service		office@dsx.gov.az
8.	Farid Rustamov	Senior Adviser, Council on State Support to NGO		frustamov@cssn.gov.az
9.	Ilham Humbatov	Leading Adviser, Science and Higher Education Department, Ministry of Education	+994124963414	ihumbatov@edu.gov.az

Georgia:

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Tengiz Shergelashvili	Deputy Minister on Regional Development and Infrastructure	+995322510-702	tesher@mrdi.gov.ge
2.	Giorgi Tsakadze	Head of Self-governance Development and Regional Policy Department, Ministry of Regional Development and Infrastructure	+995571440535	g.tsakadze@mrdi.gov.ge
3.	David Bujiashvili	Deputy Head of EU Assistance Department, Office of the State Minister of European and Euro-Atlantic Integration	+995322920551	d.bujiashvili@eu-nato.gov.ge
4.	Bezhani Nikabadze	Specialist of the Border Delimitation, Demarcation and Border Relations Office of the European Affairs Department, Ministry of Foreign Affairs	+995598878780	bnikabadze@mfa.gov.ge
5.	Sopiko Letodiani	Assistant to the First Deputy State Minister; Office of the State Minister for Reconciliation and Civic Equality	+995595088216	letodianisofio@gmail.com
6.	Mindia Glonti	Head of Regional Project Monitoring Service, the Department of Relations with Regions and Bodies of Local Self-Governance, State Chancellery of Georgia	+995591113131	mindiaglonti@gmail.com
7.	Irakli Moistsrapashvili	Regional Education Development Union, Georgia	+995577080640	iraklimo@gmail.com
8.	Zaal Zaalishvili	Head of Department of Coordination of Regional Projects, Kvemo Kartli Governor's Administration	+99595932323	zgeo1@mail.ru
9.	Giorgi Kokiashvili	Head of Department of Coordination of Regional Projects, Kakheti Governor's Administration	+995599560299	qoqiashvili1976@mail.ru

Non-voting Members:

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Miguel Magro-Gomez	Project Manager, Delegation of the European Union to Azerbaijan		miguel.magro-gomez@eeas.europa.eu
2.	Mikolaj Bekasiak	Project Manager, Delegation of the European Union to Georgia		Mikolaj-Swietopelek.Beasiak@eeas.europa.eu
3.	Marion Hohn	Team Leader, Managing Authority South		marion.hohn@giz.de
4.	Alexei Sekarev	Team Leader, EaPTC Support Programme		alexei.sekarev@eaptc.eu

ANNEX 2: DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

I, the undersigned¹, _____

in my capacity of a member/an observer of the Joint Decision Making Committee and as a representative of² _____

declare that I am aware of the provisions stipulated in the Article 7 of the Rules of Procedure of the Joint Decision Making Committee.

I declare that I am not in a situation of conflict of interest when any impartial and objective exercise of the functions of the Committee member is compromised by any shared interest with any applicant or beneficiary. I confirm that if I discover that such a conflict exists or might exist, I shall immediately inform the chairperson of the Committee and the Secretariat (for interpreters and technical staff) of the situation. I accept that I shall immediately be excluded from the assessment and/or decisions/meetings (for interpreters and technical staff) of the Committee on that subject matter.

I shall maintain the strictest confidentiality of all information and documents disclosed to me in the course of preparation for the Committee meetings.

Place: _____

Date: _____

Signature: _____

¹ Please insert your full name and surname

² Please indicate the full name of the organization you represent