

## Territorial Cooperation Programme *Armenia-Georgia*

### Joint Decision Making Committee

#### RULES OF PROCEDURE

---

#### **Contents**

1. Preamble/Legal Basis .....	2
2. Functions/tasks .....	2
3. Composition .....	2
4. Chair .....	3
5. Meetings.....	3
6. Decision-making.....	4
7. Code of conduct and working principles .....	4
8. Working languages.....	5
9. Communication.....	5
10. Revision .....	5
11. Validity .....	5

As approved at the meeting of the Joint Decision Making Committee on the 20<sup>th</sup> of June, 2014

## 1. Preamble/Legal Basis

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

- Treaty on “Friendship, Cooperation and Mutual Security” between the Republic of Armenia and Georgia of 13 October 2001
- Commission Implementing Decision on the financing of the Eastern Partnership Territorial Cooperation Programmes C(2013) 8293 of 22.11.2013;

And in agreement with the European Commission,

Have established a Joint Decision Making Committee for the Territorial Cooperation Programme Armenia – Georgia.

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 Armenia 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 Armenia – Georgia;
- Decide on the optimal allocation of the programme resources to the territorial cooperation priorities;
- Be consulted on any amendment of the programme proposed by the European Commission and/or GIZ as the Managing Authority, as nominated by the European Commission in the Delegation Agreement between the European Commission and GIZ of 16.12.2013;
- Be consulted, together with the European Commission, on the guidelines for applicants prepared by the Managing Authority;
- Take the final decision on the project evaluation results, which will have to be confirmed by the European Commission;
- Review the progress in the programme implementation;
- Review 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.



The Committee is composed of the authorised representatives of the following institutions:

Republic of Armenia	Georgia
<p><b><u>Voting members:</u></b></p> <ol style="list-style-type: none"> <li>1. First Deputy Minister, Ministry of Territorial Administration</li> <li>2. Ministry of Economy</li> <li>3. Ministry of Foreign Affairs</li> <li>4. Union of Communities of Armenia</li> <li>5. Eastern Partnership national civil society platform</li> <li>6. Lori MarzAdministration (Marzpetaran)</li> <li>7. Shirak MarzAdministration (Marzpetaran)</li> <li>8. TavushMarzAdministration (Marzpetaran)</li> </ol>	<p><b><u>Voting members:</u></b></p> <ol style="list-style-type: none"> <li>1. First Deputy Minister, Ministry of Regional Development and Infrastructure</li> <li>2. Office of the State Minister of Georgia for European and Euro-Atlantic Integration</li> <li>3. Ministry of Foreign Affairs</li> <li>4. Office of the State Minister for Reconciliation and Civic Equality</li> <li>5. Department of Relations with Regions and Bodies of Self-Governance, State Chancellery of Georgia</li> <li>6. Eastern Partnership Civil Society Forum National Platform</li> <li>7. Governor’s Office in KvemoKartli</li> <li>8. Governor’s Office in Samtskhe-Javakheti</li> </ol>
<b>Observers (in advisory capacity without voting rights)</b>	
<p>European Commission represented by the Delegation of the European Union to Armenia and the Delegation of the European Union to Georgia</p> <p>Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in its capacity of Managing Authority</p> <p>Team of Eastern Partnership Territorial Cooperation Support Programme</p>	

Annex 1 contains the list of contact points at the designated members of the Committee.

Subject to prior notification to the Committee Members, the Chair shall have the right to invite guests and/or experts to the Committee meetings as observers and with no voting rights.

#### **4. Chair**

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

Ministry of Territorial Administration of the Republic of Armenia shall assume a role of the chair on behalf of Republic of Armenia.

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 at least 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 and observers must sign a declaration of impartiality and confidentiality at the beginning of each meeting (Annex 2).

Committee meetings are confidential. Members shall not disclose any details of meeting discussions. This obligation shall remain after the end of their mandate.

If a Member does not respect these provisions, he/she shall be revoked by the Chair and shall be replaced by his/her organisation.

These provisions shall equally apply to voting Members as well as observers and any other participants in 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 20 June 2014*

**The Republic of Armenia:**

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Vache Terteryan	First Deputy Minister of Territorial Administration of the Republic of Armenia	<a href="tel:+37491429027">+37491429027</a>	<a href="mailto:v.terteryan@mta.gov.am">v.terteryan@mta.gov.am</a>
2.	Amalia Hovsepyan	Head of EU Programmes Division, Ministry of Economy	<a href="tel:+37410597179">+37410597179</a>	<a href="mailto:ahovsepyan@mineconomy.am">ahovsepyan@mineconomy.am</a>
3.	Yuri Petrosyan	Head of Division, Georgia Division, Ministry of Foreign Affairs	<a href="tel:+37460620604">+37460620604</a>	<a href="mailto:y.petrosyan@mfa.am">y.petrosyan@mfa.am</a>
4.	Hasmik Mkrtchyan	Head of Development Programmes Department, Lori Marzpetaran	<a href="tel:+37432223099">+37432223099</a>	<a href="mailto:Hasmik717@yahoo.com">Hasmik717@yahoo.com</a>
5.	Mariam Gyodakyan	Head of Development Programmes Department, Shirak Marzpetaran	<a href="tel:+37494907006">+37494907006</a>	<a href="mailto:mgedakyan@mail.ru">mgedakyan@mail.ru</a>
6.	Gurgen Harutyunyan	Head of Development Programmes Department, TavushMarzpetaran	<a href="tel:+374094907006">+374094907006</a>	<a href="mailto:gurgen_harut@mail.ru">gurgen_harut@mail.ru</a>
7.	Emin Yertisyan	President, Union of Communities of Armenia		<a href="mailto:eminyeritsyan@caa.am">eminyeritsyan@caa.am</a>
8.	Vahan Movsisyan	Chairman, Communities Finance Officers Association of Armenia representing Eastern Partnership national civil society platform	<a href="tel:+37491207944">+37491207944</a>	<a href="mailto:vmovsisyan@rambler.ru">vmovsisyan@rambler.ru</a>



## Georgia:

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Tengiz Shergelashvili	First Deputy Minister on Regional Development and Infrastructure	<a href="tel:+995322510702">+995322510-702</a>	<a href="mailto:tesher@mrdi.gov.ge">tesher@mrdi.gov.ge</a>
2.	David Bujiashvili	Deputy Head of EU Assistance Department, Office of the State Minister of European and Euro-Atlantic Integration	<a href="tel:+995322920551">'+995322920551</a>	<a href="mailto:d.bujiashvili@eu-nato.gov.ge">d.bujiashvili@eu-nato.gov.ge</a>
3.	Bezhan Nikabadze	Specialist of the Border Delimitation, Demarcation and Border Relations Office of the Department of European Affairs, Ministry of Foreign Affairs	<a href="tel:+995322945000">+995322945000(14-21)</a> <a href="tel:+995598878780">+995598878780</a>	<a href="mailto:bnikabadze@mfa.gov.ge">bnikabadze@mfa.gov.ge</a>
4.	Tina Gogeliani	Head of Division for Civil Integration; Office of the State Minister for Reconciliation and Civic Equality	<a href="tel:+995577423363">+995577423363</a>	<a href="mailto:tinagog@hotmail.com">tinagog@hotmail.com</a>
5.	Mindia Glonti	Head of Regional Project Monitoring Service, the Department of Relations with Regions and Bodies of Local Self-Governance, State Chancellery of Georgia	<a href="tel:+995591113131">+995591113131</a>	<a href="mailto:mindiaglonti@gmail.com">mindiaglonti@gmail.com</a>
6.	Teimuraz Tordinava	Representative of Eastern Partnership Civil Society Forum, Georgian National Platform	<a href="tel:+995593259099">+995593259099</a>	<a href="mailto:t.tordinava@ciesr.org">t.tordinava@ciesr.org</a>
7.	Zaal Zaalishvili	Head of Department of Coordination of Regional Projects, KvemoKartli Governor's Administration	<a href="tel:+99595932323">+99595932323</a>	<a href="mailto:Zgeo1@mail.ru">Zgeo1@mail.ru</a>
8.	Avtandil Kachkachishvili	First Deputy State Representative-Governor in Samtskhe-Javakheti	<a href="tel:+995551551122">+995551551122</a>	<a href="mailto:avtandili@s-j.gov.ge">avtandili@s-j.gov.ge</a>



**Non-voting Members:**

No. №	Name, Surname Фамилия, Имя, Отчество	Organisation Организация	Telephone Телефон	E-mail Электронная почта
1.	Monica Papayan	Project Manager, Cooperation Section, Delegation of the European Union to Armenia		<a href="mailto:monica.papian@eeas.europa.eu">monica.papian@eeas.europa.eu</a>
2.	Philippe Bernhard	Delegation of the European Union to Georgia		<a href="mailto:philippe.bernhard@eeas.europa.eu">philippe.bernhard@eeas.europa.eu</a>
3.	Marion Hohn	Team Leader, Managing Authority South		<a href="mailto:marion.hohn@giz.de">marion.hohn@giz.de</a>
4.	Alexei Sekarev	Team Leader, EaPTC Support Programme		<a href="mailto:alexei.sekarev@eaptc.eu">alexei.sekarev@eaptc.eu</a>





## ANNEX 2: DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

### DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

I, the undersigned<sup>1</sup>, \_\_\_\_\_

in my capacity of a member/an observer of the Joint Decision Making Committee and as a representative of<sup>2</sup> \_\_\_\_\_

\_\_\_\_\_

declare that I am aware of the provisions stipulated in the Article 7 of the Rules of Procedure of the Joint Decision Making Committee, whereupon any assessment and/or decision of the Committee shall be free from bias and not influenced by partial interest of any of the individual members of the Committee.

I shall act in the public interest of the territorial cooperation programme Armenia-Georgia, in accordance with its scope and objectives, and observe the principles of fair competition, non-discrimination against and equality of treatment of any applicant or beneficiary of the programme.

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 reasons involving family, emotional life, political or national affinity, economic or financial interest or any other 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 of the situation. I accept that I shall be excluded from the assessment and/or decisions 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 and through the meetings as well as of the work of the Committee. I undertake neither to disclose such information to any person who is not authorized to have access to it, nor to discuss it with any person in any public place or where others could overhear it. I shall furthermore observe the confidentiality when announcing of information about the Committee as required for public interest and common wealth.

I accept that if I fail to observe those principles, every registered infringement will result in my elimination from the members of the Committee and measures against me in accordance to applicable legislation.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup>Please insert your full name and surname

<sup>2</sup>Please indicate the full name of the organization you represent

