

**Regional Working Group on Environment
under the South East Europe 2020 Strategy
Rules of Procedure**

Regional Working Group on Environment under the South East Europe 2020 Strategy (hereinafter referred to as “RWG Env”), taking into consideration the Statement from the Ministerial Conference of the South East Europe Investment Committee, from 21 November 2013 in Sarajevo on the adoption of the South East Europe 2020 Strategy: Jobs and Prosperity in a European Perspective”, hereby adopts the following Rules of Procedure:

Mode of operation

RWG Env will operate under the auspices of the Regional Cooperation Council (RCC) Secretariat with the main responsibility for programming, overseeing, and monitoring the activities within Dimension J - Environment. The purpose of RWG Env is to guide the implementation of the Dimension J - Environment of the SEE 2020 Strategy – Jobs and Prosperity in European Perspective.

Roles and responsibilities

RWG Env shall:

1. Propose and/or develop additional mechanisms and tools for effective implementation of activities under the Environment Dimension of the SEE 2020 Strategy;
2. Facilitate cooperation among the SEE participating economies as well as coordination with international donors and mechanisms during preparation of regional programmes;
3. Suggest measures for the improvement of programming process and review on undertaken measures and activities;
4. Explore potential sources for financing of proposed regional programmes;
5. Inform the SEE 2020 Programming Committee on implementation of its activities and their state of play in the respective policy dimension;
6. Agree on the key indicators for effective monitoring of the Environment Dimension of the SEE 2020 Strategy;
7. Advise on monitoring and evaluation of actions that contribute to implementation of the SEE 2020 Strategy in the area of environment;
8. Agree on input for the Environment Dimension to the SEE 2020 Annual Report on Implementation;
9. Discuss other environmental cooperation issues of interest and cooperation with different stakeholders for the purpose of coordination, exchange of experience, preparing recommendations and opinions on improving the work of consultative groups;
10. Set priorities for, review and endorse Regional Action Plans (RAPs), Programmes and other relevant regional initiatives, prepared by the Regional Dimension Coordinators;
11. RWG Env is expected to provide one of the following opinions on the proposed Regional Programmes and other relevant regional initiatives submitted to the attention of RWG Env:

- Unqualified positive opinion – approved by RWG Env without recommendation for any changes to be made;
 - Qualified positive opinion – approved pending some changes to be implemented to the Programme;
 - Negative opinion - not approved, due to the major changes which need to be incorporated in the document.
12. In deliberating on the Regional Programme on Environment, RWG Env shall apply pre-defined and established criteria, including, but not limited to the following principles established by the SEE 2020 Programming Guidelines:
- Relevance to the SEE 2020 priorities and targets and complementarity with actions outlined in the Economic Reform Programmes or other national reform priorities;
 - Integration of key policy areas cutting across the Environment Dimension;
 - Sustainability and impact of actions, including feasibility and cost-effectiveness;
 - Complementarity with other programmes, funded through national and other sources.

Composition

13. RWG Env is composed of representatives of line ministries responsible for environment, water and climate change of those South East European participating economies that have endorsed the SEE 2020 Strategy, and a representative of the RCC Secretariat;
14. RWG Env may invite other SEECF participants, regional partners, organisations and stakeholders to attend the meetings and participate in the process, as appropriate (upon specific thematic subjects related to the Environment Dimension);
15. National focal points of RCC from the region and representatives of non-governmental entities, private sector, international organizations or others that can provide a relevant and constructive contribution to the work of RWG Env may be invited to attend the meetings as observers;
16. Members of RWG Env will do their utmost to ensure regular participation in meetings and other activities;
17. In exceptional cases when the appointed government representatives are not able to attend the meeting, the appointed government representatives will ensure that he or she is replaced by an alternative representative authorised to represent the respective institution and make decisions at meetings.

Conduct of Business

18. RWG Env meetings will be co-chaired by the Regional Cooperation Council Secretariat as a permanent Co-Chair, and one member of the RWG Env on an annual rotational basis;
19. Secretariat of the RWG Env will be hosted by the RCC and served by the Regional Dimension Coordinators in co-operation with the other coordinating partners (as stipulated in the SEE 2020 Strategy) each one providing assistance and support on the

- SEE 2020 Strategy within its scope of activities and mandates;
20. Co-Chairs will convene, conduct and conclude RWG Env meetings and review and approve draft agendas, reports and statements prepared by the Secretariat;
 21. RWG Env shall meet at least twice per year;
 22. Co-Chairs of RWG Env may convene a special meeting if it is proposed in writing by one of RWG Env participants, at least 15 days prior to the date of the proposed meeting;
 23. Meetings of RWG Env shall be held at the seat of the RCC Secretariat or in the capital of the Co-Chair, unless decided otherwise by RWG Env;
 24. Co-Chairs shall communicate the date and propose the draft agenda of meetings, as well as all related documents, to each participant of RWG Env no later than 20 calendar days prior to each meeting;
 25. Correspondence to RWG Env shall be circulated through the RCC Secretariat in written/electronic form;
 26. English shall be both the official and working language of RWG Env;
 27. Decisions on the recommendations given by RWG Env will be taken by consensus, which is understood as absence of objection. Decisions on the recommendations of RWG Env shall take effect upon adoption by representatives of the participants. Decisions on the recommendations shall be delivered to each participant in writing through the RCC Secretariat.

Written Procedure

28. In exceptional cases when a decision or a recommendation is considered urgent and it proves impossible to convene a timely meeting, RWG Env shall use a written procedure. The interested participant(s) shall present proposals in this respect to Co-Chairs of RWG Env and to the other participants of RWG Env through the RCC Secretariat, allowing RWG Env participants 15 calendar days to react.

Minutes of Meetings

29. Draft minutes, drafted by the RCC Secretariat, will be circulated for comments within 10 calendar days of each meeting, following which the RCC Secretariat will issue a final version.

Reporting

30. RWG Env reports to the SEE 2020 Governing Board, which provides guidance and monitors the overall implementation of the SEE 2020 Strategy.

Amendments

31. Rules of Procedure may be amended at any time, based on consensus of RWG Env participants.