

## **GUIDE**

### **FOR THE DRAFTING OF RCC DOCUMENTS**

In compliance with the RCC statutory documents and the EU practice, the following rules shall be applied by the RCC experts and third parties (consultants) when drafting official documents published by RCC.

#### ***RCC PARTICIPANTS***

##### Terminology:

The official title used for the RCC “members” is: “RCC Participants”.

The term “country” while referring to the RCC participants shall not be used.

Avoid whenever possible to use the term “national”, “nation” while referring to the RCC Participants and/or a government from the region.

##### Full names:

- the names (official titles) of the RCC Participants ( in the protocol order) are included in the Annex I - Participants of the Regional Cooperation Council to the present Guide
- full name of the RCC Participants shall be always used in the text.
  - for Kosovo\*: the asterisk and footnote: \* *“This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence”* shall be used the first time when the name of Kosovo\* is mentioned in the text. Any other time, when Kosovo\* is mentioned in the same document, the asterisk only shall be used

The names of the RCC Participants shall be written in the language of publication (English). The Participants shall be listed according to the protocol order (Annex 1).

### *Tables and graphs, abbreviations*

Full names of the RCC Participants shall be used in the tables and graphs, as a rule. However, in case, for technical reasons, this is not always possible in the graphs and tables, the names of the RCC Participants shall be abbreviated according to the following:

- the two-letter ISO code (ISO-alpha 2), according to the EU practice, shall be used (Annex 2), except for:
  - Greece: the abbreviation EL is recommended;
  - Kosovo\* : full name with asterisk and footnote shall be used, first time, and then name and asterisk only
  - The Former Yugoslav Republic of Macedonia: the abbreviation MK<sup>(roman number)</sup> with the following footnote shall be used: “The Former Yugoslav Republic of Macedonia”;
  - for The Former Yugoslav Republic of Macedonia: the short form “FYROM” or “Republic of Macedonia” shall not be used.

### *Maps*

Maps shall be used for technical purposes only.

Particular attention shall be paid to the SEE map, in particular, of the Western Balkans, for which the EU practice is strongly recommended: the RCC Participants (“countries”) names shall never be mentioned. Instead, only capitals (and or cities) shall be mentioned.

The border between Kosovo\* and Serbia shall be traced with a thin broken line.

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Note: for any other particular situation, the decision shall be taken in consultation with the RCC Political Department, on case by case basis.