**South East Europe 2030 Strategy Monitoring Committee**

**Rules of Procedure**

RCC - South East Europe 2030 Strategy Monitoring Committee (hereinafter referred to as “Monitoring Committee” or “Committee”),

Hereby adopts the following Rules of Procedure:

*Tasks and responsibilities*

The main tasks of the Monitoring Committee are to:

* Act as the main steering body of SEE 2030 Strategy to oversee its overall processes of programming, implementation, monitoring, and reporting;
* Assess and endorse the programming, implementation, monitoring, and reporting processes to streamline and synergize the SEE 2030 Strategy with the implementation of UN SDGs and 2030 Agenda in South East Europe as well as with the priorities of rotating SEECP Chairmanships;
* Endorse the formation of any substructures related to the implementation of SEE 2030,
* Review and endorse the SEE 2030 Annual Implementation Report before its presentation to RCC Board by the RCC Secretary-General;
* Steer regular biannual updating of the Strategy based on the findings of SEE 2030 Annual Implementation Report and progress in the implementation of activities;
* Receive and endorse proposals of the regular bi-annual updates of SEE 2030 Strategy before presenting a consolidated update of the Strategy to the approval of SEECP Participants in Annual Meetings of RCC Board and SEECP Summits by RCC Secretary-General;
* Communicate to the RCC Secretary General key issues and challenges detected as a result of monitoring together with its recommendations to facilitate the Strategy’s implementation.
* Monitor the implementation of its adopted decisions.

*Composition:*

1. The Monitoring Committee consists of National Coordinators appointed among high-level officials at the level of Assistant Minister or State Secretary in charge of UN SDGs coordination and implementation from the governments of South East Europe and of the RCC Secretariat.
2. The Monitoring Committee holds its meetings in the presence of National Coordinators as heads of each SEECP Participants’ delegation and RCC Secretary-General. In the absence of National Coordinators, an alternate is mandated by each National Coordinator to act as Head of Delegation and make decisions on behalf of the respective SEECP Participant in Monitoring Committee meetings. Each SEECP Participant shall be represented at least by one mandated delegate in the Committee meetings.
3. Besides National Coordinators or their mandated alternate, each SEECP Participant may appoint two more delegates to the Monitoring Committee. One of two additional participating delegates is foreseen to represent the policy side. The third participating delegate may include a representative from Statistical Offices.
4. Monitoring Committee meetings are chaired by the Secretary-General of RCC or his/her Deputy, and technical sessions are moderated by SEE 2030 Strategy Coordinator on behalf of RCC Secretariat.
5. Representatives of other RCC Board participants and from non-governmental entities, private sector, regional or international organizations, or others who can provide a relevant and constructive contribution to the work of the Committee may be invited to attend certain meetings as observers, with prior consultation of the Committee participants. The Chairperson informs National Coordinators or their designates about his/her intention to invite observers, at least 20 calendar days prior to the Committee meeting. In this communication, information of the observers intended to be invited, such as their personal names and organisations they represent as well as for which agenda item(s) their participation are stipulated, will be provided. In case of objection from one or more SEECP Participants regarding the participation of an observer, the final decision is taken, by consensus.
6. Committee meetings will be held in camera. Observers will only be allowed to be present in Committee meetings for the agenda items which they are invited. Meeting documents can only be available to observers in relation to the agenda items which they are invited provided that no objection is received from any Committee member in this regard. In case of objection, no meeting document will be made available to observers.

*Conduct of Business:*

1. Meetings of the Monitoring Committee will be convened, conducted, and concluded by the RCC Secretariat, which has overall coordination and facilitation role in SEE 2030 Strategy. RCC Secretary General acts as Chairperson of the Monitoring Committee. The RCC Secretariat will remain in close coordination with the rotating SEECP Chair in Office prior to each Monitoring Committee meeting and for following-up on conclusions taken by the Committee.
2. The Monitoring Committee shall meet two times per year
3. The Chairperson may convene a special meeting if it is proposed in writing or electronic form by one of the Monitoring Committee participants or by RCC Secretariat, at least 30 calendar days before the date of the proposed meeting.
4. Meetings of the Monitoring Committee shall be held at the seat of the RCC Secretariat unless decided otherwise by the Monitoring Committee.
5. The Chairperson shall notify the date and propose the draft agenda of meetings, and all related documents, to each participant of the Monitoring Committee no later than 20 calendar days before each meeting.
6. Correspondence to the Monitoring Committee shall be circulated through the RCC Secretariat in written/electronic form.
7. English shall be both the official and working language of the Monitoring Committee.
8. Meeting conclusions of the Monitoring Committee will be agreed upon by consensus, and the absence of objection will be deemed as approval. Monitoring Committee conclusions shall be delivered to National Coordinators in writing through the RCC Secretariat.

*Written Procedure:*

1. In exceptional cases, when taking a Committee conclusion is considered urgent, and it proves unfeasible to convene a timely meeting, the Monitoring Committee shall use a written procedure, also in electronic form. The interested participant(s) shall present proposals in this respect to the Chairperson of the Monitoring Committee and inform the other participants of the Monitoring Committee through the RCC Secretariat, allowing Monitoring Committee participants 15 calendar days to react.

*Minutes of Meetings:*

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

*Reporting:*

1. RCC Secretary-General reports to the RCC Board on the work of Monitoring Committee as a part of the regular reporting process on the RCC Secretariat activities.
2. The RCC Secretariat periodically reports to the SEECP Chairmanship in Office on the implementation of SEE Strategy 2030.

*Amendments:*

1. Rules of Procedure may be amended at any time by the Monitoring Committee.

Adopted at the 1st SEE 2030 Strategy Monitoring Committee meeting in Sarajevo 23.11.2021