



Annex

PROCEDURAL ASPECTS AND FOLLOW-UP MECHANISMS OF THE SOUTH-EAST EUROPEAN COOPERATION PROCESS (SEECP)

1. The Chairmanship-in-Office of the SEECP is rotational on yearly basis. The order of rotation shall be determined by the Heads of State and/or Government.
2. The Heads of State and Government of the states participating in the SEECP will have yearly meetings to review the overall process of regional cooperation and to offer guidance and recommendations for future activities. The SEECP Summit shall be chaired by the Head of State or Government of the host country.
3. Meetings of the Ministers of Foreign Affairs are the main fora for consultations, management of the regional cooperation and the advancement of the objectives of the Process. The Ministers will meet at least once a year for a formal meeting and once a year for an informal meeting to conduct political consultations and to promote cooperation on issues of regional stability, security and political and economic cooperation.
4. These meetings will be chaired by the Minister of Foreign Affairs of the host country. As Chair-in-Office, he/she may propose additional meetings or other consultative arrangements when circumstances justify or if so asked by his/her colleagues. These meetings can be arranged with restricted participation, for short duration, or on the margin of international events as working meetings.
5. The Committee of Political Directors will be formed by the Political Directors in the Ministries of Foreign Affairs of the Participating States, or by representatives designated for that purpose. The Committee of Political Directors will be chaired by the representative of the host country and will meet every three months, for consultations, for the preparation and follow-up of the Summit and ministerial meetings and to carry out other activities in order to facilitate coordination and consultations on matters of common interest. It will report to the Ministers. The Committee may also be convened for sessions with the participation of the representatives of the full Participating States only.
6. The Chairmanship-in-Office will prepare and distribute before the Meeting of the Committee of Political Directors a draft report on the activities and on the agenda items. The Chair and the members may also present non-binding, informative working papers to the Committee.

7. Due to its role to facilitate coordination and consultation, the Committee will monitor the progress and developments on subjects mentioned in this Charter and on the implementation of the decisions taken by the Summits and ministerial meetings. It will also act as a focal point to prepare and facilitate the task of the Ministers to streamline and enhance cooperation and will conduct consultations on other issues brought to its attention.

8. The Committee of Political Directors may establish expert groups and task forces on areas of cooperation indicated in the ministerial decisions in consultation with the Secretary General of the Regional Co-operation Council (RCC).

9. The Regional Co-operation Council provides the SEECP with operational capabilities as well as with a forum for the continued involvement of the members of the international donor community engaged in the region, based on its agreed Statute endorsed by all Participating States.

10. Sectoral ministerial or high officials meetings may be organized upon decisions or recommendation of the Summit or Foreign Ministers meetings. The Sectoral meetings may be organized by the Participating State which launched such initiatives.

11. In order to assure the continuity of the activities, a Troika of the SEECP will be set up at the ministerial, political directors and other senior officials level. The Troika, formed by the representatives of the current, past and future SEECP Chair-in-Office, performs fact-finding and observation missions or any other tasks entrusted to them by the ministerial meetings. The Chair-in-Office may invite the Secretary General of the RCC to participate in the work of the Troika.

12. The Chair-in-Office will nominate a coordinator and the Participating States will nominate representatives, as contact points, in order to facilitate correspondence, to collect national contributions and relevant information. The Chair-in-Office or his/her representative will represent the SEECP in the meetings of other international organizations and regional initiatives, when invited.

13. Secretarial services will be provided by the Chairmanship-in-Office and the RCC Secretariat.

14. All decisions of the SEECP are taken by consensus of the Participating States, which is understood as absence of objection.

15. The SEECP Participating States are Members of the RCC and its Board. Within the RCC format they make sure that the Regional Cooperation Council performs and conducts activities in accordance with the basic principles of this Charter and decisions of the SEECP meetings. The SEECP Participating States are represented within the RCC by National Coordinators or other designated senior officials.

16. The Annual Meeting of the RCC is held back-to-back with the SEECP Summit. The Annual Meeting is co-chaired by the Secretary General of the RCC and the Foreign Minister of the SEECP Chairmanship in Office (CiO), hosted by the SEECP CiO and prepared by the Secretary General in co-ordination with the SEECP CiO.

17. The RCC Board meetings are convened and prepared by the Secretary General of the RCC in coordination with the SEECP Chairmanship-in-Office.

18. The Secretary General of the RCC is appointed by the Ministers of Foreign Affairs of the SEECP and subject to the approval by the Heads of State and Government of the SEECP in accordance with the provisions of the RCC Statute, which also regulates dismissal procedures.
19. The Secretary General of the RCC presents the strategic aspects of his/her Annual Report to the SEECP Summit and, in principle, participates in the SEECP meetings at all levels.
20. The mandate, composition and other issues related to the functioning of the Regional Cooperation Council and its Secretariat and Secretary General are contained in the relevant statutory documents of the RCC.
21. The SEECP is open to the states of South Eastern Europe. These states could take part in the SEECP meetings as full participants or observers, as they may wish and following the decision of the Heads of State and Government.
22. The plenary sessions of the SEECP meetings may be attended by special invitees representing countries, international and regional organizations or initiatives. The invitations will be sent by the Chair-in-Office upon the agreement among the Participating States.
23. The observers and the special invitees to the SEECP plenary meetings may take the floor, with prior consultation with the Participating States.
24. The SEECP, through the Chair-in-Office, will maintain working contacts with other international and regional organizations or initiatives.
25. The Chair-in-Office may inform interested countries, as well as international and regional organizations or initiatives, on the SEECP common positions and the documents adopted.
