

**Rules of procedure of the Joint Working Group for Strategic Planning and
Programming for INTERREG-IPA Cross-border Cooperation Programme
between
Republic of Bulgaria and the Republic of Turkey 2021-2027**

Approved by JWG on 12.11.2019

1. General provisions

The Joint Working Group of the Bulgaria – Turkey IPA cross-border programme (hereinafter referred to as JWG) is a partnership structure without legal personality with a strategic decision-making role, established for the period of preparation and adoption of the Bulgaria - Turkey IPA cross-border programme (hereinafter referred to as the Programme).

2. Tasks of the Joint Working Group

The JWG shall steer the programming phase and ensure the quality and effectiveness of the preparation of the Programme for 2021-2027 period.

Shall have the overall responsibility for:

- Preparation of the Programme for 2021-2027 period in accordance to the applicable European Union legal framework.
- Organisation of dialogues with relevant stakeholders, feeding in the results of national consultations, etc.
- Approval of the final draft of the Programme and of the amendments in the consultation phase with the European Commission.

3. Members of the Joint Working Group

- a) Members and observers of the JWG are designated representatives of the Republic of Bulgaria as Member state and Republic of Turkey as non-member state in accordance to Annex 1 to the present document.
- b) The members are the persons that have decision-making power in the JWG, whilst the observers participate at the JWG meetings with an exclusively consultative role, without decision-making powers.

- c) The European Commission shall be permanently invited to the meetings. If necessary, on a case by case basis any other relevant bodies could attend the meeting as guests upon joint agreement.
- d) The Joint Secretariat of the Interreg-IPA CBC Programme between Republic of Bulgaria and Republic of Turkey (hereinafter referred to as “JS”) in coordination with the Managing Authority shall perform the tasks of a JWG secretariat related to the organization of meetings, communication towards its members/observers, submittal of agenda and other working documents, preparation of minutes, and any other relevant administrative tasks.
- e) If a member/observer of the JWG is not able to participate in the JWG meeting, he/she informs the JWG Secretariat at least 5 working days in advance of the meeting. The respective organization may nominate deputy or a substitute representing the member/observer can attend the meeting instead, having the same rights and duties as the member/observer him/herself.
- f) The members and observers shall seek consensus among themselves, shall avoid any conflicts of interest and shall act in favour of the border region. The decisions shall be taken in the public interest, and the members and observers shall not act with the purpose of obtaining financial advantages or other benefits for themselves or for others.

4. Meetings of the Joint Working Group

- a) The JWG shall be chaired by a Chairperson and a Co-chairperson. The role of the Chairperson and Co-chairperson shall be ensured by the responsible institution for the cross-border cooperation in the respective partnering countries: the Deputy Minister of Regional Development and Public Works of the Republic of Bulgaria or the Director of “Territorial Cooperation Management” Directorate at the Ministry of Regional Development and Public Works in Bulgaria, and the Director for EU Affairs & Deputy Minister of Foreign Affairs of the Republic of Turkey or the Director-General to the Directorate General of the Financial Cooperation and Project Implementation, Directorate for European Union Affairs at the Ministry of Foreign Affairs in



Republic of the Republic of Turkey, or a duly authorized official by the respective country. The Chairperson shall belong to the country hosting the meeting. Both Chairperson and Co-chairperson have equal rights and responsibilities.

- b) In the absence of the Chairperson, its attributions will be exerted by its deputy, or a substitute person delegated by the Chairperson.
- c) The Chairperson is responsible for: (a) convening formally the regular meetings by the initiative of the participating countries or of the Commission; (b) verifying if the quorum for the meeting and for the decision-making procedures are achieved; (c) presenting a provisional agenda for an approval at the beginning of the JWG meeting; (d) formally announcing the decision/s taken by the voting members from each side; (e) co-signing the minutes of the JWG meeting and the decisions together with the co-chairperson.
- d) The working language of all meetings, documents and written communication is English. The discussion might be carried on also in the languages of the two countries where simultaneous translation for both languages is provided, as appropriate. The documents will be presented to the JWG members in English.
- e) The JWG Secretariat, on behalf of the Chairperson, shall send the agenda and the relevant documents via email at least 7 working days before the meeting. The minutes of the meeting shall be drafted by JWG Secretariat and sent to the members/observers within a deadline of 5 working days. Members/observers shall send their comments within the following 5 working days.
- f) The Managing Authority reports regularly to the Joint Monitoring committee (JMC) of the Interreg-IPA CBC Programme between Republic of Bulgaria and Republic of Turkey on the status of development of the work done by the JWG.
- g) The work of the JWG should be arranged according to the principles of effectiveness and efficiency.

5. Decision-making procedure

- a) The voting members of JWG shall seek consensus. In case consensus can't be reached, the decision shall be deemed adopted if at least half plus one of the

voting members of each partnering country delegation present at the meeting support it and both the Chairperson and the Co-chairperson agree with it. In case of absence, voting right might be delegated in writing.

- b) The JWG meets the quorum if at least if half plus one of the voting members of each Member State delegation are attending the meeting.
- c) In case the quorum as described in point (5b) is not obtained at the time envisaged for starting the meeting, the meeting is postponed. The meeting will be restarted after one hour and the JWG deliberates in a valid mode if at least one third (1/3) of the total number of voting members of each national delegation are attending the meeting.
- d) JWG members may also exchange and agree on documents in written form and according to the same efficiency principles applied to the meetings.
- e) Comments on proposed documents shall be done in writing via email in order to allow smooth communication process.
- f) If no written objection or no response to the proposal has been received by the specified time, the proposal is deemed to be agreed. If, despite all efforts, a diversity of opinions within the JWG members should emerge, the MA in cooperation with NA formulates its position regarding the received objections, position which is consequently transmitted by the JWG Secretariat to the JWG members/observers. The lack of reaction on proposals/objections is equivalent to agreement with MA/NA position. In case new objections are formulated, the MA has the right to decide, in agreement with the NA, as Chairperson/Co-Chairperson of the JWG.

6. Final provisions

- a) The present Rules of procedure enter into force from the date of the approval by the JWG;
- b) After their adoption the Rules of procedure may be amended whenever deemed necessary in accordance to the provisions of Articles 5 of these Rules of procedure.



**Annex I: Composition of the Joint Working Group for the programming period
2021-2027**

