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STAKEHOLDERS' FORUM

under the project “Supervision and Environmental Monitoring of River Training and Dredging Works on Critical Sectors on the Danube River”

General Rules on Organization and Work of the Forum (Rules of Procedure)

Starting provisions

Stakeholders' Forum of the project “Supervision and Environmental Monitoring of River Training and Dredging Works on Critical Sectors on the Danube River in Serbia“ (in the further text the Forum) is being established in line with the long-term orientation of the MCTI - Directorate for Inland Waterways towards application of the modern concept of inland waterways management, as well as in line with the identified good practice in implementation of similar projects along the Danube River.

Integrated inland waterways management considers an orientation towards harmonization of interests of different stakeholders, respecting national and international legal framework and relevant guidelines, including, among others, the *Joint Statement on Guiding Principles for the Development of Inland Navigation and Environmental Protection in the Danube River Basin* (ICPDR, DC, and ISRBC).

Establishment of this body is being performed with consent of all beneficiaries of the project “Supervision and Environmental Monitoring of River Training and Dredging Works on Critical Sectors on the Danube River in Serbia“ (in the further text the Project).

Article 1: Purpose and goal of the organization of the Forum

The purpose of the organization of the Forum is establishment of a multidisciplinary body for improvement of the quality of the Project, as well as exchange of information of mutual importance.

The Forum is being established with the goal to enable wide input and involvement of civil society organizations that have an interest in the Project.



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Article 2: Basic principles of the work and membership in the Forum

Membership in the Forum is voluntarily.

Membership in the Forum is free of charge.

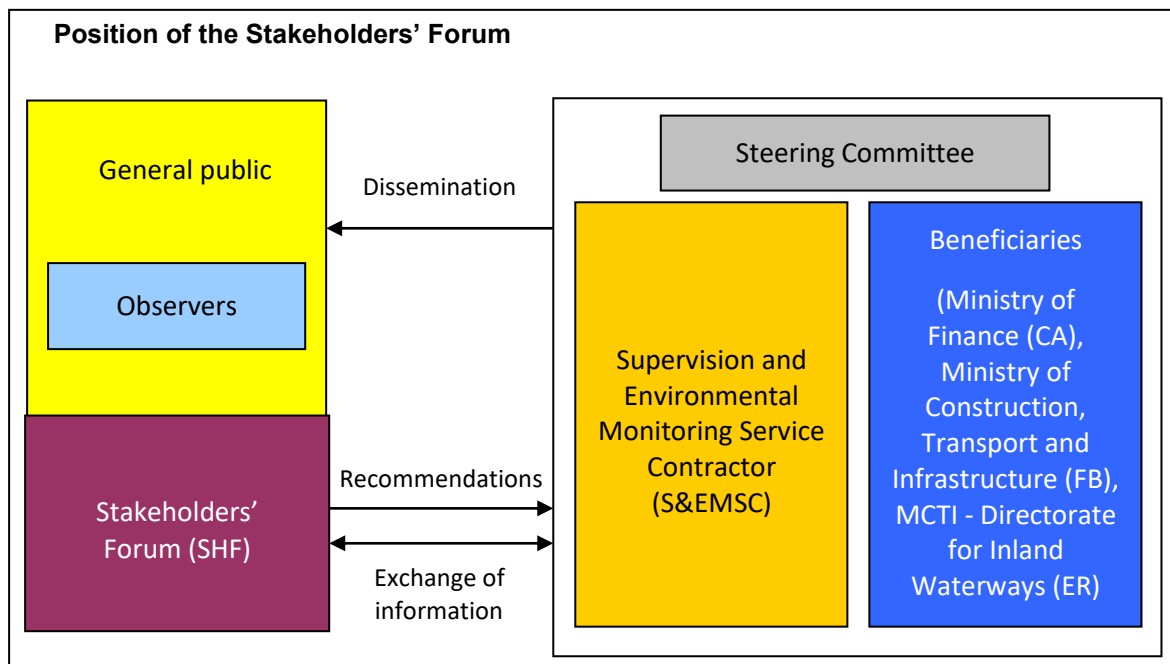
Recommendations of the Forum have advisory character.

Members of the Forum are obliged to mutually respect and acknowledge standpoints of other members of the Forum, in line with the common business practice.

Article 3: Tasks of the Forum

The Stakeholders' Forum is performing the following tasks:

- Ensuring transparency during the Project;
- Enabling exchange of information about the Project;
- Providing independent and professional inputs and guidance for the Project;
- Fostering discussion and provision of recommendations related to the Project.



Article 4: Members of the Forum

The Stakeholders' Forum is gathering civil society organizations from the following fields:

- nature and environment protection,
- inland waterway transport,
- hydrotechnics,
- water management,
- industry,
- archaeology, and
- fishing and poultry.



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The MCTI - Directorate for Inland Waterways respects the existing mechanisms of cooperation with organizations of the civil society in the Republic of Serbia, for those fields of importance for the Project.

The International Commission for the Protection of the Danube River (ICPDR) and the Institute for Nature Protection of Vojvodina are members of the Forum.

Organizations, which accept membership in the Forum delegate one person who is becoming a regular member of the Forum, and one person who is becoming a deputy member of the Forum.

In case that the regular member of the Forum cannot attend a Forum meeting, he/she can be substituted by the deputy member.

The number of regular members of the Forum is limited to ten (10).

Article 5: Observers of the Forum

The meetings of the Forum can be attended by the representatives of the following institutions:

- Delegation of the European Union to the Republic of Serbia,
- Ministry of Finance (the Contracting Authority),
- Ministry of Construction, Transport and Infrastructure (the Final Beneficiary),
- Ministry of European Integration of the Republic of Serbia,
- Serbian ministries responsible for environmental protection, water management, and archaeology;
- Danube Commission;
- International Sava River Basin Commission;
- S&EM Service Contractor (*Acciona Ingenieria*);
- Other interested parties.

Meetings of the Forum can also be attended by representatives of the civil society organizations which are not members of the Forum, as well as representatives of the relevant governmental organizations interested in the Project, also in the role of observers.

The maximum number of observers per meeting is fifteen (15). Registration prior to the meeting is obligatory, on the *first come first served* basis.

Participation at Forum meetings via video conference tools is enabled, and is the subject of the request of the participant and prior approval of the Chairperson.

Article 6: Organization of meetings of the Forum

The organizer of the meetings of the Forum is the MCTI - Directorate for Inland Waterways.

The meetings of the Forum are chaired by a representative of the MCTI - Directorate for Inland Waterways.

The Chairperson of the Forum is obliged to ensure equal treatment of all members of the Forum, in line with the common business practice.

The meetings of the Forum are announced by the Chairperson of the Forum. Dates for the meetings will be announced in line with common business practice, respecting the availability of the members of the Forum.



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Republic of Serbia
Ministry of Construction, Transport and Infrastructure

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Every meeting of the Forum is followed by the necessary documentation: the agenda, the list of participants, the meeting minutes and the evaluation sheet.

The Chairperson of the Forum must distribute an agenda to all members of the Forum at the same time, not later than 10 calendar days prior to the meeting. All members of the Forum can propose amendments to the agenda to the Chairperson in written, not later than 5 calendar days prior to the date of the meeting. The Chairperson distributes the amended agenda to all members of the Forum, not later than 3 calendar days prior to the meeting.

A list of participants is being signed by all participants, at the beginning of the meeting.

Evaluation sheets are being filled in at the end of the meeting, voluntarily by participants of the meeting. Representatives of the ER do not fill in evaluation sheets.

The Chairperson of the Forum prepares the meeting minutes and distributes it to all members of the Forum for consent, not later than 7 calendar days after the meeting. All members of the Forum can deliver written suggestions and remarks on the text of the meeting minutes to the Chairperson, not later than 15 calendar days after the meeting. The Chairperson of the Forum distributes the amended text of the meeting minutes to all members of the Forum, not later than 20 calendar days after the meeting.

The meetings of the Forum are being organized periodically, according to needs. The minimum number of meetings per calendar year is two (2).

Article 7: Languages of the Forum

Official languages of the Forum are English and Serbian.

The necessary documentation that follows every meeting of the Forum is prepared in both English and Serbian language.

In case of differences in documents in two languages, the English language will be considered as relevant.

Article 8: Transparency of the work of the Forum

The work of the Forum is transparent.

The necessary documentation that follows every meeting of the Forum, in English and Serbian language, will be available to the public, at the Internet portal of the MCTI - Directorate for Inland Waterways (www.plovput.gov.rs). The timeframe for uploading the documentation to the Internet portal corresponds to the timeframe from the *Article 6* of these Rules.

Article 9: Termination of the Forum

The Forum stops with the work on the date of finalization of the Project.

In Belgrade, 03.10.2018