

Preparing FAIRway 2 works in the Rhine-Danube corridor

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

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Starting provisions

Stakeholders' Forum (in the further text the Forum) of the project "*Preparing FAIRway 2 works in the Rhine-Danube corridor*" (in the further text the Project) is being established in line with the long-term orientation of beneficiaries of the project (viadonau – Austrian Company for Inland Waterway, Ministry of Construction, Transport and Infrastructure of the Republic of Serbia, and Ministry of the Sea, Transport and Infrastructure of Croatia) 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).

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.

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.

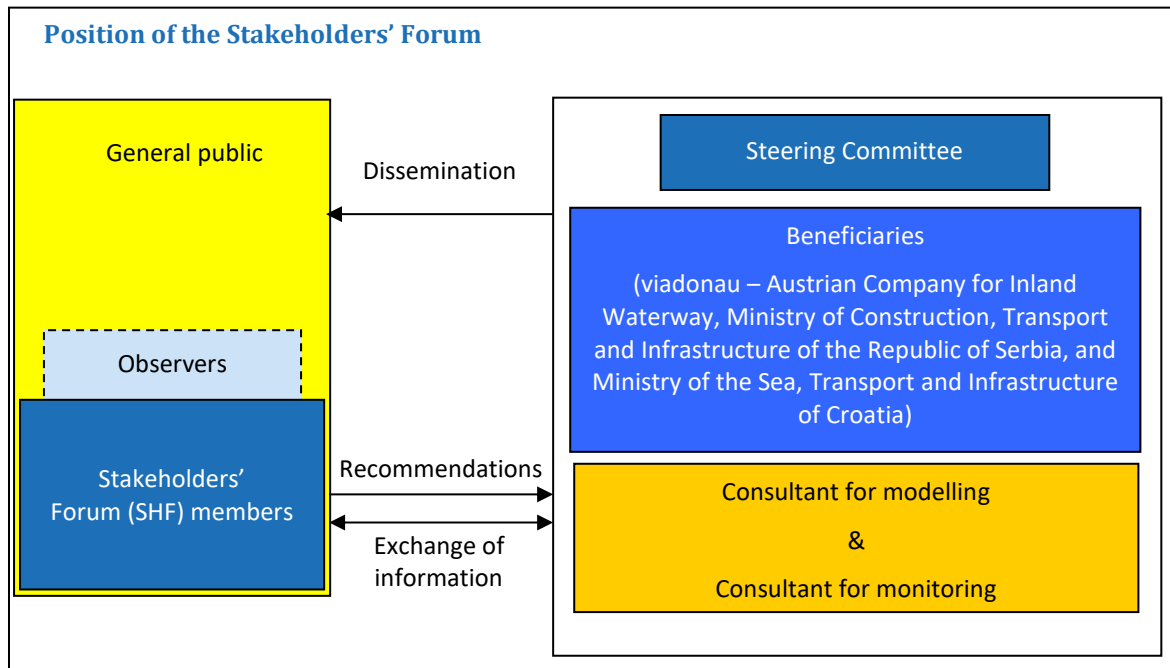
Recommendations of the Forum have advisory character.

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, but not limited to, the following fields:

- nature and environmental protection,
- inland waterway transport,
- water management,
- archaeology,
- fishing,
- hydrotechnics, and
- industry and logistics.

The International Commission for the Protection of the Danube River (ICPDR), the Danube Commission, Institute for Environment and Nature, Ministry of Economy and Sustainable Development (Croatia) and the Institute for Nature Protection of Vojvodina (Serbia) 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 twelve (12).

Article 5: Observers of the Forum

In the role of observers, meetings of the Forum can be attended by interested parties, including representatives of the civil society organizations which are not members of the Forum, representatives of governmental institutions from Austria, Croatia, and Serbia, as well as representatives of international organizations.

Observers are not obliged to designate their regular representatives to attend meetings.

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

Article 6: Organization of meetings of the Forum

The organizer of the meetings of the Forum is the Ministry of Construction, Transport and Infrastructure of the Republic of Serbia.

The meetings of the Forum are chaired by a representative of the Ministry of Construction, Transport and Infrastructure of the Republic of Serbia.

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.

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. In case of online meetings, online registration list replaces the list of participants.

Evaluation sheets are being filled in at the end of the meeting (latest 3 days after the meeting, in case of online questionnaire), voluntarily by participants of the meeting. Representatives of beneficiaries of the Project do not fill in evaluation sheets.

The Chairperson of the Forum prepares the meeting minutes and distributes it to all members of the Forum and observers participating at the particular meeting for consent, not later than 7 calendar days after the meeting. Written suggestions and remarks on the text of the meeting minutes shall be delivered 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 and observers participating at the meeting, 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 three (3).

Ad hoc meetings can be organized upon the request of any member of the Forum sent to the Chairperson, and after the chairperson checks the availability of other members of the Forum.

Meetings can be organized as physical meetings and as online meetings. Online meetings are being organized on mutually agreed online platform.

Article 7: Languages of the Forum

Official languages of the Forum are English, Croatian and Serbian.

The necessary documentation that follows every meeting of the Forum is prepared in English and Croatian and/or Serbian.

In case of differences in documents in three 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, Croatian and/or Serbian language, will be available to the public, at the Internet portal of the Project (www.preparingfairway2.org). The timeframe for uploading the documentation to the Internet portal corresponds to the timeframe from the *Article 6* of these Rules.

As concerns the composition of the Stakeholder Forum, the following data will be published on the project website www.preparingfairway2.org:

- names of the organisations participating in the Stakeholders Forum as members with links to organisations' websites;
- names of the delegates (persons) designated by these organisations (members of the Forum) participating in the Stakeholders Forum, including their e-mail addresses.

Article 9: Termination of the Forum

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