

**DECISION OF THE JOINT COMMITTEE OF THE CENTRAL EUROPEAN FREE
TRADE AGREEMENT**

No. 1/2007

Adopted on 28 September 2007

Rules of Procedure for the Joint Committee

The Joint Committee,

Having regard to the Decision of the Joint Committee held in Bucharest on 11 July 2006, adopting the Rules of Procedure for the Joint Committee;

Taking into account the Agreement on Amendment of and Accession to the Central European Free Trade Agreement done in Bucharest on 19 December 2006 (herein after called the "Agreement"),

Hereby decides, pursuant to Article 41 of Annex 1 to the Agreement, to adopt the Rules of Procedure for the Joint Committee contained in the following text:

Article 1
Composition

1. The Joint Committee shall consist of a representative of each Party to the Agreement.
2. Representatives of the Parties to the Agreement whose instruments of ratification, accession or acceptance are pending deposition with the Depositary may attend meetings of the Joint Committee as observers.

Article 2
Representation

1. Representatives of the Parties in the Joint Committee meetings shall be Ministers responsible for foreign economic relations in each Party. UNMIK/Kosovo shall be represented by the appropriate UNMIK delegate.
2. In exceptional cases when the responsible Minister is not able to attend the meeting, the Party shall be represented by an alternate authorised for that meeting.
3. Ministers and the UNMIK delegate may be assisted by experts.

Article 3
Chair

1. The position of Chair in Office shall be held sequentially by the Parties in alphabetical order of their names in English.
2. Regarding the present Parties to the Agreement, from 1 January 2008 the order will be the following:

- The Republic of Moldova
- The Republic of Montenegro
- The Republic of Serbia
- The United Nations Interim Administration Mission in Kosovo on behalf of Kosovo in accordance with United Nations Security Council Resolution 1244
- The Republic of Albania
- Bosnia and Herzegovina
- The Republic of Croatia
- The Republic of Macedonia

Article 4
Tenure of Office

The tenure of office for the Chair shall begin on 1st of January and end on 31st of December of the same year.

Article 5
Frequency and Costs of Meetings

1. The Joint Committee shall normally meet once a year.
2. The Chair shall convene a special meeting if it deems necessary or if it is requested in writing by a Party.
3. Each government shall cover the costs of travel and accommodation of its representatives at all meetings. The cost of hosting an annual meeting shall be covered by the Party holding the Chair in Office and that of a special meeting by the Party requesting it.

Article 6
Venue of Meetings

1. Meetings of the Joint Committee shall be held on the territory of the Party which holds the Chair, unless the Parties decide otherwise.
2. A special meeting shall be held on the territory of the Party, which has requested the meeting be convened.

Article 7
Convening Meetings

1. Meetings of the Joint Committee are convened in writing by the Chair.
2. The Chair shall notify the date and propose the draft agenda of the annual meeting to each Party not later than 60 calendar days before that meeting.
3. Where a special meeting is requested by a Party, it shall be held not later than 45 calendar days after the receipt of the request by the Chair.

Article 8
Preparation and Adoption of the Agenda

1. The Parties shall present any comments and requests for additions to the proposed draft agenda of an annual meeting not later than 20 calendar days before a meeting commences. The final version of the agenda is established by the Chair upon consultation with the Parties and distributed not later than 10 calendar days prior to the meeting.
2. A Party requesting the Chair to convene a special meeting shall indicate the item(s) it wishes to put on the agenda. The draft agenda shall normally be distributed to members of such a meeting at least 14 calendar days prior to the meeting.

Article 9
Meetings for Prompt Consultations

1. In cases where a specific period of time for consultation/resolution or notification of measures is foreseen by any Article of the Agreement or in cases where prompt consultations are requested by a Party/Parties, a meeting of the Joint Committee shall be convened at the appropriate level as soon as possible but no later than 30 calendar days from the date of the receipt of the notification or request in writing by the Chair.
2. When the meeting of the Joint Committee is convened pursuant to Paragraph 1 of this Article, the deadlines referred to in Article 8, Paragraphs 1 and 2, related to the distribution of the draft agenda shall not have to be observed.

Article 10
Working Procedures

1. The meetings of the Joint Committee are headed by the Chair in Office.
2. Correspondence to the Joint Committee shall be addressed to the Chair.
3. The Joint Committee shall be supported by a permanent Secretariat. The Secretariat shall act in accordance with the functions and administrative rules decided by the Joint Committee.
4. English shall be both the official and the working language of the Joint Committee.
5. The deliberations of the Joint Committee shall be governed by the obligations of professional secrecy and its meetings shall not be public except in so far as the Joint Committee decides otherwise.

Article 11
Adoption of Decisions and Recommendations

1. Decisions and recommendations of the Joint Committee shall take effect upon

adoption by representatives of the Parties. If a representative of a Party in the Joint Committee has accepted a decision subject to the fulfilment of domestic legal and/or administrative requirements, the decision shall enter into force, if no later date is contained therein, on the day the lifting of the reservation is notified.

2. Decisions and recommendations taken by the Joint Committee shall be called "Decisions" or "Recommendations" respectively and registered by a serial number, the date of their adoption and a reference to their subject matter and kept in the official archive by the Depositary.

Article 12 ***Meetings by Written Procedure***

1. In exceptional cases when a decision or a recommendation is considered urgent and it proves impossible to convene a timely meeting, the Joint Committee shall use a written procedure. The interested Party/Parties shall present proposals in this respect to the Chair and to the other Parties in the Joint Committee.
2. The Chair shall consult on the proposal with representatives of all the Parties. The decision shall be considered taken or the recommendation made when all Parties have delivered their acceptance in writing. The Chair shall deliver the decision or recommendation to each Party in written form.

Article 13 ***Establishment of Appropriate Organs***

The Joint Committee shall decide on the scope, terms of activity and other necessary requirements of any appropriate organs, such as working groups, task forces, sub-committees and other bodies it may set up in accordance with Article 41, Paragraph 5 of the Agreement. These organs shall report to the Joint Committee. The deliberations of any organs set up by the Joint Committee shall be governed by the obligations of professional secrecy, except in so far as the Joint Committee decides otherwise.

Article 14 ***Minutes of Meetings***

Agreed Minutes shall be kept of each meeting of the Joint Committee. Draft minutes will normally be circulated for comments by the Chair within 10 calendar days of each meeting, following which the Chair will issue a final version.

Article 15 ***Annual Report of Chair***

Not later than 30 calendar days after the end of its office tenure, each Chair shall deliver a report to the new Chair and to the other representatives in the Joint Committee about major activities during its office tenure including unresolved issues.

Article 16
Replacement of Current Rules of Procedure

These Rules of Procedure replace the Rules of Procedure for the Joint Committee adopted in Bucharest on 11 July 2006.

This Decision shall take effect on the date of its adoption.

Adopted in Ohrid on 28 September 2007, in the presence of representatives of

Republic of Albania

Bosnia and Herzegovina

Republic of Croatia

Republic of Macedonia

Republic of Moldova

Republic of Montenegro

Republic of Serbia

The United Nations Interim Administration Mission in Kosovo on behalf of Kosovo in accordance with United Nations Security Council Resolution 1244