

With the aim to define procedures of its activities, Conference of the Parliamentary Committees for European Integration / Affairs of the Countries participating in the Stabilization and Association Process of South East Europe (Albania, Bosnia and Herzegovina, Croatia, Macedonia, Serbia and Montenegro), at the first session held on 17 and 18 June 2005 in Sarajevo, adopted:

**RULES OF PROCEDURE  
OF THE CONFERENCE OF PARLIAMENTARY COMMITTEES FOR  
EUROPEAN INTEGRATION / AFFAIRS OF THE COUNTRIES  
PARTICIPATING IN THE STABILIZATION AND ASSOCIATION  
PROCESS OF SOUTH-EAST EUROPE  
“COSAP”**

**1. TASKS AND COMPETENCES OF THE CONFERENCE**

Conference of Committees for European Integration / Affairs of Parliaments of countries participating in the Stabilization and Association Process represents a forum for regular exchange of views concerning the Stabilization and Association Process, EU membership agenda of the countries in the Process, as well as the EU enlargement process.

Exchange of views within the framework of the Conference will in no way suspend or encroach upon the competences of the national parliamentary committees and parliaments of the member countries of the Conference.

The activities and the positions taken by the Conference will in no way commit national parliaments, except when they are explicitly accepted.

Committees for European Integration / Affairs will, however, regularly inform their Parliaments on the activities and the positions taken by the Conference, as well as ask for their support.

**2. SCHEDULE AND DATES OF MEETINGS**

a) Ordinary meetings

Ordinary meeting of the Conference is held every 6 (six) months, taking into account different parliamentary practices, election periods and the dates of public holidays in member countries.

In scheduling ordinary meetings, particular account will be taken of the dates of the COSAC meetings.

The date of the next meeting shall be fixed and announced by the date of the preceding meeting at the latest.

b) Extraordinary meetings

Extraordinary meetings of the Conference shall be held after reasoned proposal by majority of the Chairpersons of the Committees for European Integration / Affairs.

Initiative for extraordinary meeting is submitted in the written form to all member countries, which may join it.

When the initiative is supported by, or initially submitted by a sufficient number of Chairpersons of Committees, an extraordinary meeting of the Conference is called within 15 (fifteen) days.

#### c) Extraordinary meetings of the Chairpersons of Committees

Extraordinary meetings of the Chairpersons of Committees for European Integration / Affairs shall be held if proposed by the majority of the Chairpersons of the Committees.

#### d) Presiding

The Chairperson of the Committee for European Integration / Affairs of the presiding member country will chair the Conference.

The member countries of the Conference will preside with the Conference in an alphabetical order.

For coordination of the activities of the Conference, there will be a coordination committee composed of the presidents of the Committees for European Integration / Affairs of the previous, current and future presiding member country.

#### e) Working groups

The Conference may decide to set up a working group to study a particular issues linked with the tasks and competences of the Conference.

The Chairperson of the Committee for European Integration / Affairs of the presiding member country of the Conference shall be the Chairperson of the working group, unless otherwise agreed by the Conference.

### **3. PLACE OF MEETINGS**

Ordinary meetings of the Conference shall take place in the presiding member country of the Conference.

Extraordinary meetings of the Conference, extraordinary meetings of the Chairpersons of the Committees and the meetings of the working groups may be held elsewhere.

### **4. COMPOSITION**

In the Conference each national Parliament of the member countries of the Conference shall be represented by a delegation composed at most by six members of its Committee for European Integration / Affairs, depending on the arrangements of each national parliament.

Persons who are not Committee members may participate in the work of the Conference as observers, namely as experts or special guests (for instance representatives of the COSAC, the European Parliament, the European Commission, representatives of Embassies of the Member States of the Conference and of the European Union, etc).

## **5. ACCESS TO MEETINGS**

Meetings of the Conference shall be public, unless otherwise determined.  
Decision on public work shall be made before discussion according to agenda.

## **6. CONVOCATION**

Secretariat of the Parliament of the Member State holding the Presidency shall provide secretariat for ordinary meetings of the Conference.

Extraordinary meetings of the Conference and the meetings of the working groups shall be convened by the Secretariat of the Parliament of the member country where the meeting takes place. Invitation to the meeting is signed by the Chairperson of the Committee of the presiding country.

## **7. DESIGNATION OF MEETINGS**

The designation of ordinary and extraordinary meetings shall be “Conference of parliamentary committees for European Integration / Affairs of the Countries participating in the Stabilization and Association Process of South East Europe - Albania, Bosnia and Herzegovina, Croatia, Macedonia, Serbia and Montenegro”, with the name preceded by the number of the meeting in sequence, and followed by the date and place of the meeting.

## **8. AGENDA**

Before the last ordinary meeting of each year the delegations shall indicate the subjects they propose be dealt with the following year. This matter shall be discussed at the end of the meeting.

The main subject of each draft agenda shall be derived from the role of the Conference as a body for exchange of information, in particular on the practical aspects concerning the Stabilization and Association Process, EU membership agenda of the countries in the Process, as well as the EU enlargement process.

A draft agenda shall be drawn up by the Chairperson of the Committee for European Integration / Affairs of the host parliament, after consulting Chairpersons of the Committees of other countries. The meeting itself shall decide on its final agenda.

## **9. PREPARATION OF MEETINGS**

The Secretariat of the host Parliament shall prepare the meetings and ensure all necessary conditions for the meetings to take place, within the framework of the decisions made and funds approved.

## **10. LANGUAGES**

Documents for the Conference are prepared in the English language and in the official language(s) of the presiding country. Each parliament is responsible for translation into its national language.

Each delegation is responsible for translation of any document into languages in the official use.

Simultaneous interpretation into the official languages of member countries is provided in the meeting. When necessary, simultaneous interpretation in the English language shall also be provided.

The contributions of the Conference in the form of views, opinions etc. are drawn up in a single original in English and in the official languages of the participating countries. Each of these texts shall be equally authentic.

## **11. CONTRIBUTIONS OF THE CONFERENCE**

The Conference can address its documents to the national parliaments of the member countries of the Conference, to the European Parliament, to COSAC, to the institutions of the European Union and to other bodies as decided.

Each national delegation may propose that a document be adopted by the Conference as a contribution.

National delegations may send documents on the subjects of the agenda to the secretariat of the host parliament.

National delegation of the member country holding the presidency may draw up draft documents for discussion at the Conference.

The draft of a document shall be communicated to the delegations in good time before the relevant meeting of the Conference to give them a reasonable period for scrutiny and remarks.

The final draft of a document shall be prepared by the presiding country. It shall embrace the observations and remarks by all delegations, including possible declarations concerning the vote.

The Conference shall seek to adopt documents by broad consensus.

## **12. ROLE OF THE PRESIDENCY**

For each Conference working presidency of three members shall be elected.

The Chairperson of the Committee for European Integration / Affairs of the member country holding the Presidency of the Conference shall be the Chairperson of the Conference.

The Chairperson of the Conference shall propose a timetable for the meeting and the length of speeches, which shall be up to four minutes, unless the meeting determines otherwise.

## **13. MINUTES**

A brief written minutes of the meetings shall be drawn up on the basis of sound recording.

The minutes shall be drawn up by the Secretariat of the host Parliament. The Chairperson of the Conference presents the debate conclusions.

The Secretariats of the Parliaments of member country provide with the assistance the Secretariat of the host Parliament.

## **14. DEBATE CONCLUSIONS**

If the meeting decides to issue a communiqué, the working presidency shall draw up a draft, annexed with the adopted documents.

## **15. RECIPIENTS OF COMMUNIQUES**

Secretariat of the host Parliament shall provide that Communiqués are sent to the Parliaments of the Member States of the Conference, to COSAC, to the European Parliament and to other bodies pursuant to the decision of the Conference.

## **16. REVISION OF THE RULES OF PROCEDURE**

Proposals for a revision of the Rules of Procedure must be sent, in writing, from one or several delegations of one or several parliaments to all parliamentary committees for European Integration / Affairs of the member countries at least a month before the next meeting of the Conference.

Proposals for a revision of the Rules should be put on the agenda of the first meeting of the Conference following the presentation of the proposal.

Adoption of the proposal requires unanimity between the delegations of member countries.

Each of the delegations has one vote.

## **17. ENTRY INTO FORCE**

These Rules of Procedure shall enter into force by adoption. They are drawn up in a single original in English.

The text of these Rules of Procedure shall, for authentication thereof, be drawn up in Albanian, Bosnian, Croatian, Macedonian and Serbian languages.

In any question relating to the interpretation of these Rules only the English version shall have official status.

Chairperson

In Sarajevo, 17 June 2005

No.-----/05