



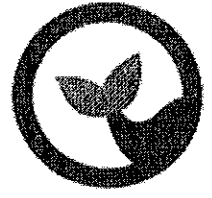
Let's grow up together

Adriatic IPA

Cross Border Cooperation 2007-2013



REGIONE AUTONOMA
FRIULI VENEZIA GIULIA



EcoSea

**“Protection, improvement and integrated management
of the sea environment and of cross-border natural
resources”**

ECOSEA

(code 2° ord./0236)

WP3 – TOOLS AND CAPACITY BUILDING FOR THE MANAGEMENT OF ADRIATIC FISHERIES AND
ACQUACOLTURE

**ACTION 3.2 Adriatic Advisory Board for the Management of the Marine
Resources (A.A.B.)**

**Rules of Procedures of the Adriatic Advisory Board for the Management
of the Marine Resources (A.A.B.)**

CONTENTS

ART.1 TASKS AND RESPONSABILITIES

ART.2 MEMBERS AND ORGANS

ART. 3 COORDINATOR

ART.4 A.A.B. SECRETARIAT

ART. 5 RECOMMENDATIONS

ART.6 MEETING PROCEDURES

ART.7 CONSULTATION PROCEDURE

ARTICLE 1

TASKS AND RESPONSABILITIES

- a) The ECOSEA Adriatic Advisory Board for the Management of the Marine Resources (hereinafter A.A.B.) will provide recommendations for the promotion of a sustainable management of the fishery, both at environmental level and socio-economic level in the framework of the common fishery policy.

ARTICLE 2

MEMBERS AND ORGANS

- a) The A.A.B. is composed of ten members. One member stands solely as national representative (for Italian Republic). Nine members are designated by each partner from the field of scientific bodies (research institutions and universities in the field of marine resources or by national/regional/local institutions involved in the governance of the fishing sector of the Adriatic Sea, or representatives of economic and social parts (Organisations of Producers, Fishing and Acquaculture Operators, etc.). Two of these nine members (one for the Croatian Republic and one the for Albanian Republic) stand both as national representatives and as local tables representatives.
- b) Additional A.A.B. members could be appointed for further meetings of the A.A.B.: they should be communicated to the partnership by ten working days after the distribution of agenda by the Coordinator.
- c) The main organs of the A.A.B. are the Coordinator and the Secretariat.

ARTICLE 3

COORDINATOR

- a) The activities of the A.A.B. will be coordinated by a scientific coordinator (hereinafter the Coordinator) appointed on the proposal of the A.A.B. by the Steering Committee. The Coordinator reports to the Steering Committee the meeting results. The Coordinator will become, therefore, a figure of reconciliation between the Steering Committee and the A.A.B. The A.A.B. shall elect the Coordinator and the Vice-Coordinator at its first regular session. The primary tasks of the Coordinator and Vice Coordinator include drafting of the agenda upon the suggestion of the whole A.A.B., chairing of the meetings, facilitation of transparent opinion-making and promotion of dialogue. The Coordinator shall have complete supervision on the proceedings of the A.A.B. and over the maintenance of order of the meetings. The Coordinator decides the best procedures to adopt in taking recommendations: the recommendations-building process occurs in a co-operative manner.

ARTICLE 4

A.A.B. SECRETARIAT

- a) The Secretariat is provided by the Partner Region FVG - coordinator of WP3. The A.A.B. secretariat is the reference point for the A.A.B. matters. The A.A.B. secretariat shall be responsible for the arrangements and organization of the meetings of the A.A.B. Reports of the regular sessions of the A.A.B., according to IPA Programme rules, shall be kept by the secretariat for five years after the conclusion of the project. The Secretariat takes care for the management of meeting's agenda according to Coordinator's instruction, prepares the agenda in project template, submit it to partners and members of the AAB, revises it according to suggestions and prepares the drafting of meeting minutes.

ARTICLE 5

RECOMMENDATIONS

- a) The Partners, in quality of A.A.B. members, could participate in the A.A.B as listeners and express recommendations to the Steering Committee. The A.A.B. should present all the recommendations to the steering committee, who will assume a final decision for the steps to be taken on the matters. Recommendations are either made on occasion of the A.A.B. meeting or in consultation procedure by e-mail.

ARTICLE 6

MEETING PROCEDURES

- a) The A.A.B. generally meets in occasion of the Steering Committee meetings: six meetings of the A.A.B. will be held throughout the project. The venues of the meetings will be therefore: Ancona (IT), Bari (IT), Zara (HR), Rijeka (HR), Bologna (IT) and Udine (IT). The A.A.B. is convened by the Coordinator

in accordance with the approved application form. In order to be valid, the meeting of the A.A.B. must involve the presence of seven official members or substitutes.

- b) Through the Secretariat the A.A.B. Coordinator shall convey the members date, place and provisional agenda of each session, at least fifteen working days before the starting of each session. The agenda shall be adopted at the beginning of each session. The A.A.B. shall approve at the end of each session, on the proposal of the A.A.B. secretariat, a provisional agenda for the following session. English is the working language of the A.A.B.
- c) Invitations and agendas are transmitted by the Secretariat via e-mail to the members fifteen working days in advance, while advisory materials shall be transmitted at least five working days in advance. Modifications to the agenda must be communicated to the Coordinator five working days in advance. All members, according to their role, shall report in each meeting about the progressive level of the implementation of one's own tasks.
- d) The A.A.B. secretariat prepares the minutes for all meetings and transmits them not later than ten working days after the end of the meetings to the members. The members of the A.A.B. can submit additions to the minutes within ten working days of receipt of the minute. The minutes are considered accepted if no member of the A.A.B. submits an objection in writing within ten working days of receipt of the minutes. If a member of the A.A.B. submits a written objection to the content of the minutes by this deadline, the Coordinator determines which decision making process has to be taken for a positive solution. The Coordinator informs the members immediately of the results of the process.

ARTICLE 7

CONSULTATION PROCEDURE

- a) Recommendations which are proposed outside the meetings of the A.A.B. will be made in circulation procedure (via e-mail). The Coordinator delivers the request to all members by e-mail, asking for the acknowledge of receipt. The members can comment on recommendations drafts within five working days of receiving the written materials. The members of the A.A.B. provide their reply in five working days. The suggestion is accepted if no member of the A.A.B. objects by this deadline. After this procedure, the Coordinator informs members of the A.A.B. about the results.

Members of the Steering Committee

14.01.2014