

# FORUM

## of Stakeholders of the project

„Preparation of documentation for river training and dredging works  
on critical sectors on the Danube River in Serbia“

## General rules on organization and work of the Forum

### Starting provisions

Stakeholders' Forum of the project “Preparation of documentation for 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 Directorate for Inland Waterways towards application of the modern concept of inland waterways management, as well as in line with identified good practice in implementation of similar projects on the Danube River.

Integrated inland waterways management considers orientation towards harmonization of interests of different stakeholders, respecting national and international legal framework, including, among others, the Joint Statement on Inland Navigation and Environmental Sustainability in the Danube River Basin (ICPDR, Danube Commission, and International Sava River Basin Commission).

Establishment of this body is being performed with consent from the Delegation of the European Union to the Republic of Serbia, as the donor of funds for the project “Preparation of documentation for 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 the multi-disciplinary body for improvement of the quality of the Project, as well as exchange of information of importance to the Project.

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

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

Membership in the Forum is voluntary.

Membership in the Forum is free of charge.

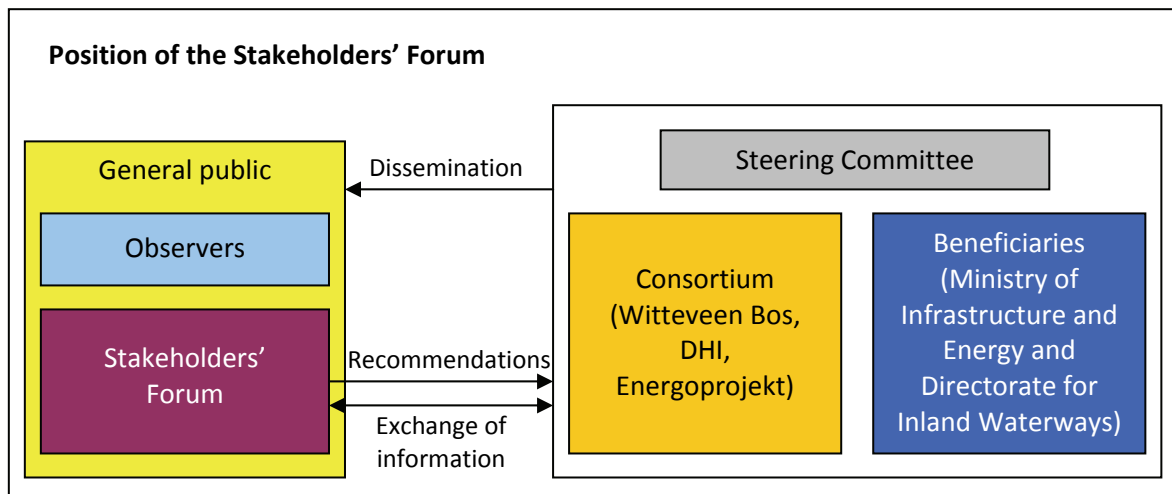
Recommendations of the Forum have advisory character.

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:

- Ensure transparency during the Project phase;
- Exchange of information about the Project;
- Providing independent and professional inputs and guidance for the Project;
- 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:

- inland waterway transport,
- hydrotechnics,
- industry,
- nature and environment protection, and
- archaeology.

The Directorate for Inland Waterways is respecting the existing mechanisms of cooperation with organizations of the civil society in the Republic of Serbia, for those fields of importance for the Project, which are available within the existing mechanisms.

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

Organizations which are accepting membership in the Forum delegate one person who is becoming the regular member of the Forum and one person who is becoming the deputy member of the Forum.

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

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

#### **Article 5: Observers of the Forum**

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

- Delegation of the European Union to the Republic of Serbia (as the donor of funds for the Project),
- Serbian European Integration Office,
- Serbian ministries responsible for inland waterway transport, environment, spatial planning, water management, and archaeology;
- Danube Commission;
- International Sava River Basin Commission;
- Consortium contracted for the Project (*Witteveen Bos, DHI* and *Energoprojekt*).

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

Maximum number of observers per meeting is 15. Registration prior to the meeting is obligatory.

#### **Article 6: Organization of meetings of the Forum**

Organizer of meetings of the Forum is the Directorate for Inland Waterways.

Meetings of the Forum are being chaired by the representative of the Directorate for Inland Waterways.

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

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

Chair person of the Forum must distribute the agenda to all members of the Forum, at the same time, before the scheduled meeting, not later than 10 calendar days prior to the meeting. All members of the Forum can submit written amendments to the agenda to the chair person, not later than 5 calendar days prior to the date of the meeting. Chair person distributes the amended agenda to all members of the Forum, not later than 3 calendar days prior to the meeting.

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

Chair person of the Forum is preparing the meeting minutes and distributing 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 to the text of the meeting minutes to the chair person, not later than 15 calendar days after the meeting. Chair person of the Forum is distributing the amended text of the meeting minutes to all members of the Forum, not later than 20 calendar days after the meeting.

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

#### **Article 7: Languages of the Forum**

Official languages of the Forum are Serbian and English.

Necessary documentation that follows every meeting of the Forum is being prepared in Serbian and English language.

#### **Article 8: Transparency of the work of the Forum**

Work of the Forum is transparent.

Necessary documentation that follows every meeting of the Forum, in Serbian and English language, will be available to the public, by uploading to the Internet portal of the Directorate for Inland Waterways ([www.plovput.rs](http://www.plovput.rs)). The timeframe for uploading the documentation to the Internet portal corresponds to the timeframe from the article 6.

#### **Article 9: Termination of the Forum**

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

In Belgrade, 13<sup>th</sup> of July, 2012