



RULES OF PROCEDURE OF THE NDPTL STEERING COMMITTEE

PREAMBLE

Reference is made to the Memorandum of Understanding setting out the modalities of establishing the Northern Dimension Partnership on Transport and Logistics (MoU). Rules of Procedure of the NDPTL Steering Committee were adopted by the 1st NDPTL Steering Committee held in Stockholm on 8 December 2009 and revised and adopted by written procedure on 17 April 2021.

1. REPRESENTATION

- 1.1. Each partner of the Northern Dimension Partnership on Transport and Logistics (NDPTL partner) shall be represented in meetings of the NDPTL Steering Committee (SC) by a delegation consisting of representatives, alternate representatives, experts and advisers as may be required by that NDPTL partner.
- 1.2. The names of the members of a delegation shall be submitted to the NDPTL Secretariat not less than one week before the date fixed for the opening of any meeting of the SC.
- 1.3. The Steering Committee may invite external parties as observers to its activities and meetings as foreseen in point 6.3 of the NDPTL MoU.

2. CHAIRMANSHIP

- 2.1. The chairmanship of the SC shall rotate among the NDPTL partners on an annual basis from 1 January to 31 December in the following order: Lithuania (2010), Norway (2011), Germany (2012), Russia (2013), Finland (2014), Estonia (2015), Poland (2016), European Union (2017), Sweden (2018), Latvia (2019) and Belarus (2020). After 2020 the rotation of the chairmanship among the NDPTL partners will be continued in the same order unless otherwise decided.
- 2.2. The main responsibilities of the Chairperson are:



- a) Together with the Secretariat prepare the SC meetings;
- b) Chair meetings providing a level playing field for fair and useful discussions leading to appropriate decisions taken by consensus;
- c) Ensure observance of these Rules and settle all questions of order raised at meetings of the SC, subject to the right of any representative to request that any ruling by the Chairperson shall be submitted to the SC for decision by vote;
- d) Give guidance to the NDPTL Secretariat in order to ensure that the business of the SC is carried out efficiently and in accordance with its decisions.

3. MEETINGS OF THE SC

- 3.1. Upon convocation by the Chairperson the SC shall hold regular meetings twice a year. The regular meeting of the SC where the NDPTL Secretariat's budget is to be adopted shall be held not later than by the end of June of the year preceding the actual budget year. If possible, the date, but at least the month of the next SC meeting shall be set at each meeting.
- 3.2. Invitations to the meetings of the SC shall be issued by the NDPTL Secretariat, on behalf of the Chair at least 30 (thirty) days before the date of the regular meeting. Invitations to extraordinary meetings shall be transmitted without delay by the NDPTL Secretariat after having received the request from the Chairperson.
- 3.3. The SC meetings are normally hosted by the Chair, unless otherwise decided.
- 3.4. The Chair of the SC bears the costs connected with the meeting, unless otherwise decided. Participants in the meetings cover their travel and accommodation expenses.

4. AGENDA AND DOCUMENTS FOR MEETINGS OF THE SC

- 4.1. The NDPTL Secretariat shall in consultation with the Chairperson prepare the provisional agenda for the meetings of the SC. Items may be placed on the provisional agenda of the SC at the request of the Chairperson or any NDPTL partner.
- 4.2. The provisional agenda of meetings of the SC shall be transmitted by the NDPTL Secretariat to the SC members not later than 7 days before the date of the regular meeting and without delay after the submission of the request for the convocation of an



extraordinary meeting.

- 4.3. Documents that require action or decision of the SC shall be received by the Secretariat not later than 17 days and circulated by the Secretariat to the SC not later than 14 days before the opening day of a meeting. Comments to such documents can be considered by the SC meeting if they are circulated by the Secretariat not later than 3 days before the opening day of a meeting. Documents circulated later than 14 days and comments circulated later than 3 days before the opening day of a meeting can be considered at that meeting with consent of all Delegations present at the meeting.
- 4.4. Documents that are circulated only for information purposes and do not require action or decision of the SC are to be submitted to the Secretariat not later than 7 days and to be circulated by the Secretariat to the SC not later than 5 days before the opening day of a meeting.
- 4.5. Documents regarding activities of the NDPTL may be made available at the NDPTL website (www.ndptl.org) unless otherwise decided by the SC or the author of the document(s) in question.

5. SUBSIDIARY BODIES OF THE SC

- 5.1. As per the MoU (Article 4, point 1) the SC may decide to set up ad hoc working groups, the SC may establish such subsidiary bodies as are necessary for involving the expertise to enable the SC to perform its functions. The SC shall determine the terms of reference of such bodies, specifying objectives, time frame, budgets and reporting requirements, as well as guidelines for the publication and dissemination of results.
- 5.2. The subsidiary bodies shall receive technical and administrative support from the NDPTL Secretariat.
- 5.3. The Rules of Procedure applicable to the conduct of the business of the SC shall apply mutatis mutandis to the subsidiary bodies of the SC or their sub-groups/projects.
- 5.4. The subsidiary bodies shall report to the Steering Committee in accordance with their terms of reference.



6. DECISION-MAKING

- 6.1. Decisions of the SC shall be taken on the basis of consensus in accordance with the MoU.
- 6.2. Between meetings of and if agreed by the SC a written procedure may be organized, in which case the Secretariat is to circulate information as regards the timeframe, conditions and proposed decisions to the SC.
- 6.3. The quorum for decision is constituted by all NDPTL partners present at the SC meeting. It is the responsibility of each NDPTL partner to make its voice heard when decisions are made. In case attending a meeting is impossible, a written opinion may be submitted to the NDPTL Secretariat at least three (3) days before the meeting or another partner may be authorized to act on behalf of the absent partner. If decision is made by written procedure each partner is responsible for transferring its opinion to the NDPTL Secretariat within the time-frame and on conditions defined specifically case-by-case. Partners not submitting their reply to the Secretariat within the time-frame and on conditions defined when the written procedure is announced are considered to support the decision as proposed in the announced written procedure.
- 6.4. The decisions are fixed in the meeting's minutes or, in case of written procedure, letters issued by the NDPTL Secretariat and duly circulated to all NDPTL partners.

7. ROLE OF NDPTL SECRETARIAT IN THE STEERING COMMITTEE

- 7.1. The Director of the NDPTL Secretariat is the chief administrative officer of the SC. The Director of the NDPTL Secretariat shall be responsible to the SC for fulfilling the tasks according to Art. 3 and 4 of the Agreement on the NDPTL Secretariat.
- 7.2. The SC may decide on additional tasks for the Secretariat.
- 7.3. The Secretariat may prepare and present to the SC proposals on strategies, policies, recommendations and decisions and any other actions on administration, budget, etc. related to the running of the NDPTL and the execution of the duties of the Secretariat.
- 7.4. The NDPTL Secretariat shall facilitate the work process of and communications between



the NDPTL Support Fund Manager, NDPTL SC and the Assembly of Donors of the NDPTL Support Fund as foreseen by the Rules of the NDPTL Support Fund, Art. 6 and 7.

8. LANGUAGE OF THE SC

8.1. The working language of the SC shall be English.

9. RECORDS AND REPORTS

9.1. At the end of each meeting the SC may adopt a list of decisions recorded in the minutes. The NDPTL Secretariat shall, in consultation with the Chairperson, submit minutes of the meeting including the list of main decisions, to all NDPTL partners. The minutes, including the list of decisions, are considered accepted when the adjustments based on the comments received within the given time-frame are done.

9.2. No report shall be considered an official report of the NDPTL until it has been approved by the SC.

10. AMENDMENTS TO THE RULES OF PROCEDURE

10.1. These Rules of Procedure may be amended by the SC by unanimous decision.
