

# **R Y C O**

## **Regional Youth Cooperation Office**

### **Provisional Rules of Procedure of the Governing Board of the Regional Youth Cooperation Office – RYCO**

The Governing Board of the Regional Youth Cooperation Office (RYCO), hereinafter referred to as GB,

having regard to the Agreement on the Establishment of the RYCO and the Statute of RYCO as an integral part of it, done in Paris on the 4<sup>th</sup> of July 2016,

decides to adopt at its Constitutive meeting in Tirana on this day of 8<sup>th</sup> December 2016, the following provisional Rules of Procedure:

#### **Role and Composition of the GB**

1. RYCO promotes and facilitates regional cooperation by supporting youth projects in all youth related areas in the Western Balkans.
2. The GB consists of an appointed high-level Government official from each RYCO member (at the level of Minister or equivalent) directly responsible for Youth and the selected Youth representative as provided for in the Statute of RYCO.
3. When a Member of the GB representing the Government is not able to attend, he/she may be represented by another representative as per written communication with the Chairman of the Board.

4. Members of the GB from Youth serve to the board on their personal capacity and may not be represented by another person.
5. Members of the Board may be assisted by one or more collaborators during the proceedings in accordance with logistical arrangements.
6. The GB is chaired by the Chair as provided for in article 19 of the Statute of RYCO.

### **Frequency of Meetings**

7. The RYCO GB shall meet at least once per year. Additional meetings may be organized upon decision of the Board.
8. The Chair of RYCO may convene a special meeting if it is proposed in writing by at least two RYCO members, at least 90 days prior to the date of proposed meeting.

### **Venue of Meetings**

9. The meeting of the GB takes place at the Contracting Party chairing it, unless otherwise decided.

### **Convening Meetings**

10. Meetings of the RYCO GB are convened in writing by the Chair of the GB.
11. The RYCO Secretariat shall, in agreement with the Chair of the GB, notify the date and propose the draft agenda of meetings as well as related documents to each member of the Governing Board, not later than 15 calendar days prior to each meeting.

12. The quorum for a meeting to happen is at least 8 members of the GB, with at least four governmental representatives and four youth representatives.

### **Working Procedures**

13. The Chair, as provided for at article 19 of the Statute, is composed by the Government Representative and the Youth Representative of the same Contracting Party.

14. The Chair acts as one. As a rule, the Government representative will preside over during meetings and will speak on behalf of the Board. The Youth representative will assist and replace the Government Representative and may speak on behalf of the GB as per agreement with the Government Representative.

15. The first Chair of the GB will be from the RYCO Host Country.

16. Correspondence to RYCO GB shall be circulated through the Secretariat in written/electronic form.

17. English shall be both the official and working language. Translation shall be arranged by the secretariat upon request.

### **Adoption of Decisions and Recommendations**

18. Decisions of the RYCO GB will be taken by consensus, which is understood as absence of objection.

19. Decisions and recommendations of the RYCO shall take effect upon adoption by representatives of the members. Decisions or recommendations shall be delivered to each member in writing through the RYCO Secretariat.

## **Minutes of Meetings**

20. Draft minutes, drafted by the RYCO Secretariat, will be circulated for comments within 7 calendar days of each meeting, following which the

RYCO Secretariat will issue a final version.

## **Financial Management and Reporting**

21. All the financial actions and reporting shall be made in compliance with the statutory documents and procedures of the RYCO Secretariat.

22. The RYCO Secretariat is responsible for the timely preparation and submission of the financial and other reports in accordance with the statutory documents and commitments undertaken by the specific projects and programmes.

## **Transitory Clause**

23. The present provisional Rules of Procedure shall apply to the first and successive meetings of the RYCO GB unless otherwise decided by the GB.

## **Amendments**

24. Rules of Procedure may be amended, based on consensus of RYCO GB members.