

RULES OF PROCEDURES OF THE MONITORING COMMITTEE FOR THE IPARD III PROGRAMME OF THE REPUBLIC OF SERBIA

(IPARD III Monitoring Committee)

IPARD Managing Authority

Belgrade, 2023

IPARD



THE REPUBLIC OF SERBIA
Ministry of Agriculture, Forestry and
Water Management



Co-funded by
the European Union

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**RULES OF PROCEDURE
OF THE MONITORING COMMITTEE FOR THE IPARD III
PROGRAMME OF THE REPUBLIC OF SERBIA
(IPARD III Monitoring Committee)**

General provisions

Article 1

For the purposes of Article 53(1) of the FFPA, the IPARD III Monitoring Committee shall examine the results of the IPARD III Programme, in particular the achievement of the targets set for the different measures and the progress on utilisation of the financial allocations to those measures. In this regard, the IPARD Managing Authority shall ensure that all relevant information in relation to the progress of measures is made available to the IPARD III Monitoring Committee and the NIPAC.

According to Article 53(6) of the FFPA, the IPARD III Monitoring Committee shall adopt its rules of procedure, to be drawn up in consultation with the Managing Authority, the IPARD Agency, the NIPAC and the Commission. Those rules shall be adopted by the IPARD III Monitoring Committee at its first meeting and may be changed by the IPARD III Monitoring Committee as need arises. Such changes shall be communicated in advance to the Commission.

The established IPARD III Monitoring Committee shall be responsible for reporting, monitoring and evaluating the implementation of the IPARD III Programme in accordance with the provisions of Section VI of the Sectoral Agreement (SA).

Definitions

Article 2

In these rules of procedure:

- a) The Ministry refers to the Ministry of Agriculture, Forestry and Water Management),
- b) The Commission refers to the European Commission,
- c) The Committee refers to the IPARD III Monitoring Committee,
- d) The Chairperson refers to the Chairperson of the IPARD III Monitoring Committee,
- e) The Programme refers to the Instrument for Pre-Accession Assistance Rural Development III Programme (IPARD III programme),
- f) The Secretariat refers to the IPARD Managing Authority which has the function as the permanent Committee's secretariat,
- g) NAO refers to the National Authorising Officer,
- h) NIPAC refers to the National IPA Coordinator,
- i) Observer refers to experts from the economic sectors relevant for the implementation of the Programme.

Appointment and structure of the Committee

Article 3

1. The Committee has been set up and its members/alternates have been appointed by the Decision No. 119-01-00167/2023-16 of the Ministry of Agriculture, Forestry and Water Management.
2. The Decision on the appointment of the Committee is attached in the Annex.
3. The Committee shall be composed, in a balanced proportion, of representatives of relevant national authorities and bodies, other stakeholders, such as economic, social and environmental partners and civil society. The representatives of the stakeholders shall be chosen according to the rules and criteria defined in the Rules of procedures and in agreement with the Commission, and be nominated by the bodies and authorities as well as by non-governmental institutions, according to paragraph 8, points (A) and (B) of this Article.

Relevant representatives of the stakeholders shall be selected as members of the IPARD III MC according to the following criteria: business activity, number of members, activities of the members and regional distribution.

4. The members and their alternates shall be replaced with a decision of the authority, in charge of setting up the committee and designating its members, in the following cases:
 - a) on their own request;
 - b) in the event of systematic violations of their obligations;
 - c) in the event of passed sentence for deliberate crime of general character;
 - d) in the event of not meeting their obligations for a period longer than one year.
 - e) in the event of death or setting under judicial disability.
5. The Chairperson and her/his deputy shall be designated by decision of the authority setting up the Committee. They shall be members of the Committee and shall be a senior representative.
6. The presence of the Chairperson or her/his deputy is obligatory for the proceeding of the Committee.
7. All members of the Committee (in case of their absence, their alternates) including the Chairperson, have each one vote.
8. In accordance with Article 53(7) of the FPPA the Committee shall consist of:
 - A) Representatives of the following relevant national authorities and bodies:
 - Ministry of Agriculture, Forestry and Water Management;
 - Ministry of Environmental Protection;
 - Ministry of Economy;
 - Ministry of Construction, Transport and Infrastructure;
 - Ministry of Tourism and Youth;
 - Ministry of Public Administration and Local Self-Government;
 - Ministry of Science, Technological Development and Innovation;
 - Ministry of Mining and Energy;
 - Ministry of Rural Welfare;

- Statistical Office of the Republic of Serbia;
- Environmental Protection Agency;
- Institute for Nature Conservation of Serbia;
- Fund for the Development of the Republic of Serbia;
- Republic Geodetic Authority.

All representatives shall be senior officials.

B) Other stakeholders, such as representatives of:

- Development Agency of Serbia;
- Chamber of Commerce and Industry of Serbia;
- Standing Conference of Towns and Municipalities;
- Provincial Secretariat for Agriculture, Water management and Forestry;
- Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-Government;
- Serbian Cooperative Union;
- National Society for Fruit Production “Our Fruits of Serbia”;
- Farmers Association;
- Association of Agricultural Producers “Club 100P plus”;
- “Vojvodina Agrar” Association of Primary Agricultural Producers D.O.O. Bečej;
- Network for Rural Development of Serbia;
- Serbian Milk Producers Association;
- Serbian Dairies’ Association “SEDA”;
- National Association “Rural Tourism in Serbia”;
- Association “Network of Local Action Groups of Serbia”;
- National Association for Development of Organic Production “Serbia Organica”;
- Serbian Young Farmers Association “SYFA”;
- Association “Independent Association of Farmers of Serbia”;
- Association “Natura Balkanika”;
- Association of Serbian Winemakers and Winegrowers;
- Poultry Business Association “Poultry Community” Belgrade;
- Cluster of Agriculture “Our Fish”.

9. The number of “other stakeholders” members shall be at least equal to the number of the members from the national authorities and bodies.

10. The Committee shall supplement itself with observers from the various fields relevant to the Programme implementation, such as international organisations, international financial institutions, etc.

- IPARD Agency;
- IPARD Managing Authority;
- Ministry of Finance;
- Governmental Audit Office of EU Funds;
- Ministry of European Integration;
- Faculty of Agriculture, University of Belgrade;
- Institute for Science Application in Agriculture;
- Association of Serbian Banks;

- Tourism Organisation of Serbia;
 - Institute BioSens;
 - Agricultural Machinery Importers and Exporters;
 - European Commission.
11. A balanced participation of men and women in the Committee shall be strongly encouraged.
 12. The Commission shall be consulted on the composition of the Committee in advance of its establishment.

Article 4

1. Representatives of the IPARD Managing Authority, the IPARD Agency, the NAO and the NIPAC shall participate in the work of the Committee as members without voting rights.
2. The Commission shall participate in the work of the Committee, in an advisory capacity, and without voting rights. The Commission representative may give an oral comment on points raised during the discussion of issues on the agenda. However, an official position on the part of the Commission is only that expressed in writing.
3. The working language of the Committee is English. Simultaneous interpretation to and from Serbian and translation of documents shall be provided when necessary.

Secretariat of the Committee

Article 5

1. The Committee shall be assisted in its work by the IPARD Managing Authority, which, at the same time, has the function of a permanent Committee's secretariat.
2. The secretariat shall perform all duties necessary for the proper conduct of the work of the Committee and, in particular, it shall:
 - a) collect and/or elaborate, translate and distribute electronically/or in paper version, to all members of the Committee, the documents and materials (reports, analyses, proposals) needed for the work of the Committee,
 - b) organise and carry out the preparation of the Committee meetings and assist its activities;
 - c) draft the minutes of the sessions of the Committee,
 - d) be responsible for book-keeping and documentation of the Committee's work, including all the statements and decisions taken at the sessions;
 - e) execute the decisions of the Committee and ensure the necessary exchange of information between the concerned parties;
 - f) ensure sufficient publicity of the work of the Committee;
 - g) provide for all technical and logistical arrangements, including translation and interpretation, where necessary, to permit the effective participation of the Committee's members in discussions and resolutions.

3. All correspondence concerning the activities of the Committee shall be addressed to the Secretariat of the Committee.

Article 6

The Chairperson in her/his own capacity or on the request of a member of the Committee, may, if necessary, invite the representatives of other state administration bodies or other domestic as well as foreign experts to take part in the proceedings.

Responsibilities and tasks of the Committee

Article 7

The Committee shall carry out the tasks and responsibilities laid down in Article 53(4) of the FFPA and Article 54 of the SA, including the following:

- a. to review and ensure the effectiveness and quality of implementation of the Programme in order to attain specific objectives of the Programme.
- b. to report to the IPA Monitoring Committee, in particular, the information relating to:
 - i) the progress made in implementing the Programme, by measures or operations; this shall include the results achieved, financial implementation indicators, operational conclusions, any recommendations and other factors, and shall be established with a view to improving the implementation of the Programme;
 - ii) any aspects of the functioning of the management and control system, raised by the Audit Authority, the NAO or the NIPAC.
- c. to examine the results of the Programme, in particular the achievement of the targets set for the different measures and the progress on utilisation of the financial allocations to those measures in the Programme presented in the form of up-to-date monitoring tables. In this regard, the IPARD Managing Authority shall ensure that all relevant information on the progress of implementation of measures is made available to the Committee and the NIPAC.
- d. to review periodically progress made towards the objectives, achieving the planned output and results set out in the Programme and discuss any problematic issues and actions. For this purpose, it shall, in particular, provide the following:
 - i) information on any sectors or measures where difficulties are experienced,
 - ii) information on the results of checks carried out.
- e. to consider and approve, where appropriate, any proposal, drawn up by the IPARD Managing Authority, to the Commission to amend the Programme.
- f. it may, following consultation with the IPARD Managing Authority and the IPARD Agency, propose to the IPARD Managing Authority for submission to the Commission, with copy to the NIPAC and the NAO, amendments or reviews of the Programme to ensure the achievements of the Programme's objectives and enhance the efficiency of the assistance provided.

- g. to consider and approve the annual and final implementation reports before they are sent to the NIPAC for submission to the Commission, with copies to the NAO and the Audit Authority.
- h. to examine the evaluations of the Programme and to consider and approve evaluation plan, as well as any subsequent updates of the plan.
- i. to be informed on the main findings and conclusions of annual audit reports and results of the controls undertaken by the IPARD Agency as well as the remedial follow-up actions of these controls.
- j. to consider and approve the plan of visibility and communication activities referred in Article 32 of the SA as well as any subsequent updates of the plan.
- k. to be consulted on the technical assistance activities under IPARD III Programme. It shall consider and approve each year an indicative annual action plan for the implementation of technical assistance activities, including indicative amounts for information purposes.
- l. when required by the Programme or by the SA, to give an opinion on any matter, it shall act accordingly.
- m. all final documents of the Committee shall be made public.

Work of the Committee

Article 8

1. Meetings of the Committee shall be convened by the Chairperson and held at a location proposed by the Chairperson. The Committee shall meet at least twice per 12 months.
2. The Chairperson can, at her/his own initiative or at the initiative of 1/3 of the Committee' members or at the initiative of the Commission, convene *ad hoc* meetings.

Article 9

1. The Chairperson shall determine a date for each meeting and propose the agenda.
2. The Secretariat shall send the invitations, together with the proposed agenda, including any supporting documents electronically/or in paper version at least 10 working days prior to the meeting to the members of the Committee. All documentation addressed to the Commission shall be sent in English.
3. Decisions on points included in the agenda less than 10 days prior to the convened meeting can only be taken if there is consensus within the Committee.
4. If the documents have not been sent in time, the members can request the decision on the topic concerned to be postponed to the following meeting, or to be submitted in written procedure.
5. The agenda shall make a distinction between proposed issues about which the Committee is asked to give an opinion and other issues put to the Committee for information or a simple exchange of views.

6. If a member should wish to add something to the agenda, he/she shall submit, in written form, such a request with the accompanying documentation at least 5 working days prior to the convened meeting.
7. The agenda shall be adopted at the beginning of the meeting.
8. The majority of the members of the Committee can decide to postpone a decision on an item of the agenda to the next meeting or to be submitted to the Committee in written procedure.

Article 10

1. Members of the Committee should analyse the documents prior to the Committee meeting in view of developing their position. In this work, members may use technical experts and consult the documents within or outside their organisation as appropriate.
2. All decisions and other documents adopted by the Committee shall be prepared by the Committee's Secretariat, while they are signed and submitted by the Chairperson.
3. All decisions, presentations and final minutes of the Committee shall be made available to the public, e.g. on the website of the IPARD Managing Authority (Ministry of Agriculture, Forestry and Water Management – IPARD banner).

Participation in the meetings of the Committee

Article 11

1. The Chairperson chairs the Committee meetings. In case of her/his absence this role is assumed by her/his deputy.
2. Adjournment of the meeting, the working plan for a next meeting and other details related to the work at the meetings of the Committee shall be determined by the Chairperson.
3. The member of the Committee shall attend its sessions (voting member). In case of her/his absence, the designated alternate shall participate. However, the provisions of Article 3(3) shall apply.
4. All changes of the members and their alternates as decided in accordance with Article 3(1) shall be reported to the Secretariat of the Committee at least 10 working days prior to the meeting.
5. The Committee shall examine the absence of members or their alternates and shall propose measures to the bodies which have nominated them, taking into account the basic principles of the establishment of the Committee.

Decision making/Voting

Article 12

1. The decisions within the Committee can be taken if at least 2/3 of all Committee members (including Chairperson or alternates) are present.
2. The Committee decisions shall be reached by consensus. In the event of the Committee being unable to arrive at consensus in respect of any matter, the issue will be referred to a working group set up to resolve the issue. The Committee will be informed of the outcome of the deliberations and try to reach consensus for the second time.
3. Where the Committee still cannot reach consensus, a voting procedure shall follow. The decision is approved if 3/4 of the members (or their alternates) present at the meeting are in favour of the proposal concerned. Every member of the Committee, who is still expressing a dissenting voice on the issue, shall have the opportunity of her/his opinion being reported in the minutes of the meeting.

Article 13

1. In case of urgent matters, which do not justify a meeting of the Committee, the Chairperson can submit a proposal to the members of the Committee for approval by written procedure. The Chairperson shall submit to the Committee members a draft decision duly accompanied by an explanatory memorandum. The Committee members may express an opinion on that draft decision within 10 working days of the date of transmission of those documents. If the members of the Committee fail to express an opinion, it shall be deemed that they agree with this proposal.
2. The proposal shall be adopted in line with the provisions from Article 12. Once the written procedure is completed, the Chairperson shall inform the Committee members about the results, including comments from the Committee members.
3. Any refusal to give agreement must be substantiated. A proposal rejected in the framework of a written procedure as well as its substantiation shall be discussed during the next meeting.

Subsidiary bodies

Article 14

1. The Chairperson may set up working groups to solve specific issues.
2. These working groups shall be made up of the Committee members as well as other experts as appropriate and designated by the Committee.
3. On the basis of the results of their work, the working groups shall submit proposals and recommendations to the Committee.

Records of the sessions

Article 15

1. Minutes shall be written of each meeting of the Committee.
2. The minutes shall be prepared by the Secretariat or by a person designated by the Chairperson.
3. The minutes shall contain the agenda of the meeting, the list of participants, a summary of the session with all interventions made, the results of the voting, the decisions that have been adopted and the recommendations made by the Committee.
4. The draft minutes of each meeting shall be circulated for comment to all members of the Committee within 15 working days after the meeting. Committee members shall submit their observations, remarks and recommendations to the Secretariat within 10 working days after the date of the draft minutes' reception.
5. The draft minutes including the comments of the Committee members, shall be submitted to the Commission for comments at the latest 5 working days after the end of the commenting deadline for Committee members.
6. One copy of the minutes shall be permanently kept at the archives of the IPARD Managing Authority. The final draft minutes shall be signed by the Chairperson and be sent to the members not later than 45 working days after the meeting.
7. The Minutes shall be discussed, decided upon and adopted at the beginning of the following meeting.

Follow up of the Committee decisions

Article 16

1. The Chairperson shall monitor the implementation of the decisions of the Committee and shall take the relevant measures, whenever necessary, to ensure their implementation between the meetings of the Committee.
2. The Chairperson may require reports on the fulfilment of the Committee's decision from respective institutions. The Chairperson shall present a short report on follow-up activities to the next meeting of the Committee.
3. The reports of the Committee shall be prepared in accordance with the work plan and timetable approved by the Committee.

Code of conduct

Article 17

1. Every member of the Committee and their representatives shall sign a declaration of impartiality and code of conduct.

2. The code of conduct includes the following principles:
 - the members of the Committee may not engage in providing advice to legal or natural persons, nor be dependent on persons that could affect his/her impartiality in exercising his/her functions as a member of the Committee, and must not use their membership to benefit or privilege for himself/herself or for another person;
 - the members of the Committee must not use their membership to acquire, by influencing decisions of the legislative, executive benefits for himself/herself or for others.
3. If a member of the Committee violates the impartiality principles, the Chairperson, through the Secretariat, shall issue a written warning to this member. In case the violation continues, the Secretariat shall send a written request to the head of the respective institution to nominate another person as a Committee member within 20 working days.

Article 18

These Rules of Procedures shall enter into force on the day of their adoption by the Committee.

CHAIRPERSON

ANNEX

Ministerial Decision on the appointment of the Committee

1. Members of the Committee (by name)

Representatives of relevant state institutions and bodies:

1. Jelena Tanasković, chairperson (Milica Đurđević, deputy chairperson), Ministry of Agriculture, Forestry and Water Management;
2. Nenad Katanić, member (Milica Jevtić, deputy member), Ministry of Agriculture, Forestry and Water Management, Sector for Agricultural Policy;
3. Aleksandar Bogićević, member (Branislav Veljković, deputy member), Ministry of Agriculture, Forestry and Water Management, Sector for Rural Development;
4. Snežana Milićević, member (Snežana Rakita, deputy member), Ministry of Agriculture, Forestry and Water Management, Directorate for Agricultural Land;
5. Dragana Mehandžić, member (Iva Rašović, deputy member), Ministry of Environmental Protection;
6. Katarina Obradović Jovanović, member (Miona Popović Majkić, deputy member), Ministry of Economy;
7. Vladimir Džamić, member (Vesna Laković, deputy member), Ministry of Construction, Transport and Infrastructure;
8. Dunja Đenić, member (Jasna Simović, deputy member), Ministry of Tourism and Youth;
9. Maja Mačužić Puzić, member (Mila Stanković, deputy member), Ministry of Public Administration and Local Self-Government;
10. Vukašin Grozdić, member (Tijana Knežević, deputy member), Ministry of Science, Technological Development and Innovation;
11. Tanja Stojanović, member (Ana Kovačević, deputy member), Ministry of Mining and Energy;
12. Zoran Dimitrijević, member (Damir Taljai, deputy member), Ministry of Rural Welfare;
13. Dušan Gavrilović, member (Jelena Perać, deputy member), Statistical Office of the Republic of Serbia;
14. Stefan Simeunović, member (PhD Tamara Perunović Čulić, deputy member), Environmental Protection Agency;
15. Marina Šibalić, member (Slađana Škobić, deputy member), Institute for Nature Conservation of Serbia;
16. Jasna Dobrisavljević, member (Gordana Pavlović, deputy member), Fund for the Development of the Republic of Serbia;
17. Jelena Matić Varenica, member (Saša Đurović, deputy member), Republic Geodetic Authority.

Other stakeholders/partners:

1. Višnja Šundić, member (Milena Kulaš Domazet, deputy member), Development Agency of Serbia;
2. Aleksandar Bogunović, member (Nenad Budimović, deputy member), Chamber of Commerce and Industry of Serbia;
3. Slađana Grujić, member (Ljiljana Jovanović, deputy member), Standing Conference of Towns and Municipalities;

4. Nemanja Ivanović, member (Jovana Milić, deputy member), Provincial Secretariat for Agriculture, Water Management and Forestry;
5. Vidosava Enderić, member (Dragana Šarac, deputy member), Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-Government;
6. Nikola Mihailović, member (Miroslav Jonaš, deputy member), Serbian Cooperative Union;
7. Božo Joković, member (Dalibor Vujić, deputy member), National Society for Fruit Production “Our Fruits of Serbia”;
8. Miroslav Kiš, member (Goran Vasić, deputy member), Farmers Association;
9. Vojislav Malešev, member (Žarko Kobilarov, deputy member), Association of Agricultural Producers “Club 100P plus”;
10. Radivoj Nadlački, member (Dragan Čolić, deputy member), “Vojvodina Agrar” Association of Primary Agricultural Producers D.O.O. Bečej;
11. Dragan Roganović, member (Dejan Mijatov, deputy member), Network for Rural Development of Serbia;
12. Vasa Džigurski, member (Sofija Vrbaški, deputy member), Serbian Milk Producers Association;
13. Miloš Stojanović, member (Milan Maksimović, deputy member), Serbian Dairies’ Association “SEDA”;
14. Vladimir Ivanović, member (Gordana Blagojević, deputy member), National Association “Rural Tourism in Serbia”;
15. Jagoda Kočić, member (Milka Nedeljković, deputy member), Association “Network of Local Action Groups of Serbia”;
16. Prof. Snežana Oljača, PhD, member (Olga Milovanović Kešelj, deputy member), National Association for Development of Organic Production “Serbia Organica”;
17. Milan Borić, member (Aleksandar Milovanović, deputy member), Serbian Young Farmers Association “SYFA”;
18. Jovica Jakšić, member (Mihailo Milanović, deputy member), Association “Independent Association of Farmers of Serbia”;
19. Prof. Suzana Đorđević Milošević, PhD, member (Slobodan Milošević, deputy member), Association “Natura Balkanika”;
20. Aleksandar Vinčić, member (Dragan Krgović, deputy member), Association of Serbian Winemakers and Winegrowers;
21. Rade Škorić, member (Sanja Čelebićanin, deputy member) Poultry Business Association “Poultry Community” Belgrade;
22. Aleksandar Stajčić, member (Pinter Žolta, deputy member), Cluster of Aquaculture “Our Fish”.

Representatives without voting rights:

1. Sanja Danilović, member (Dragoslav Milutinović, deputy member), Ministry of Agriculture, Forestry and Water Management, IPARD agency;
2. Jasmina Miljković, member (Sanja Prodanović, deputy member), Ministry of Agriculture, Forestry and Water Management, IPARD Managing Authority;
3. Gojko Stanivuković, member (Jelena Mitevski, deputy member), Ministry of Finance;
4. Ljubinko Stanojević, member (Saša Čelić, deputy member), Governmental Audit Office of EU Funds;
5. Danilo Golubović, member (Slobodan Savić, deputy member), Ministry of European integration.

Observers:

1. Tamara Paunović, PhD, member (Dragan Radojković, PhD, deputy member), Faculty of Agriculture, University of Belgrade;
2. Snežana Janković, PhD, member (Slađan Stanković, PhD, deputy member), Institute for Science Application in Agriculture;
3. Marina Kostadinović, member (Slađana Sredojević, deputy member), Association of Serbian Banks;
4. Marija Labović, member (Vesna Zlatić, deputy member), Tourism Organisation of Serbia;
5. Prof. Vladimir Crnojević, PhD, member (Milijana Vujasinović, deputy member), Institute BioSens;
6. Marija Antanasković, member (Dejan Zorić, deputy member), Agricultural Machinery Importers and Exporters.

Representatives of the European Commission participate in the work of the Monitoring Committee in an advisory role.

2. Change of members

In case of change of members or a change of the employment of members of the Committee within the organisation which appointed a member to the Committee, the member concerned is obliged to inform the Minister of Agriculture, Forestry and Water Management and the Committee accordingly.

Following the information concerning the change of a member or his/her employment, steps to acquit such a member and to appoint a new member shall be taken.

The acquittal of a member and the appointment of a new member of the Committee shall be done by the Minister of Agriculture, Forestry and Water Management with a prior notice from the Chairperson that a change among members or their employment has occurred.

3. Conflict of interest

Members of the Committee shall represent the interests of the Programme before their personal interests. If a Committee's member has any personal interest within the subject of discussion, he/she shall inform the Chairperson and other members of the Committee.

In this case the Chairperson shall give the instruction that the minutes of that meeting shall record that a particular member has a personal interest with regard to the subject of discussion, and that consequently, that particular member cannot participate in the vote on the topic concerned.

4. Decision on the establishment of the Committee

The decision on the establishment of the Committee for the Programme, including the designation of the Chairperson, deputy and the members, taken by the Minister of Agriculture, Forestry and Water Management under No. 119-01-00167/2023-16 and dated 29th May 2023, is enclosed to this Annex.