



**SIXTH ANNUAL MEETING
OF THE INTERGOVERNMENTAL COMMISSION TRACECA**
Astana / Republic of Kazakhstan, 12-13 December, 2007

**ШЕСТОЕ ЕЖЕГОДНОЕ ЗАСЕДАНИЕ
МЕЖПРАВИТЕЛЬСТВЕННОЙ КОМИССИИ ТРАСЕКА**
г. Астана / Республика Казахстан, 12-13 декабря 2007 г.

ANNEX TO THE STATUTE OF THE PERMANENT SECRETARIAT OF THE INTERGOVERNMENTAL COMMISSION TRACECA ON THE MEETINGS OF THE PERMANENT SECRETARIAT

The present Annex shall regulate the issues related to the procedure of holding the meetings of the Permanent Secretariat of the IGC TRACECA and its National Secretaries, and shall become an integral part of the Statute of the PS IGC TRACECA.

1. Meetings

1.1. The meetings of the PS shall be to implement the decisions of the IGC and prepare for the regular annual meetings of the IGC in close collaboration with the European Commission, and shall bear a resultative and consultative character.

1.2. PS shall hold its meetings on a regular basis, at least twice a year.

1.3. The meetings shall be chaired by the Secretary General of the PS IGC.

1.4. The meetings can be attended by the National Secretaries, experts and PS personnel, representatives of the associate members, observers, European Commission and other organizations according to the range of the discussed issues (*or according to the agenda of the meeting*).

1.5. The expenses related to each meeting shall be envisaged in the PS annual budget.

2. Issues for discussion

The issues to be discussed by the meetings shall include:

a) analyzing the problems within the competence of the IGC, as well as drafting the recommendations and decisions on these issues;

b) elaborating the relevant proposals on amendments to the MLA and adoption of new Technical Annexes to the MLA to be discussed by the IGC;

c) elaborating the PS annual action plan;

d) drafting the annual report on the PS activities, to be submitted to the IGC;

e) monitoring of implementation of the actions plans for implementation of the Strategy of the Intergovernmental Commission TRACECA for Development of the International transport corridor «Europe-the Caucasus-Asia» for the period up to 2015 and assistance in the activities related to elaboration and implementation of the projects and programmes within the scope of the MLA.

3. Preparation for the meetings

3.1. The PS shall draft the agenda of the meeting and documents to be discussed according to this agenda, and send these documents to the National Secretaries with the invitation to participate in

the meeting by electronic post or fax, not later than 30 days before the meeting, for their consideration and coordination.

3.2. The National Secretaries shall submit to the PS the position of their respective Parties on the draft documents not later than 15 days before the meeting for consideration and elaboration of the final draft documents.

3.3. The PS shall send the final draft documents to the National Secretaries not later than 5 days before the meeting.

4. Quorum

The meeting of the PS is held in case of the presence of two thirds of the participants (National Secretaries) on behalf of the Parties to the MLA. The appropriate decisions adopted by the meetings are obligatory for the Parties that are not represented at the meeting.

5. Recommendations

5.1. The meetings shall be completed by adopting the recommendations of the PS within the scope of its competence to be signed by the Chairman of the meeting.

5.2. The recommendations elaborated according to the results of the PS meetings shall address the IGC and each Party to the MLA in order to ensure adoption of the relevant decisions to be implemented.

6. Protocols

The PS shall prepare the notes of each meeting including the discussions and recommendations adopted by the meeting.

7. Conclusion

The PS shall send to the National Secretaries and the European Commission the final documents of the meetings: recommendations, draft documents either for coordination by the Parties with further reconsideration at the next meeting of the PS, or for official coordination in each Party to the MLA for further consideration at the IGC meeting.