



**FIFTEENTH ANNUAL MEETING OF THE
INTERGOVERNMENTAL COMMISSION TRACECA**
Sofia, Bulgaria, October 21, 2021

**ПЯТНАДЦАТОЕ ЕЖЕГОДНОЕ ЗАСЕДАНИЕ
МЕЖПРАВИТЕЛЬСТВЕННОЙ КОМИССИИ ТРАСЕКА**
г. София, Болгария, 21 октября 2021 г.

Article 8 Meetings of the Permanent Secretariat

8.1.1. The meetings of the PS shall be to implement the decisions of the IGC and to prepare for the regular annual meetings of the IGC, and shall be of a productive and advisory nature.

8.1.2. The PS shall hold its meetings on a regular basis, as often as twice a year in-person or in case of need in the web-conference format.

8.1.3. The meetings shall be held under the presidency of the Secretary General of the PS IGC.

8.1.4. The meetings shall be attended by the National Secretaries, experts and PS officials, representatives of the associate members, observers, European Commission and other TRACECA partner organizations subject to the scope of the discussed issues (or according to the agenda of the meeting).

8.1.5. The expenses for each meeting shall be envisaged in the PS annual budget.

8.2. The issues to be discussed by the meetings shall include:

- study of the problems within the competence of the IGC, as well as drafting the recommendations and decisions on these issues;
- elaboration of the relevant proposals on any amendments to the MLA and adoption of new Technical Annexes to the MLA to be discussed by the IGC;
- development of the drafts of intergovernmental and interagency agreements, corresponding to the MLA aims and objectives, TRACECA programme documents;
- elaboration of the PS annual Plan of Events;
- drafting the annual report on the PS activities, to be submitted to the IGC;
- monitoring of implementation of the Strategy of the IGC TRACECA for Development of the international transport corridor «Europe-the Caucasus-Asia» and other TRACECA programme documents, assistance in the activities related to elaboration and implementation of the projects and programmes within the framework of the MLA.

8.3. The Secretary General shall carry out drafting of the agenda of the meeting and draft 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 e-mail or fax, not later than 45 days before the meeting, for their consideration and approval.

8.4. The National Secretaries shall submit to the PS Headquarters 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.

8.5. The Secretary General shall send the final draft documents to the National Secretaries not later than 5 days before the meeting.

8.6.1. 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 at the meetings are obligatory for the absent Parties.

8.6.2. During the PS meeting the draft agenda, prepared by the Permanent Secretariat shall be discussed and approved. At the opening of the meeting a new item may be included in the

agenda by consensus, in case its consideration does not require special internal approval procedures.

8.7.1. The PS meeting 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.

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

8.7.3. The PS shall document the minutes of each meeting including primarily the discussions, as well as the recommendations adopted by the meeting.

8.7.4. The Secretary General shall within 2 weeks after the PS Meeting send to the National Secretaries and the concerned Parties the final documents of the meetings: recommendations, draft documents either for approval 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.