Terms of Reference

**EU PRO Programme Steering Committee**

1. **The Aim**

The aim of the EU PRO **Programme Steering Committee** (PSC) is to facilitate provision of relevant, efficient and effective support by the Programme to the social and economic development of 99 beneficiary local self-governments (LSGs) in the regions of Šumadija and Western Serbia and Southern and Eastern Serbia. The Committee’s work contributes to enhanced transparency of the Programme’s intervention.

1. **Composition**

The Steering Committee will be composed of the representatives of the:

* Ministry of European Integration (MEI)
* Ministry of Economy
* Ministry of Construction, Transportation and Infrastructure
* Development Agency of Serbia
* Public Investment Management Office
* Standing Conference of Towns and Municipalities
* Delegation of the European Union

UNOPS provides secretariat duties.

The organisations that are members of the Steering Committee designate a representative and his/her deputy, both of which will acquire full understanding of the Programme and have appropriate decision making authority. The designated representative or his/her deputy will regularly attend the meetings.

1. **The Chairperson**

The MEI will provide the Committee Chairperson. The duty of the Chairperson is to:

* Preside over all Steering Committee meetings
* Provide strategic support for meetings’ organisation
* Call ad hoc meetings
* Consult with the members with regard to the agendas of Steering Committee meetings.

1. **Roles and responsibilities**

The Steering Committee has the following roles and responsibilities:

* Steering the Programme implementation
* Monitoring the progress and performance of the Programme
* Providing a forum for discussion of issues arising
* Reviewing and approving Programme plans
* Approving requests for funding of projects and activities
* Reviewing activities that negatively affect the Programme and suggesting mitigation actions
* Reviewing and endorsing Programme progress reports
* Suggesting modifications to the design and the content of the Programme
* Facilitating co-ordination with other national stakeholders when co-operation is required
* Providing forum for presentation of relevant (national) development policies and activities.

1. **Decision making**

The PSC approves the Programme reports and requests for funding of projects and activities. The ministries and offices of the Government of the Republic of Serbia that are the members of the Steering Committee have the voting right. The donor, the Delegation of the European Union, does not vote but reserve *veto* right, in case they disagree with a particular action.

For a valid decision to be made it is necessary to provide absolute majority of votes. The PSC, however, in the spirit of cooperation and shared development objectives, strives to make decisions by consensus.

The PSC understands and respects the framework set by the EU PRO Programme Document as well as contractual obligations taken by the implementing organisation - UNOPS, and ensures its decisions are compatible with this framework and relevant contracts. The Committee may suggest changes of the Programme design and content but consideration and possible approval of these require separate formal procedure that is beyond the scope of this Terms of Reference (ToR).

The decisions are generally taken at the PSC Meetings. In exceptional cases, the Committee will consider and review the Programme’s requests electronically.

1. **Organisation of the meetings**

The EU PRO will provide budget and administrative support for organisation of all meetings, with the Programme Manager acting as the Secretary to the PSC. The Programme specific duties include:

* Providing appropriate venue arrangements, including necessary equipment
* Preparing materials for the meetings, including development and circulation of draft agenda, progress reports, and documentation related to requests for approval of funding. The materials for the meeting will be provided at least **seven days** in advance of the meeting
* Preparing and giving presentations at the meeting, as appropriate
* Preparing and circulating the minutes of the Steering’ Committee meetings. The minutes will be circulated within seven days of the meeting to the members for their comments and approval, in English and Serbian.
* Ensuring publicity of the meetings, as per agreement with the Chairperson.

Each member is responsible for covering the costs associated with their participation in the meetings.

1. **Frequency**

The Steering Committee meets on quarterly and ad-hoc basis, as required.

1. **Locations**

The Steering Committee meetings shall be held in Belgrade. In addition, in order to enhance transparency and visibility of the Programme, and cultivate relations with the beneficiaries, **at least one PSC meeting annually** will be held in selected EU PRO participating LSG. When selecting municipalities, the Steering Committee will strive to ensure appropriate geographical balance. Logistical and cost efficiency aspects will also considered.

1. **Coordination with other programmes and projects**

In order to maximise synergies, EU PRO PSC will coordinate its activities with steering mechanisms of other relevant development programmes and projects. At least one coordination meeting annually will be held with the Enhancing Good Governance and Social Inclusion for Municipal Development – Swiss PRO, which is complementary action to EU PRO. Coordination with other programmes and projects will be considered, while mechanism and frequency will be confirmed with the PSC Chair.

1. **Working languages**

The working language of the Steering Committee is English. If no non-Serbian speaker participates in the work of the PSC meeting, working language can be Serbian.

Materials relevant for the work of the Committee will be in English, if not otherwise stated in the previous sections. Programme progress reports will also be available in Serbian, as well as part of the materials, but the deadlines set in the section VI refer to English versions of documents.