

RULES OF PROCEDURE
Reform and Growth Facility for the Western Balkans
Monitoring Committee MK-EU

The Reform and Growth Facility for the Western Balkans Monitoring Committee (hereinafter as ‘RGF WB Monitoring Committee’) is a body established in accordance with Article 25 of the Facility Agreement concluded between the European Commission and North Macedonia on specific arrangements for implementation of Union financial assistance to North Macedonia under the Reform and Growth Facility for the Western Balkans, hereinafter referred to as "RGF WB".

Article 1
Scope and tasks

- (1) The RGF WB Monitoring Committee shall assess the degree and quality of implementation of all reforms and investments towards meeting the objectives set out in the Reform Agenda and in Regulation (EU) 2024/1449. To this end, the Beneficiary shall put in place regular and systemic monitoring, at both political and technical levels, and reporting arrangements to inform on progress towards the achievement of the planned results, ensuring thereby that the reporting to the Commission is sound and comprehensive.

- (2) The RGF WB Monitoring Committee shall discuss the progress of implementation with regards to the bi-annual requests for the release of funds submitted by the relevant partners.

The RGF WB Monitoring Committee may make proposals to the Commission and the RGF Coordinator to enhance the overall effectiveness, impact and sustainability of reforms and investments, as we all ensure better coherence and coordination with the assistance under IPA III and financial assistance of other donors. For this purpose, it shall, where relevant, take into account the conclusions and recommendations drawn in monitoring and evaluations launched by either the Commission or the RGF beneficiary.

- (3) The RGF WB Monitoring Committee shall for the relevant policy area or reform area:
 - (a) review the progress towards meeting the objectives, achieving the planned reforms and steps, and assessing the impact and sustainability of the Reform Agenda, while ensuring coherence with the policy dialogue, the related central and regional sector strategies, Pillar 1 and 2 of the Growth Plan, and IPA III implementation;
 - (b) present and discuss the annual reports;
 - (c) examine relevant findings and conclusions as well as proposals for remedial

- follow-up actions stemming from monitoring, evaluations and audits if available, and review the action plan drawn up following the systems review;
- (d) discuss any relevant aspects of the functioning of the management and control systems;
 - (e) discuss any problematic issues and actions;
 - (f) if necessary, take any corrective action to ensure the achievement of the objectives and enhance the effectiveness, impact and sustainability of reforms and investments under the Reform Agenda;
 - (g) review information, publicity, transparency, communication and visibility measures taken, in accordance with Articles 21 and 23.

Article 2

Composition and Chairmanship

- (1) The RGF WB Monitoring Committee shall be composed of representatives of the Commission, of the Beneficiary government, including the Reform and Growth Facility Coordinator (hereinafter as ‘RGF Coordinator’), and of other relevant bodies, such as bilateral donors, international organisations, international financial institutions, civil society organisations, private sector organisations and EU Member States.
- (2) Representative of the European Commission and the RGF Coordinator shall co-chair the RGF Monitoring Committee meetings.

Article 3

Secretariat of the RGF WB Monitoring Committee

- (1) The RGF WB Monitoring Committee shall be assisted by a permanent ‘Secretariat’. The Secretariat shall be organised by the RGF Coordinator with support from the EU Delegation.
- (2) The Secretariat shall perform all duties necessary for the proper conduct of the work of the RGF WB Monitoring Committee and in particular shall:
 - a) collect and/or elaborate and distribute to all members of the RGF WB Monitoring Committee the documents and materials (reports, analyses, proposals, presentations, etc.) needed for the work of the Committee;
 - b) organise and carry out the preparation of the Committee meetings and assist its activities;
 - c) draft operational conclusions of the meetings of the RGF WB Monitoring Committee and consolidate reports;
 - d) be responsible for keeping the documentation of the RGF WB Monitoring Committee;
 - e) ensure publicity, as appropriate, concerning the work of the RGF WB

- Monitoring Committee; and
- f) perform other duties related to the work of the RGF WB Monitoring Committee assigned to it by the RGF Coordinator.
- (3) The Secretariat shall be the contact point for the RGF WB Monitoring Committee and all the correspondence, concerning the activities of the Committee shall be addressed to it.

Article 4

Meetings of the RGF WB Monitoring Committee

- (1) The RGF WB Monitoring Committee shall meet at least once a year following the submission of the annual report. In accordance with Article 25(1) of the Facility Agreement, the first Monitoring Committee shall meet no later than 6 months from the entry into force of the Agreement. Ad hoc meetings may also be convened at the initiative of the European Commission or the RGF Coordinator
- (2) The Secretariat shall send the invitations in writing together with the draft agenda fifteen days prior to the date of the RGF WB Monitoring Committee meeting. The supporting documents shall be submitted at least ten days in advance of the meeting. The information and all necessary documents and materials may be provided by e-mail.
- (3) The members of the RGF WB Monitoring Committee may make proposals for amendments of the agenda in writing, addressed to the Secretariat, not later than ten days prior to the meeting. Any amendments of the agenda after this deadline can be made only with a consensus among the Committee's members.
- (4) The RGF WB Monitoring Committee shall adopt its agenda at the beginning of each meeting.
- (5) The working language of the RGF WB Monitoring Committee is English. Simultaneous interpretation to and from the national official language and translation of documents shall be provided when necessary, by the beneficiary.

Article 5

Participation in the meetings of the RGF WB Monitoring Committee

- (1) The members of the RGF WB Monitoring Committee listed in Annex 1 shall participate in the meetings of the Committee on a permanent basis.
- (2) In cases where a member is not in the position to participate in a meeting of the Committee, he/she may be replaced by his/her acting representative.
- (3) The RGF Coordinator shall inform the Commission and all members of the Committee about the Committee composition. Any proposals for changes of the participation in the Committee shall be reported to the Secretariat at least ten days prior to its meeting.
- (4) Where relevant, as specified in Annex 2, additional participants from international

organisations, including international financial institutions, and other stakeholders, such as EU Member States, civil society and private sector organisations, shall be invited to participate in the meetings on an ad hoc basis.

- (5) The Secretariat shall select the civil society organisations with the aim at ensuring a homogenous mix of sectoral expertise. In doing so, the Secretariat will request the Government Council for Cooperation of CSOs to nominate representatives of the CSOs per sector. The proposal will be sent to the Secretariat at least one month ahead of the relevant meeting. In this respect, if considered appropriate the EU Delegation or the RGF Coordinator may propose additional civil society representatives.
- (6) The list of invitees set out in Annex 1 and Annex 2 shall be agreed with the Commission.

Article 6

Records of the meetings

- (1) The Secretariat shall draft operational conclusions and recommendations, as well as minutes, of each meeting of the RGF WB Monitoring Committee.
- (2) The draft operational conclusions shall be submitted to the RGF WB Monitoring Committee members for comments or corrections within ten days following the meeting. The draft version of the minutes, which shall contain the agenda of the meeting and the list of participants shall be submitted to the participants within twenty days following the meeting. The minutes of the previous meeting shall be officially adopted on the following meeting of the RGF WB Monitoring Committee.
- (3) The operational conclusions of the meeting shall be published on the internet web page of the Reform and Growth Facility.
- (4) The operational conclusions shall be subject to adequate follow-up and a review in the following committee meetings.

Article 7

Code of conduct

- (1) The members and participants of the RGF WB Monitoring Committee shall participate in establishing, maintaining and enforcing high standards of conduct of the RGF WB Monitoring Committee and shall personally observe those standards, so that the integrity of the Committee is preserved.
- (2) The members and participants of the RGF WB Monitoring Committee shall not use their membership of and participation in the Committee to acquire any benefit or privilege for themselves or for others.

Article 8
Final provisions

- (1) The present Rules of procedures of the Committee are to be approved by its members at the first meeting.
- (2) The Rules of procedure can be amended by the Committee after written proposals by any of the members followed by discussions, and with the agreement of the RGF Coordinator and the Commission.

Annex 1: Members of the Monitoring Committee

1. RGF Coordinator;
2. Representatives of the European Commission;
3. Representatives of the EU Delegation in North Macedonia;
4. Representatives of Ministry of Finance, Ministry of European Affairs and/or other institutions involved in management and control of the RGF;
5. NIPAC and/or its office;
6. AFCOS Unit;
7. Central Harmonization Unit;
8. Supreme Audit Institution (State Audit Office);
10. Representatives of other relevant bodies as per Article 2(1).

Annex 2: Participants of the Monitoring Committee

Additional representatives of the following stakeholders may be invited on ad-hoc basis to attend meetings of the RGF WB Monitoring Committee, not limited to:

1. Relevant ministries, agencies, and final beneficiaries;
2. Civil society organisations, economic operators and social partners;
3. Academia and universities;
4. International organisations and financial institutions;
5. Member States representatives;
6. Any other body or person who may be deemed relevant.