

Pursuant to Article 3 paragraph 1 of the Decision No. _____ dated _____ on Establishing of Project Steering committee for development of Sustainable Urban Mobility Plan the Project Steering committee on its first meeting held on _____, adopted the following

PROJECT STEERING COMMITTEE RULES OF PROCEDURE

Art. 1 Purpose of the Rules of Procedure

These rules of procedure regulate the way in which the Project Steering Committee (PSC) will execute its tasks within the project activity "Technical Assistance for Development of Sustainable Urban Mobility Plans for five Municipalities and providing training on developing and implementation of Sustainable Urban Mobility Plans – Contract No.: LRCP-9034-9201-MK–REol-CS-CQS-A.1.1.5, provided under Local Road Connectivity Project – P170267.

Art. 2 Responsibilities of the PSC

1. The PSC is established exclusively for the support the implementation and follow-up the activity related to development of Sustainable Urban Mobility Plan for municipality of _____.
2. As the supreme managerial body of the project, the PSC will have the following responsibilities:
 - Actively participation in the process of development of Sustainable Urban Mobility Plan,
 - Providing relevant data and documentation as a base for development of Sustainable Urban Mobility Plan,
 - Providing support to the Consultant's project team by ensuring close cooperation with stakeholders,
 - Assistance in identifying critical points and overcoming possible obstacles during the process of development of Sustainable Urban Mobility Plan,
 - Review and adoption of the reports prepared by the project team of the Consultant and
 - Adopting and amending this Rules of Procedure.

Art. 3 Appointment and Revocation of Members

3. PSC shall compose of the following Members and Substitute Members:

1. Име и Презиме (претседавач на Управувачкиот комитет), Сектор за _____, Општина _____;
2. Име и Презиме (Заменик претседавач на Управувачкиот комитет), Сектор за _____, Општина _____;
3. Име и Презиме (Член), Сектор за _____, Општина _____;
4. Име и Презиме (Заменик член), Сектор за _____, Општина _____;
5. Име и Презиме (Член), Сектор за _____, Општина _____;
6. Име и Презиме (Заменик член), Сектор за _____, Општина _____;
7. Име и Презиме (Член), Сектор за _____, Општина _____;
8. Име и Презиме (Заменик член), Сектор за _____, Општина _____;
9. Име и Презиме (Член), Сектор за _____, Општина _____;
10. Име и Презиме (Заменик член), Сектор за _____, Општина _____;
11. Име и Презиме (Член), Сектор за _____, Општина _____;
12. Име и Презиме (Заменик член), Сектор за _____, Општина _____;
13. Име и Презиме (Член), Сектор за _____, Јавно претпријатие за _____;

14. Име и Презиме (Заменик член), Сектор за _____, Јавно претпријатие за _____;
15. Име и Презиме (Член), Сектор за _____, Јавно претпријатие за _____;
16. Име и Презиме (Заменик член), Сектор за _____, Јавно претпријатие за _____;
17. Име и Презиме (Член), Сектор за _____, Јавно претпријатие за _____;
18. Име и Презиме (Заменик член), Сектор за _____, Јавно претпријатие за _____;

4. The Observers to the PSC (without voting rights) are:

1. Daniel Pavleski, Project Implementation Unit (PIU), Ministry of Transport.
2. Jovan Hristoski, Project Implementation Unit (PIU), Ministry of Transport.
3. Ilija Ogrenovski, Project Implementation Unit (PIU), Ministry of Transport
4. Joze Jovanovski, Project Implementation Unit (PIU), Ministry of Transport.
5. Saska Bogdanovska - Ajceva, Project Implementation Unit (PIU), Ministry of Transport.

5. The PSC may invite additional members in consultation with the Consultant.

6. Members can resign or be replaced. Any such change must be timely communicated in writing to the Chairperson of the PSC.

Art. 4 Responsibilities of Members

7. The members of the PSC are obliged to attend the sessions of the PSC.

8. In case a member is unable to attend the PSC meeting, his/her designated substitute, holding a right to vote, shall attend the meeting.

9. The members of the PSC have the right to propose to the Chairperson a convoking of a particular meeting, incl. the agenda and topics of the meeting.

10. The members of the PSC have the right to raise issues related to development of Sustainable Urban Mobility Plan and to seek information from the Consultant related to development of Sustainable Urban Mobility Plan.

11. The members of the PSC are especially obliged to:

- Be prepared for the session of the PSC,
- Present their opinion and the position of the department/institution they represent in relation to the issues discussed,
- Inform the competent authorities of the department/institution they represent about the activities of the PSC and the conclusions made at its sessions,
- Ensure the implementation of the conclusions reached at the PSC meetings.

Art. 5 Substitute Members

12. The appointment of a Substitute member is made in the same manner as for the member of the PSC,

13. In case a member of the PSC is unable to attend the meeting he/she shall inform the Chairperson of the PSC at least 2 (two) working days prior to the meeting and shall be automatically replaced by

the substitute member from the same institution. He/she shall also inform the substitute and hand over all relevant materials,

14. In such case the Substitute member takes over all the rights and obligations of the respective Member, as long as he/she is unavailable.

Art. 6 Chairperson

15. The nominated SUMP coordinator from the Municipality shall be the Chairperson of the PSC.

16. In case the Chairperson is unable to preside over the sessions of the PSC, he/she shall inform the other Members of the PSC at least 2 (two) working days prior to the meeting and shall be automatically replaced by the Deputy Chairperson from the same institution; he/she shall also inform the substitute and hand over all relevant materials.

17. Pursuant to the proceedings of the PSC, the Chairperson of the Steering Committee may invite other relevant organizations, institutions and experts to take part in the PSC meetings and provide their input concerning project activity implementation. The invitees have only consultative functions and no voting rights in the PSC.

18. The Chairperson manages the work of the PSC, appoints and presides over the session of the PSC, coordinates the achievement of project objectives, and performs other duties as necessitated by the implementation of the activities and within the mandate of the PSC.

Art. 7 Secretariat of the PSC

19. The Project Team of the Consultant acts as the Secretariat of the PSC.

20. The Secretariat prepares the agenda, the project reports and other materials to be reviewed by the PSC Members, takes and prepares minutes from the sessions of the PSC, delivers all needed documents to be circulated, maintains the PSC filing system and performs other duties entrusted by the Chairperson of the PSC.

21. The Municipality, as a main project Beneficiary, with the support of the PSC secretariat, will ensure the proper functioning of the PSC, incl. the holding of regular meetings, the preparation and circulation of the agenda, the project reports and other materials for reviewing, the distribution of the PSC minutes, and assure the follow-up of the PSC decisions.

Art. 8 Convocation of Meetings

22. The PSC meetings are the operational mechanisms of the PSC.

23. The PSC meetings are convoked by the PSC Secretariat upon request of the Chairperson.

24. The meetings are convoked through an electronic mail communication, specifying the venue and time of the meeting, sent at least 5 (five) working days before the announced date of the PSC meeting;

25. As an enclosure to the invitation e-mail is the draft agenda, the project report, or/and any other materials to be received at the meeting, as well as the minutes from the previous PSC meeting.

Art. 9 Frequency of Meetings

26. The PSC will meet at the beginning of each task, when each report is prepared and at the end of the activity to discuss the final report, as well as whenever it is necessary.

27. Indicative dates of the sessions are set in the Project activity (work) schedule. The precise date for every meeting is determined at each of the PSC's meeting.

Art. 10 Venue of Meetings

28. The PSC holds its sessions at the seat/premises of the Municipality, if not specified otherwise in the convocation. In case of urgent situations meetings may be held on one of the available on-line platforms upon previous consultation with PSC members.

Art. 11 Proceedings of Meetings

29. The Chairperson opens the meeting and presents the draft agenda for subsequent approval.

30. Any member of the PSC may propose amendments to the draft agenda for which elaboration is required.

31. Following the approval of the agenda the chairperson presents for adoption the minutes from the previous PSC meeting, that have been previously circulated/commented to/by the Members.

32. Unless decided otherwise, a discussion is to be opened on each issue of the proposed agenda.

Art. 12 Taking Decisions

33. The PSC takes valid decisions concerning issues from its scope of works, provided that the session is attended by more than half of the PSC members or their alternates.

34. Decisions are made with the majority of votes out of the present PSC Members holding a right to vote.

35. Each member of the PSC has one vote.

36. Under the guidance of the Chairperson, it should be strived to make all decisions by consensus of all Members present.

37. In building consensus, the Chairperson shall aim to achieve that communication have been sufficiently inclusive and the climate has been sufficiently supportive to make all PSC Members feel that they have been heard, and that they had their fair chance to influence the decision taking.

38. If a consensus cannot be achieved, the Chairperson shall put the decision to a vote; all decisions can be made by a majority of the Members present with the vote of the Chairperson deciding in case of a tie.

39. The PIU/MoT, as the Contracting Authority of the project, reserves the right to inform the PSC about any possibility of not being able to endorse the decisions made by the PSC, if such decisions happen to be in conflict with the project activity contractual obligations.

Art. 13 Materials for the Meetings

40. Documents to be reviewed by the PSC session are submitted to all members by the Secretariat of the PSC, as an enclosure to the invitation letter for the respective meeting, not later than 5 (five) working days prior to the date of that meeting.

Art. 14 Quorum for the Meetings

41. Any session of the PSC can be considered valid if more than half of the nominated members are present.

Art. 15 Working language

42. The official working language of the PSC is English and Macedonian, All communications, minutes, comments and other official documents are to be prepared in English and Macedonian.

43. Exceptionally, Members can intervene during the meetings, and present materials in Macedonian language. If, however, a PSC Member has such intentions, he/she is obliged to timely notify the PSC Secretariat about this, which shall provide interpretation/translation services within the available resources.

Art. 16 Meeting Minutes

44. Minutes are taken during the session of the PSC by the PSC Secretariat. A hard copy with original attendants list is secured by the PSC Secretariat.

45. The minutes comprise in particular the following

- appointment of the meeting
- venue and time of the meeting
- attending members and other participants
- absent members
- information on the adoption of the minutes from the previous session
- agenda for the meeting
- working dynamics of the meeting
- mechanism for decision taking
- comments and recommendations and
- other information.

46. The draft minutes of each meeting of the PSC must be delivered by the Secretariat to all PSC Members not later than 3 (three) working days after the meeting has been held.

47. The Secretariat prepares and distributes the draft minutes to all PSC Members for comments, who shall provide comments in writing through electronic mail communication not later than 5 (five) working days after receiving.

48. If comments are not provided by a PSC Member within the defined deadline, it will be considered that this Member has tacitly approved the minutes.

49. The final minutes shall be adopted by the Members of the PSC during the subsequent meeting.

50. The minutes are considered finally approved only after being signed by the Chairperson of the PSC.

51. In case a need arises for an urgent decision to be taken, by the Chairperson may initiate a so-called *written procedure*, in which a written approval by each Member will be considered as a voted decision.

Art. 17 Reporting on Project Activities

52. The reporting of project activities/output and results is formalized through respective deliverables/reports related to implementation of the Tasks within activity for development of Sustainable Urban Mobility Plan as follows:

- Deliverable 1.1: Report on set up working structure and determine the planning framework and stakeholder engagement
- Deliverable 1.2: Report on analysis of current state of mobility
- Deliverable 1.3: Report on strategy development
- Deliverable 1.4: Report on measure planning and selection of preferred scenario and
- Deliverable 1.5: Report on Sustainable Urban Mobility Plan with action plan followed by implementation plan and monitoring and evaluation plan

53. The Project team leader bears responsibility for the relevance and quality of the reports' content.

54. The PSC Members deliver their comments on the reports either in writing through electronic mail communication not later than 5 (five) working days after receiving or verbally during the PSC meeting.

55. If comments are not provided by a PSC Member within the defined deadline, it will be considered that this Member has tacitly accepted the draft version of the report.

56. Where appropriate, the PSC may provide guidance to the Project team leader concerning the modalities of implementation of project activities.

Art. 19 Archiving

60. The Municipality as Beneficiary is responsible for due archiving of all correspondence confirmed by the PSC.

Art. 20 Entry into Force

61. These rules of procedure enter into force on the day of their approval/adoption.

Date and place:
____ October 2024

Chairperson:
Name and Surname

Annex 1: Decision No. _____ dated _____ on Establishing of Project Steering committee
for development of Sustainable Urban Mobility Plan for Municipality of _____