

By the Decision on establishing the Coordination body for Monitoring and Implementation of the System of Public Procurement Strategy for the period 2011-2015, Ref. No. : 07-2968/1 of 25 02 2013 and the Decision Amending the Decision on establishing the Coordination body for Monitoring and Implementation of the Strategy for Development of the Public Procurement System for the period 2011-2015, No. : 07/2968/2 of 01 11 2013, the Coordinating body shall adopt

**THE RULES
OF
PROCEDURE**

I SUBJECT MATTER

Article 1

The organization, operation and decision making of the Coordination body as well as other issues of relevance shall be closely regulated by this Rules.

II ORGANIZATION

1. Coordination Body

Article 2

The Coordination body shall comprise the Chair, Deputy Chair, 10 members and Secretary. The Secretary of the Coordination body is a member of the same and shall be appointed from among the members of the Coordination body.

Operations of the Coordination body are available to the public.

Exceptionally, upon certain issues which are on the Agenda of the meeting may be decided by the majority of all the member s' votes of the Coordination body and discussed without the public attendance.

2. Chair and Deputy Chair of the Coordination body

Article 3

The Chair of the Coordination body shall manage the work of the Coordination Body ; convene the sessions; propose the Agenda and preside over the meetings; sign the Coordination body acts; coordinate the cooperation between the Coordination body with the Government of Montenegro and other competent state authorities or institutions, private sector, business associations, international institutions , non-governmental sector regarding realization of the tasks; take care of the implementation of the Rules of Procedure of the Coordination body and other documents of the Coordination body and perform other tasks determined by these Rules and by other documents of the Coordination body.

The Deputy Chair shall manage the work of the Coordination body in absence of its Chair.

3.Members of the Coordination body

Article 4

The Members of the Coordination body shall be entitled of and obliged for/TO the following:

- Propose the session of the Coordination body pursuant to the Rules of Procedure ;
- Submit the proposals of decisions, conclusions and other acts within the competence of the Coordination body;
- Be informed on the regular basis of all the issues of relevance for the Coordination body work and make decisions within the competence of the Coordination body;
- Attend the sessions of the Coordination body and actively participate in its operation;
- Inform the Secretary of the Coordination body at the time on possible inability to attend the sessions of the Coordination body and on the reasons of this inability;
- Keep business or other secret;
- Perform other tasks in accordance with these Rules and the acts of the Coordination body, proceeding upon orders of the Chair or the Deputy Chair.

Members of the Coordination body are particularly obliged to the following:

- Make a specific proposal to the draft of the Strategy for the development of the Public Procurement System (hereinafter: the Strategy) within the scope of its department, the manner of its draft, as well as the carriers of the measures and the deadlines for the implementation;
- Participate in the report preparation on accomplished measures within set deadlines of its scope;
- Review on the Reports of the working groups involved and give the opinion thereof.

4. Secretary of the Coordination body

Article 5

The Secretary of the Coordination body shall take care of the preparation of the Coordination body sessions, shall assist the Chair of the Coordination body with organizing and preparing of the sessions; shall take care of implementing the conclusions and other acts of the Coordination body and of preparing required materials for the Coordination body operation; shall take care of the implementation of the Rules of Procedure in the part relating the preparation of the sessions of the

Coordination body and perform other tasks by the conclusion of the Coordination body and upon the request of the Chair.

5. Working groups of the Coordination body

Article 6

For the purpose of the efficient performance of the activities of the Coordination body either permanent or temporary working teams and the experts engaged in the appropriate fields may be established by the Coordination body on which the Chair of the Coordination body shall make decision by the special ruling.

The coordination of the working teams shall be conducted by the Secretary of the Coordination team.

Compensation of the work shall belong to the Members of the Working groups.

Pursuant to the Decision on the criteria by which the compensation level for the Members of the Working Group and Teams or other type of work are defined ('The Official Gazette of Montenegro', No 27/13) the Coordination body Representatives of the Authorities or Institutions shall ensure the compensation for the Members of the Working teams.

III OPERATION AND DECISION MAKING

1. Coordination body Sessions

Article 7

The operation and decision of the Coordination body shall be made with the Session.

Decisions may be made by the Coordination body if more than half of the Members are in attendance of the Session.

Decisions shall be made by the Coordination body by the majority of the votes of the total number of the Members in attendance.

If the session of the Coordination body was not held due to lack of the required majority, new session shall be appointed within time limit not longer than 10 days from the day where the original/previous one have been convened.

Article 8

The sessions of the Coordination body are held where appropriate, at least once in three months.

The session of the Coordination body shall be convened and the Agenda of the session shall be proposed by the Chair.

The session is convened by the Chair on its own initiative and on the proposal of at least the third of its Members.

The Session of the Coordination body shall be convened not later than three days prior to the day set for its assembly.

The session of the Coordination body may be convened within the shorter period, where there are special reasons for this.

Invitation to the session for the Members of the Coordination body in the electronic form shall be accompanied with the proposal on Agenda, minutes of the previous session and the materials for the meeting.

Exceptionally, as indicated in the invitation for the session, material to the particular items of the Agenda may be provided subsequently and no later than immediately before the beginning of the session.

Material of the session shall be in preparation by the Authority responsible for the professional and administrative operations.

Article 9

The other persons invited may be in attendance and participate to the session by the Decision of the Coordination body or of the Chair without the rights of decision making.

Notification on convening along with the proposal of the Agenda and the material for the session or for the item of the Agenda relating the persons invited to the session of the Coordination body are delivered.

2.Session procedure

Article 10

a majority(quorum) for the operation and decision-making; notify of the members' announced absence from the session and of the persons invited to attend and make decisions on the Agenda of the session.

Article 11

Upon the decision of the Coordination body the Member of the Coordination body may give the proposal on amending the draft of the Agenda and he is obliged to elaborate this proposal.

The Coordination body shall make statements on the proposal of the Agenda as a whole.

Article 12

Following to defining the Agenda the adoption of the Minutes from the previous session shall begin. The Member of the Coordination body may put remarks on the Minutes demanding the appropriate changes therein.

On the merits of the remarks upon the Minutes shall be decided by the Coordination body.

The Chair of the Coordination body shall state that the Minutes were adopted without remarks or along with the modifications that are accepted.

Article 13

Consideration and the decision-making upon the set items of the Agenda shall be performed at the session of the Coordination body.

Article 14

No one shall speak at the session prior to the request approved and the word be given by the Chair of the Coordination body.

The Member of the Coordination body and other participants in the work of the session may speak exclusively on the issues relating the Agenda of the session.

Article 15

The Chairman shall open the discussion on the items of the Agenda.

In accordance with the opinions, suggestions and the proposals acquired upon the completion of the discussion the Chair of the Coordination body shall recommend the adoption of appropriate act to be adopted by the Coordination body and its proposal shall put to the vote.

The voting shall be public.

The results of a vote will be determined by the Chair of the Coordination body.

Article 16

On proposal of the Chair the Coordination body may decide on the certain issues in an emergency and other particularly justified cases based upon the acquired consent of the majority of members even without convening of a session (corespondent session), whereas it shall be stated by the Minutes of the folowing Session of the Coordination body.

Article 17

By performing the tasks of its jurisdiction, the Coordination body shall make decisions, conclusions and other appropriate acts.

3. Minutes and mode of communication

Article 18

The Record shall be kept on the session procedure.

The Minutes shall contain the following:

- Serial number, place and date of the session;
- Title of the person presiding over the session;
- Names of the present and absent members;
- Reasons for absence of the members who are not in attendance of the session;
- Agenda of the Session;
- Opinions, proposals and other issues adopted and considered at the session;
- Decisions and other acts adopted at the session;

The Member may require that its opinion on the certain issue to be recorded separately.

The Minutes shall be signed by the Chair of the Coordination body and within the time limit of three days shall be delivered to the members and to other persons invited to attend the session.

Article 19

Session material, adopted acts, as well as the Records (hereinafter: session material) shall be stored in the archives in charge of the administrative and technical activities of the Coordination team. The final material of the session shall provide the Secretary of the Coordination team.

Article 20

Communication among the The Chair of the Coordination team, the Deputy Chair, members of the Coordination team, the Secretary, the Authority in charge of administrative and professional affairs, working teams, occasional members of the Coordination team and additional engagement of the persons for the individual projects shall be carried out by electronic means.

Article 21

The Coordination team shall quarterly submit the report of its work on implementing the Strategy to the Government of Montenegro aiming to inform and consider the accomplished effects of the development policy of the Public Procurement System.

VI TRANSITIONAL AND FINAL PROVISIONS

Article 22

Certain issues referred to the manner of the work of the Coordination team which are not regulated by these Rules may be regulated by the particular act of the Coordination team.

Article 23

Initiative on amending of these Rules along with the appropriate rationale may be submitted by each member of the Coordination team.

On amendments of these Rules shall be decided within the procedure and in the manner in which it has been adopted.

Article 24

These Rules of Procedure shall enter into force by the day of its adoption.

Ref.No.: 7117

Podgorica, 24 December 2013

CHAIRMAN

DSc Mersad Mujević

