

GUIDELINES AND RULES OF PROCEDURES OF THE MIGRATION, ASYLUM, REFUGEES REGIONAL INITIATIVE

1. The rules of procedures of the Migration, Asylum, Refugees Regional Initiative are established in accordance with the Herceg-Novi Joint Statement, adopted at the Herceg-Novi Ministerial Conference, 5 April 2004, which launched the Migration, Asylum, Refugees Regional Initiative (MARRI). The Herceg-Novi Ministerial Conference is to be considered the founding Conference as well as the first session of the MARRI Regional Forum.
2. Participants of the Migration, Asylum, Refugees Regional Initiative are the Republic of Albania, the Republic of North Macedonia, Bosnia and Herzegovina, the Republic of Serbia, Montenegro, and Kosovo*.
3. The Migration, Asylum, Refugees Regional Initiative operates through:
 - MARRI Regional Forum (hereinafter Forum)
 - Presidency of the MARRI Regional Forum (hereinafter Presidency)

MARRI REGIONAL FORUM

4. MARRI Regional Forum is the highest body of the Migration, Asylum, Refugees Regional Initiative. The Forum observes and supports the activities taken by the MARRI Participants and the Centre in the area of migration, asylum and refugees; coordinates actions as well as provides main guidelines for the Initiative.

It sets principles and objectives of the Initiative and takes care of the enhancement of cooperation within its framework. The Forum adopts the programme of action and **amends the Guidelines and Rules of Procedure of the Migration, Asylum, Refugees Regional Initiative** and the **Statute of the MARRI Regional Centre**, approves or suspends participation, approves the annual report of the Centre, appoints the Director of the Centre and the Deputy of the Centre, and decides upon the next Presidency.

5. Participants of the Forum are the Republic of Albania, the Republic of North Macedonia, Bosnia and Herzegovina, the Republic of Serbia, Montenegro and Kosovo*. Each Participant is represented by its minister responsible for the issues under the competence of MARRI.

6. The Forum convenes at least once a year in regular session in the MARRI Participant that holds the Presidency. The Chairmanship of both regular and extraordinary sessions shall be assumed by the ministry responsible for the issues under the MARRI competence of the Participant hosting the regular session. When deemed necessary, extraordinary meetings may be convened.

* "This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence."

PRESIDENCY

7. The Presidency, on behalf of the Forum, is the Participant responsible for guiding the Initiative for a period of one year.
8. The Presidency convenes and chairs the meetings of the Forum.
9. The handover of the Presidency shall be made on a rotational basis in the English alphabetical order. Changes can be made in the rotation system if agreed so by consensus of the Forum and approved by the Forum. The Presidency starts from the month of May and lasts one year.
10. Responsibility for the ongoing activities regarding the Forum between its sessions is assumed by the Presidency and the Centre.

MARRI REGIONAL COMMITTEE

11. The MARRI Regional Committee coordinates the activities and provides guidelines for the Initiative and considers ways of implementing ideas on cooperation within the MARRI Participants. The Committee discusses and reviews the activities of the working bodies of MARRI and provides appropriate guidance to them. The Committee meets in order to discuss and implement ideas and matters relating to co-operation within the framework of the Forum and to prepare the sessions of the Forum. The Committee, assisted by the Centre, prepares the documents to be approved by the Forum. The Committee, in consultation with the Director of the Centre, decides upon the structure and the staff of the Centre.
12. Members of the Committee are **high representatives from the respective ministries of foreign affairs** of the Participants.
13. The Committee meets at least twice a year, once in the framework of the Forum session when a new Presidency takes over; the other time at the midterm of the actual Presidency. Unless otherwise decided, such meetings shall normally be organised by the Participant holding the Presidency.

MARRI REGIONAL CENTRE

14. The MARRI Regional Centre, as a permanent body of MARRI, provides continuous conceptual and administrative support to both the decision-making and operational structures of the Initiative.
15. All MARRI Participants are entitled to second one duly appointed Representative. The term of office of the Representative shall last up to four years.
16. The Centre is situated in Skopje and it acts as a Secretariat to the Forum.

DIRECTOR OF THE MARRI REGIONAL CENTRE

17. **The Director represents the Centre and is responsible for overall activities, projects and managing.** The Director participates in the Forum and in other major MARRI events. The Director of the Centre acts at the same time as the Executive Secretary to the Forum.
18. **The Director has diplomatic status during his/her mandate.**

* See Annex I

GENERAL PROVISIONS

19. Decisions of the Forum and its subsidiary bodies shall be taken by consensus, ***except for the case of election of Director of the Centre where the simple majority principle will be used***, at its meeting or through a written procedure. Questions arising under procedural matters shall be decided by a simple majority of MARRI Participants

20. MARRI Agreements to be concluded with third parties shall be signed on behalf of the Migration, Asylum, Refugees Regional Initiative by the Presidency and the Director of the Centre.

21. The hosting Participant of each session of the Forum shall bear costs of holding the meeting, while the other Participants shall cover the expenses relating to travel and stay of their respective delegations.

22. English is the working language of all MARRI meetings (Forum and working groups) as well as the Centre.

23. The MARRI logo consists of the block letters "Migration, Asylum, Refugees Regional Initiative" with a dark blue two-piece sign indicating dynamism of the current trends of migrations in the region and Europe.

24. The Forum and its working bodies may decide to invite special guests, observers and experts to participate at its sessions.

25. The agenda of the Forum sessions shall be set upon the proposal of the Presidency.

26. The Forum may decide to set up working groups with a specific mandate in relation to cooperation among its Participants. Such working groups may be charged with the elaboration of recommendations for approval by the Forum.

27. Under the co-ordination of the Forum, meetings of ministers with responsibility for specific areas may be held within the framework of MARRI.

28. The Presidency and the Centre represent the Initiative in meetings of other international or regional organisations upon invitation.

The Forum may also authorise special representatives for particular matters dealt by the Initiative to represent the Forum in the framework of the international conferences. These special representatives shall report to the Forum on the results of such meetings.

29. Participation in MARRI shall in no way infringe on any international obligation, be it of a legal or a political nature, of any of the Participants.

30. Any amendment proposed by a MARRI Participant shall be examined and approved by the Forum.

ANNEX I

*DIRECTOR OF THE MARRI REGIONAL CENTRE

1. The vacancy announcement for position of Director of MARRI Regional Centre shall be published on the MARRI website. The vacancy announcement for position of Director of MARRI Regional Centre shall be sent by the Presiding Participant to all MARRI Participants at least 6 (six) months prior to the expiration of the term of the incumbent Director. The announcement (Terms of Reference) shall include a 2 (two)- month period of time for submission of applications, an opening date and a closing date (deadline) of this period. Each application shall contain an official (notification) letter, a motivation letter and a Curriculum Vitae of the candidate in EU format in English language. The list of the candidates shall be prepared by the Presiding Participant and sent to the MARRI Regional Committee Members within 15 days after the deadline.

2. The Director of the Centre shall be selected among candidates nominated by the MARRI Participants, by the MARRI Regional Committee and shall be appointed/recalled by the MARRI Regional Forum. The Committee and the Forum shall decide about the selection and appointment of the Director by a simple majority of their Participants. ***His/her term shall last three years with the option of a one time renewal of up to two more years.*** The mandate of the Director may be terminated for cause, by consensus or by simple majority.

3. The net salary of the Director is 3000 EUR.

The MARRI Participant whose candidate is appointed as a Director provides the regular salary from the incumbent's last post.

MARRI Regional Centre provides the difference up to 3000 EUR net.

MARRI Regional Centre shall provide a sum up to 500 EUR for renting an apartment for the Director, in case the Director comes from a place other than Skopje, distant at least an hour of travelling by car, and in case the Director does not possess any living space in Skopje.