



# **Terms of Reference of the Network CIVINET Slovenia - Croatia-South East Europe**

Version - February 2017

**Terms of reference for CIVINET Slovenia – Croatia -SEE network**

**From September 2013, CIVINET national or regional networks are set up with the support of an EU project CIVITAS-CAPITAL, which co-funded the activities needed to establish and maintain the networks during three years.**

## **FORMATION & NAME**

A network of cities and other relevant mobility stakeholders committed to the implementation of integrated strategies for cleaner and more sustainable urban mobility is formed under the name "CIVINET Slovenia - Croatia - South East Europe" (former "CIVINET Slovenia-Croatia").

## **MISSION AND OBJECTIVES**

The Slovenia - Croatia - South East Europe CIVINET Network (the Network) is established as a platform for towns and cities and other relevant mobility stakeholders in Slovenia, Croatia, Bosnia & Herzegovina, Bulgaria, Macedonia, Montenegro and Serbia to share experience and best practice in developing and implementing sustainable mobility strategies, policies and measures.

The Network objectives are:

- to promote the CIVITAS approach to integrated sustainable mobility and its principles to other cities, media, general public and other stakeholders, throughout Slovenia, Croatia, Bosnia & Herzegovina, Bulgaria, Macedonia, Montenegro and Serbia.
- to widen the outreach of the CIVITAS Initiative to cities currently outside of CIVITAS without the handicap of language barriers;
- to strengthen the dissemination and take-up of results generated by the CIVITAS Initiative to the Network's members and to other towns and cities in Slovenia, Croatia, Bosnia & Herzegovina, Bulgaria, Macedonia, Montenegro and Serbia;
- to provide a platform for dialogue between local authorities, government departments, other relevant stakeholders and the European Commission on sustainable mobility issues with a focus on issues specific to the wider geographical region covered by the Network.
- to support active communication between the members of the Network, other European CIVINET networks and the European Civitas Forum network of cities, and also with the European Commission;
- to assist member cities in the early phases of preparing Sustainable Urban Mobility Plans (SUMP).

## **ACTIVITIES:**

The Network will achieve its objectives through the activities described below:

- annual **General Assembly** (closed meeting for members) will be held to discuss the progress, structure and activities of the network, to elect members of the management committee, and to welcome new members. A representative of the Commission might be invited to attend the General Assembly.

- a series of thematic **events** (seminars, workshops, conferences, including site visits) will be organised to disseminate the results of CIVITAS, to present the CIVITAS measures implemented in countries gathered in the Network and other EU countries, to support discussion of sustainable mobility issues, e.g. development of SUMP, public transport, cycling, walking, mobility management, dialogue on mobility and citizen engagement, etc.), and to present the Network activities to potential new members.
- attendance by network representatives at **third party events** in Slovenia, Croatia and other SEE countries without a language barrier, will be used to disseminate the results from CIVITAS Initiative and promote the development of the Slovenia, Croatia and SEE network.
- **brochures** might be produced in relevant national languages to disseminate the results from CIVITAS projects and the CIVITAS Initiative as a whole. The key aim of the brochures will be to showcase and highlight the results of CIVITAS projects and transferable best practices from across Europe.
- a dedicated section on the CIVITAS **website** ([civitas.eu](http://civitas.eu)) that is created will be regularly maintained by the Network, in cooperation with the CIVITAS Secretariat and used as a key tool for the dissemination of information about the CIVITAS Initiative and the Network in English language.
- the Network's web site in local languages is created ([civinet-slohr.eu](http://civinet-slohr.eu)) and will be regularly maintained
- **e-newsletters** will be used to communicate news from the CIVITAS Initiative and from the participating towns, cities and other organisations.
- **translations** of selected material produced by the CIVITAS Initiative and other relevant sustainable mobility projects will be organised on request of members, subject to the funds available.

## THE NETWORK YEAR

The Network year runs from January 1 to December 31.

### ACTIVITY PLAN:

The detailed activities of the Network shall be planned and organised on the basis of an annual Activity Plan to be proposed by the Management Committee and adopted by the General Assembly. The Activity Plan will describe in details activities (topics, venues, frequency) as well as clear roles and responsibilities for secretariats and members.

### MEMBERSHIP

**Full membership** (with full voting rights) is available to all local authorities from the geographic area covered by the Network that have an interest in and are eligible to participate in CIVITAS, as well as to associations, research centres, universities, other organisations (both public and private sector) and to individual members (mainly experts), which, although not cities, have an interest in sustainable urban mobility.

All requests for membership must be by written application. The written application will be made on a standard application form and sent to the Network Secretariat.

Each member will nominate the person that will represent it in the Network.

### **Members' rights**

Members of the network have the following rights:

- to elect the Management Committee
- to attend events organised by the Network
- to vote (on the basis of simple majority of those present, with one vote per member) on matters that require voting decisions, such as the annual Activity Plan, Terms of Reference and membership terms and conditions. At least 25% of the Network's member must be present to reach quorum.

### **Resignation, Suspension and Expulsion**

A member wishing to resign from the Network must give written notice to the Network Secretariat.

If any member violates or acts in any way contrary to the objectives of the Network, the member shall at the absolute discretion of the Management Committee be required to resign and failing such resignation be expelled.

### **Member Subscriptions**

If introduced, an annual subscription fee for membership is payable as specified by the Management Committee and agreed by the General Assembly.

The subscription shall be fixed to cover all essential expenses not covered by contributions from the third parties.

## **ORGANISATION**

The Network has the following bodies:

- General Assembly
- Political Committee
- Management Committee
- Network and national secretariats

### **General Assembly:**

Each member of the network has a seat at the General Assembly. The General Assembly meets in an annual General Meeting and

- ✓ elects the members of the Management Committee
- ✓ receives reports from the Management Committee and the Network Secretariat
- ✓ agrees the strategy of the Network and adopts the Activity plan for the coming year
- ✓ approves the annual accounts

- ✓ agrees changes to membership terms and conditions (including subscriptions)
- ✓ agrees modifications to the Terms of Reference.

### **Political Committee:**

The Political Committee is composed of one political representative of each member town/city.

The Political Committee meets once a year back to back with the General Assembly (preferably the day before to validate orientations to be presented to the GA. The PC will be chaired by the political representative from the city providing the Network Coordinator.

Representatives from the European Commission might be invited to contribute to these events.

The role of the PC is to:

- ✓ give political orientations to the Network
- ✓ represent the Network at political level
- ✓ liaise with the CIVITAS Political Advisory Committee.

The Political Committee will review and discuss the papers already produced by the EC (White paper, etc.) and discuss the present situation in the geographical area.

The Political Committee will produce an annual Policy statement to be submitted for consideration by the CIVITAS PAC.

### **Management Committee**

At the first annual General Meeting and when the city providing the Network Coordinator will be changed, a Management Committee will be elected by General Assembly. The first Management Committee will be formed by the founders of the Network.

Between 5 and 10 members compose the Management Committee. Any Member of the Network may be nominated for election to the Management Committee. Nominations must carry a statement from the nominee confirming his or her willingness to serve, and must be supported by the city/organisation they represent. Nominations shall be proposed by the actual Network Coordinator, in consultation with secretariats.

The members of the Management Committee will elect one of their members to be the Network Coordinator. The NC will chair meetings of the Committee.

The Management Committee will meet at least every six months. More than half of the members of the Management Committee are required to be present to take decisions. The Management Committee will have collective responsibility for, among other things, the following key tasks:

- development of the Network's policies and procedures;
- managing the Network budget;
- overall approval of activities for each year;
- external representation of the Network.

The Management Committee may set up Subcommittees and Specialist Groups at its discretion to further the objects of the Network.

## Secretariats:

The Network will have the Network Secretariat, currently ODRAZ - Sustainable Community Development and one country secretariat in Slovenia, currently represented by REC Slovenia. Secretariats in other countries might be established, as well. The Network Secretariat is in charge of administering the Network and organising its activities, with assistance of other secretariats and Network Coordinator, under the supervision of the Management Committee. The secretariats will work in partnership.

The Network Secretariat is:

- the contact point for the Network and receive and respond to mails within a reasonable time by electronic or physical means;
- managing the Network web site and Network page on civitas.eu;
- managing the Network Facebook page
- managing the membership registrations, database of contacts, in conformity with applicable data protection legislation;
- producing the draft reports to the General Assembly and the Management Committee on the implementation of activities and membership evolution;
- responsible for preparing proposals to EC Satellite project for funding planned activities, preparing projects together with Network Coordinator, secretariats and other interested members to be submitted to other relevant calls for proposals
- responsible for the financial management of the Network;
- producing information material (leaflets, e-newsletters) ;
- organising Network meetings and events with assistance of Network Coordinator and other secretariats, and in cooperation with interested members;
- preparing minutes of meetings and draft Annual activity reports.

The country secretariats are:

- the contact point for the Network members in their respective countries;
- contributing to the Network web site and Facebook page;
- contributing to the draft reports for the General Assembly and the Management Committee on the implementation of activities;
- committed to contribute in preparing projects together with Network Secretariat to be submitted to relevant calls for proposals
- responsible for the financial management of the activities for which they are responsible
- contributing in preparation of information material (leaflets, e-newsletters) and translating relevant information to their national languages;
- assisting in organising Network meetings and events in their countries, in cooperation with relevant members;
- contributing to preparation of minutes of meetings and drafts annual activity reports.

As there is no Core budget secured for the Network functioning through EC projects since September 2016, the city providing the Network Coordinator will be in charge to provide minimum funds for basic work of Network Secretariat (percentage in the salaries for maintaining both web sites, preparing e-newsletter, maintaining Fb page, preparing draft of Activity plan and reports, updating membership database, participating in relevant events important for the

Network and similar). The detail relations between the city providing the Network Coordinator and the Network Secretariat will be determined through mutual contract.

The Network will fundraise to receive grants to fulfil in the best manner its planned activities.

#### **LEGAL STATUS:**

The Network at the present time is not established as a legal body. If decided by the General Assembly, based on the needs that occur in the future, the Network might be register as a legal entity, using a legal form appropriate to the laws of the country in which it would be established.

#### **ACCOUNTS**

The Network is not established as a legal entity, therefore does not have bank account and does not prepare the Balance Sheet and Income and Expenditure Account of the Network.

The funds for the work of the Network will be received on the bank accounts of the Network secretariat, country secretariats, city which is coordinated the Network or organisations that will be project leaders of the projects.

#### **GEOGRAPHIC AREA COVERED BY THE NETWORK:**

The Network covers the following geographic area: Slovenia, Croatia, Bosnia and Herzegovina, Bulgaria, Macedonia, Montenegro and Serbia.

#### **WORKING LANGUAGE:**

The working languages of the Network are: Slovenian, Croatian, Bosnian, Bulgarian, Macedonian, Montenegrin, Serbian and English.

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Any change to the Terms of Reference has to be proposed by the Management Committee and adopted by the General Assembly.

These Terms of Reference were adopted by the members of the CIVINET Slovenia – Croatia -SEE network at the fourth General Assembly meeting.