



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

September 2020

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

### **ESTABLISHMENT & NAME**

A network of cities and municipalities, as well as other relevant mobility stakeholders committed to the implementation of integrated strategies for cleaner and more sustainable urban mobility is established in Ljubljana on 25 April 2013 under the name "CIVINET Slovenia - Croatia - South East Europe". The Network gathers members from Croatia, Slovenia, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia.

### **LEGAL STATUS**

The network has not been established as a legal body. The Assembly decides on the registration of the Network as a legal entity on the basis of the proposal of the Management Committee, and in accordance with the needs arising from the Work Plan.

### **BANK ACCOUNTS**

The network does not have a bank account and is not required to prepare a balance sheet and a profit and loss account.

Funds for the operation of the Network will be received in the bank accounts of the Secretariat of the Network, secretariats in individual countries, the city acting as the Network Coordinator or the organizations that will be the project managers.

### **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, N.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, N.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, N. 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 (SUMPs).

## 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 SUMPs, 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.

## WORKING LANGUAGES

The working languages of the Network are the official languages of the Member States and English.

## **THE NETWORK YEAR**

The working year of the Network includes the period between the holding of the annual Assembly. The financial year of the Network runs from 1 January to 31 December.

## **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 propose and 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
- propose topics to be discussed at the Assembly, as well as propose topics for education or discussion at thematic events of the Network.

### **Decision making**

The decision made by the members of the Network at the Assembly, Political and Management Board is valid if it is voted by a:

- simple majority of the members of the Network who attend the Assembly session ,
- majority, but provided that the session of the Political and Management Board was attended by a majority of members.

### **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.

### **Membership**

Network membership is free of charge. Exceptionally, membership in the Network may be paid by local self-government units.

The Political Committee proposes a membership fee sufficient to cover the necessary labor costs. By the decision of the Assembly, it is possible to determine other models of covering the costs of the Network's work.

### **Other revenues of the Network**

The Network will raise funds to carry out the planned activities in the best possible way.

The Local Self-Government Unit acting as the Network Coordinator is obliged to provide financial resources for the basic work of the Network Secretariat (percentage of salary for maintenance of both websites, preparation of e-newsletters, maintenance of Facebook pages, preparation of reports, updating membership database, participation in relevant events important for Network and the like). The amount of necessary funds and mutual rights and obligations will be determined by the Network Coordinator and the Network Secretariat by a separate agreement.

The Secretariat of the Network is obliged to monitor the announcements of relevant calls for projects in the EU and EU member states of the Network and to prepare the project proposals. In order to encourage the work of the Network and the realization of the work program, the members of the Network may also make voluntary contributions.

## **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.

Changes in the Statute must be proposed to the Political and Management Committee and must be accepted by the Assembly.

### **Political Committee:**

The Political Committee consists of one political representative of every member city / municipality (mayor, deputy mayor, city councillor, or persons elected at city/municipality election for assembly and leading positions in the cities and municipalities). The cities / municipalities can authorize other person, who will be a member of the Political Committee or attend a meeting.

The Political Committee is organized according to the delegate principle. Each member country of the Network has the right to appoint one delegate for every ten local government units that are members of the Network. The Political committee is obliged to invite the member state to appoint delegates when the number of member units reaches at least 50% of the number required for appointment (15, 25, 35, etc.)

For the purpose of equality of work, the right to appoint one delegate has the member state that currently has less than ten local self-government members.

Taking into account the administrative organization of each member state of the Network, the representation of local self-government units in the membership and the efficiency of the work of the Political Committee, each member state of the Network may appoint the following maximum number of delegates:

- Bosnia and Herzegovina - 5,
- Montenegro - 1
- Croatia - 17
- N. Macedonia - 3
- Slovenia - 6
- Serbia - 5

The Political Committee meets at least 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.

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.

### **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. 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.

The members of the Management Committee will elect one of their members to be the Network Coordinator, as a rule the representative of the city who takes over the coordination of the Network. 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 has a central secretariat, and depending on the capabilities, the local secretariats of the member states may also be established. 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](http://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 project proposals for the European Commission calls that support the CIVITAS Initiative in order to finance planned activities; preparing projects in cooperation 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.

The organization of the secretariat affairs shall be decided by the Management Committee. For the time being, the secretarial affairs are entrusted to the ODRAZ-Sustainable Community Development.

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These Statute was adopted by the members of the CIVINET Slovenia – Croatia -SEE network at the General Assembly on 8 September 2020.