



**Terms of Reference
for the
Regional Civitas Network
known as
CIVINET Slovenia, Croatia and South East
Europe (SEE)
(former CIVINET Slovenia & Croatia)**

Version from February 2016

Terms of reference for CIVITAS Slovenia, Croatia and South East Europe Regional Network

From September 2013, CIVITAS national or regional networks are set up with the support of an EU project named CIVITAS-CAPITAL, which will co-fund the activities needed to establish and maintain the networks during the following 3 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 and South East Europe” – former "CIVINET Slovenia & Croatia”.

Use of the “CIVINET” and "Civitas" name and logo require approval by the European Commission.

MISSION AND OBJECTIVES

The Slovenia, Croatia and South East Europe CIVITAS regional Network is established as a platform for cities and other relevant mobility stakeholders in Slovenia, Croatia, Bulgaria, Bosnia & Herzegovina, 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, the media, general public and other stakeholders, throughout Slovenia, Croatia, Bulgaria, Bosnia & Herzegovina, 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 and Croatia, Bulgaria, Bosnia and Herzegovina, Serbia, Montenegro and Macedonia;
- to provide a focus 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 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 will be invited to attend the General Assembly.
- a series of thematic **Events** (seminars, workshops, /symposia, conferences, including site visits) will be organised to disseminate the results of CIVITAS, to present the CIVITAS measures implemented in Slovenia, Croatia, Bulgaria, Bosnia & Herzegovina, Macedonia, Montenegro and Serbia 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** will 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** will be created and maintained in cooperation with the CIVITAS Secretariat and the EC by the Slovenia, Croatia and SEE network and used as a key tool for the dissemination of information about the CIVITAS Initiative and the Network.
- **newsletters** will be used to communicate news from the CIVITAS Initiative and from the participating cities.
- **translations** of selected material produced by the CIVITAS Initiative and other relevant sustainable mobility projects will be organised on request of members.

THE NETWORK YEAR

The Network year runs from April 25, 2013 to April 25, 2014. If introduced, any membership subscription falls due on April 25 in every year.

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, agreed by the European Commission and adopted by the General Assembly. The Activity Plan will fix details of activities (topics, venues, frequency) as well as clear roles and responsibilities for both 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 be accompanied by a declaration of intent on headed paper from the body applying to actively participate in the Network.

Membership will be granted subject to review by the Management Committee. Once approved, a Network Membership Certificate will be issued to the newly admitted member.

The **Declaration of Intent** will declare the applicant's interest in:

- supporting the development and implementation of sustainable urban transport policies integrating innovative measures, technologies and infrastructures;
- supporting the aims and approach of the Civitas Initiative;
- sharing experiences and learning about cities' progress and achievements by actively participating in events organised by 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 and membership terms and conditions. At least 25% of the Network's member must be present to reach quorum.

Observers

Local authorities and other relevant mobility stakeholders from a wider geographical scope without a language barrier (Slovenia, Croatia, Bulgaria, Bosnia and Herzegovina, Serbia, Montenegro and Macedonia) could have a status of observers. They can opt for a full membership as well and in that case they can participate at open meetings and other events, and have a power to vote or of decision-making.

Resignation, Suspension and Expulsion

A member wishing to resign from the Network must give written notice to the Secretariat in its country not less than three months before the end of the Network Year. Unless such notice is given the member shall be required to pay any subscription due (if introduced) for the following membership year.

A member who has not paid any required subscription for the current Network Year three months after the due date for such subscription shall lose all privileges of membership until the necessary payment is made. A member still in arrears six months after the due date for payment of subscription shall be removed from the Network's records of membership.

If any member violates or acts in any way contrary to the objects 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 under the EC Grant Agreement and other third-party contributions. Contributions shall not provide for any profit element for the beneficiaries of the CIVITAS-CAPITAL Grant Agreement.

ORGANISATION

The Network shall have the following management bodies

- **General Assembly**
- **Political Committee**
- **Management Committee**
- **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 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 (subject to the approval of the European Commission)

Political Committee:

The Political Committee is composed of one political representative of each member 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); it elects a Chairman. For the first 3 years of the Network (till August 31, 2016), the PC will be chaired by the political representative from the city providing the Regional Network Manager.

Representatives from the European Commission will 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 annually thereafter, a Management Committee will be elected by the membership. The first Management Committee will be formed by the founders of the network and will be in place until the first Annual General Meeting.

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 two Members of the Network other than the nominee. Nominations shall reach the Network Secretariats on or before the published deadline for nominations, which shall be no less than four weeks before the annual General Meeting.

The members of the Management Committee will elect one of their members to be Regional Network Manager. The RNM 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 programmes and activities for each financial year;
- external representation of the network; and

- development and approval of the Network's Communications Strategy.

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

Secretariat:

The Network will have two secretariats seated one in Slovenia and one in Croatia, which are in charge of administering the network and organising its activities under the supervision of the Management Committee. The leading Secretariat will be in the country from where the Regional Network Manager comes. Two Secretariats will work in partnership.

Both Secretariats are:

- the contact point for the network and receive and respond to mail within a reasonable time by electronic or physical means;
- managing the network web site ;
- managing the membership registrations, database of contacts, in conformity with applicable data protection legislation;
- producing reports to the General Assembly and the Management Committee on the implementation of activities and membership evolution;
- also responsible for the financial management of the network;
- producing information material (brochures, newsletters) ;
- organising network meetings and events;
- preparing minutes of meetings and drafts annual activity reports.

Both Secretariats are ensured by assigned partners of CIVITAS-CAPITAL for the duration of the EC contract.

AUDITOR OR INDEPENDENT EXAMINER

An Honorary Auditor or Independent Examiner shall be appointed at the Annual General Assembly in case the General Assembly introduces an annual subscription fee or donations for membership and shall hold office for the duration of the CIVITAS-CAPITAL project. This appointment is subject to approval by the European Commission.

The accounts of the Network shall be submitted for audit once every year to the Honorary Auditor or Independent Examiner, who shall be entitled to examine all the books and accounts, and to receive all the information and explanation required. The Auditor or Independent Examiner shall be required to certify whether or not the books and accounts are in order. The European Commission is entitled to review the accounts on request.

ACCOUNTS

The Balance Sheet and Income and Expenditure Account of the Network, duly scrutinised in accordance with the laws governing the national territories concerned, shall be drawn up annually and shall be published by the Network and a copy made available to every member on request.

LEGAL STATUS:

Comment: The network might be established as a legal entity using a legal form appropriate to the laws of the country in which it is established.

GEOGRAPHIC AREA COVERED BY THE NETWORK:

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

WORKING LANGUAGE:

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

These Terms of Reference were adopted by the founder and all new members of the CIVINET Slovenia, Croatia and SEE network at the third General Assembly meeting

Any change to these Terms of Reference has to be proposed by the Management Committee and adopted by the General Assembly after approval by the European Commission.