

Rules of Procedure for the Task Force of the Roma Integration 2020

Pursuant to the description of the Roma Integration 2020 project, multicounty IPA 2014/031-603.10/MC/Roma, the rules of procedure of the Task Force of the Roma Integration 2020 are defined as follows:

Article 1 ***Role of the Task Force***

1. The Task Force provides operational guidance to and supervision of the Roma Integration 2020 project.
2. The Task Force adopts and amends the template for annual progress reporting conducted by each participating economy.
3. The Task Force approves the topics of the regional workshops organized by the Regional Cooperation Council Roma Integration 2020 Action Team.
4. The Task Force discusses the progress of Roma Integration in each participating economy in the context of EU accession.
5. The Task Force discusses the type of support needed from the Regional Cooperation Council Roma Integration 2020 Action Team with regards to furthering the Roma Integration process at national and regional level.
6. The Task Force takes stock of the political context in the region that impacts the initiative, including major mainstream policy priorities and the EU enlargement priorities for the region. Where needed, the Task Force shall communicate, alert or raise concerns on events, practices and decisions at national or international level that may hinder or put barriers to the implementation of policy commitments of the Roma Integration 2020 project.

Article 2 ***Composition***

1. The Task Force is composed of the National Roma Contact Points from each participating economy (see Appendix 1), two representatives of civil society (see Appendix 2), and one representative from the European Commission (DG NEAR), the Open Society Foundations and the Regional Cooperation Council.
2. National Roma Contact Points officially designate their Deputies. In exceptional cases when the responsible National Roma Contact Point is not able to attend the meeting, the

participating economy shall be represented by designated Deputy of the National Roma Contact Point.

3. The Regional Cooperation Council Roma Integration 2020 Action Team participates at the Task Force meeting with secretariat role capacities.

Article 3 ***Frequency and Costs of Meetings***

1. The Task Force holds one regular meeting per year.
2. The Regional Cooperation Council Roma Integration 2020 Action Team may convene a special meeting if it deems necessary or if it is requested in writing by one of the Task Force members.
3. The costs of travel and accommodation for the National Roma Contact Points and the representatives of civil society will be covered by Roma Integration 2020 budget.

Article 4 ***Venue of Meetings***

Meetings of the Task Force shall be held in Belgrade, Serbia, unless its members decide otherwise.

Article 5 ***Working Procedures***

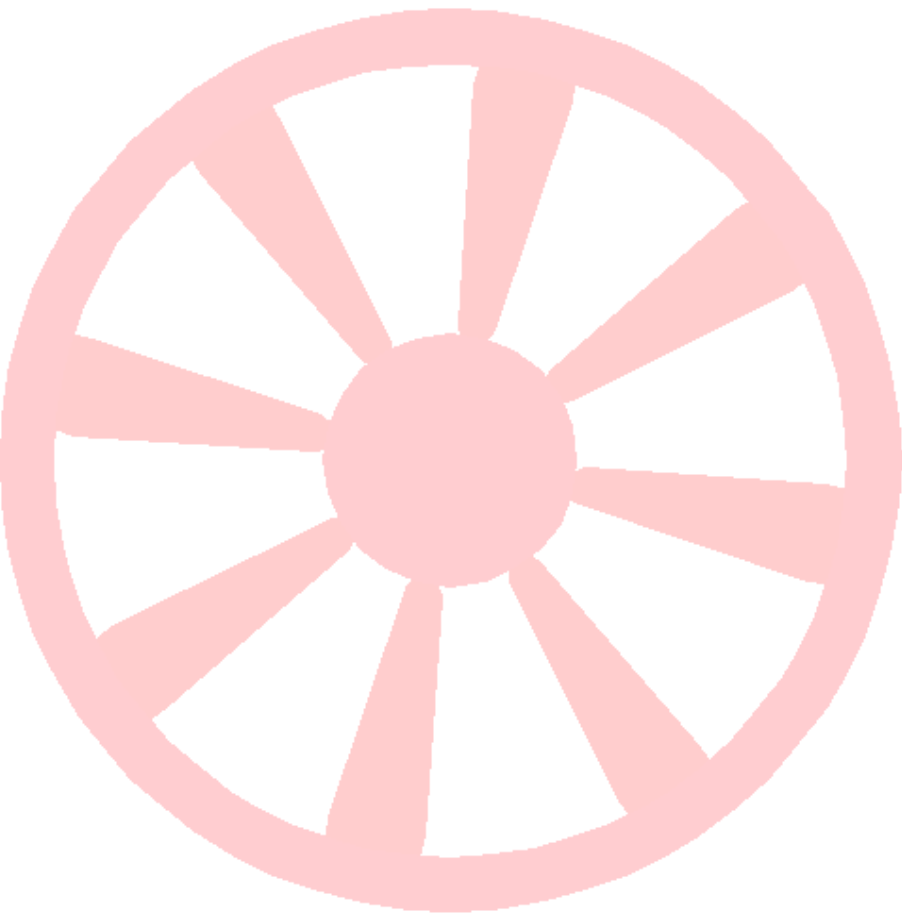
1. Meetings of the Task Force are convened in writing by the Roma Integration 2020 Action Team Leader.
2. The Roma Integration 2020 Action Team Leader shall notify the date and propose the draft agenda of the meetings to each Task Force member not later than 15 calendar days before that meeting.
3. The Task Force meetings are convened and prepared by the Regional Cooperation Council Roma Integration 2020 Action Team in co-ordination with the European Commission and the Open Society Foundations.
4. The meetings of the Task Force are chaired by the European Commission and the Regional Cooperation Council.
5. Correspondence to the Task Force shall be circulated through the Regional Cooperation Council Roma Integration 2020 Action Team.
6. English shall be both the official and the working language of the Task Force.

Article 6
Adoption of Decisions and Recommendations

1. Decisions of the Task Force will be taken by consensus, which is understood as absence of objection.
2. If a Task Force member present at the meeting requires additional time to consider a proposed decision and/or recommendation, he/she should notify this immediately. Additional 7 calendar days after the meeting shall be provided for consideration. The Task Force member shall provide a written response to the Action Team Leader within this period.
3. The Action Team Leader shall deliver the decisions and/or recommendations to each member of the Task Force in writing. These decision and/or recommendations, where relevant, may be presented by the RCC Secretary General at various meetings.

Article 7
Minutes of Meetings

Agreed Minutes shall be kept of each meeting of the Task Force. Draft minutes will normally be circulated for comments by the Roma Integration 2020 Action Team Leader within 7 calendar days, following which the Team Leader will issue a final version.



Appendix 1

Terms of Reference

National Roma Contact Points

- a) Ensures the **efficient and timely implementation** of the national integration strategy/Roma National Action Plan.
- b) Ensures **coordination between line ministries** and government institutions/offices in order to integrate Roma issues into the main socio-economic policies and action plans, as well as budget, of the governments.
- c) Ensures the **financial commitment** necessary for the implementation of the national integration strategy/Roma National Action Plan.
- d) Establishes an **effective monitoring mechanism** to measure progress and impact on the ground at the national level.
- e) Represents her/his government in the **RCC Roma Integration 2020 Task Force** with the aim to guide/steer the initiative, defining objectives and monitoring progress on Roma Inclusion in the region.
- f) Closely **cooperates with the RCC Action Team on Roma Integration** on Roma related issues in the countries, including but not limited to policy advice on mainstreaming Roma issues, reporting and collaboration with civil society organizations.
- g) **Makes available disaggregated data** in accordance with the international standards on data collection and data protection.
- h) Ensures **transparency, sharing of information and awareness raising** regarding the Roma Integration policy and activities within the government, with civil society, and with the public.
- i) Ensures an **effective participation of the Romani civil society** in the National Working Groups, or similar bodies, and the Public Dialogue Forum, in order to allow for their participation in the implementation and monitoring of the national integration strategy
- j) Ensures **regional cooperation** with colleagues at the SEE regional level, and reports to her/his government, including the RCC National coordinator, and the Task Force (fluency in English is recommended).

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