

# Deliverable D3.1.1

## Memorandum of Understanding of the Adriatic Advisory Committee

**Project acronym:** ARGOS

**Project ID number:** 10255153

**Project title:** ShARed GOVERNance of Sustainable fisheries and aquaculture activities as leverage to protect marine resources in the Adriatic Sea

**Priority Axis:** Environment and cultural heritage

**Specific Objective:** 3.2 - Contribute to protect and restore biodiversity

**Work Package Number:** WP 3

**Work Package Title:** Governance framework

**Activity Number:** 3.1

**Activity Title:** Establishment and functioning of the governance framework

**Partner in charge:** Lead partner - Autonomous Region of Friuli-Venezia Giulia in collaboration with all PPs

**Partner involved:** all project partners

**URL:** <https://www.italy-croatia.eu/argos>

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## ARTICLE 1

### TASKS AND RESPONSABILITIES

As a daily consultation and guiding body, the *Adriatic Advisory Committee* (AAC) supervises technical-scientific project topics and endorses technical (common measures, protocols) and governance (plans, recommendations) proposals to the *Steering Committee* (SC). AAC also proposes endorsements for coordinated intervention and shared measures for the protection of marine species and habitats. Biological, ecological, environmental, productive and socio-economic aspects will be evaluated and processed.

## ARTICLE 2

### MEMBERS

- a) AAC is composed by 18 members. 14 representatives designated by each project partner with high qualification in the scientific field of fishery and aquaculture sector. 4 representatives are delegated by economic and social parts (Organisations of Producers, fishing and aquaculture associations of operators, etc.), also with the supervision of the 2 Ministries: 2 delegates from fishery and 2 from aquaculture Italian and Croatian economic parts.
- b) For specific strategic tasks (i.e. Act. 3.3 and 3.4) concerning the whole Adriatic, AAC composition should be enlarged with technical-scientific representatives of both EU (i.e. Slovenia) and extra-EU Countries (i.e. Bosnia-Herzegovina, Montenegro, Albania).
- c) AAC works are coordinated by the AAC coordinator and supported by the AAC secretariat.

### ARTICLE 3 COORDINATOR

- a) AAC is coordinated by WP responsible, represented by PP1 Veneto region's scientific delegate (hereafter Coordinator). The Coordinator reports to the SC all meetings results. The Coordinator will become, therefore, a connecting figure between the AAC and the SC.
- b) The primary tasks of the Coordinator include drafting of the agenda upon the suggestion of the whole AAC, chairing of the meetings, facilitation of transparent opinion making and promotion of dialogue. The Coordinator shall have complete supervision on the proceedings of the AAC and over the maintenance of order of the meetings. The Coordinator decides the best procedures to adopt in taking recommendations: the recommendations-building process occurs in a co-operative manner.
- c) The Coordinator is always supported by a Vice-coordinator (hereafter Vice-coordinator).
- d) AAC members shall elect the Vice-coordinator, once the final composition of the AAC is approved.

### ARTICLE 4 AAC SECRETARIAT

Secretariat activity is provided by PP1 Veneto region, WP3 coordinator. The AAC secretariat is the reference point for the AAC matters, and shall be responsible for the arrangements and organisation of the meetings of the AAC. Reports of the regular sessions of the AAC, according to Italy-Croatia Programme rules, shall be kept by the secretariat for five years after the conclusion of the project. The Secretariat takes care for the management of meetings' agenda according to Coordinator's instructions, prepares the agenda in project template, submit it to partners and members of the AAC, revises it according to suggestions and prepares the drafting of meeting minutes.

## ARTICLE 5

### RECOMMENDATIONS

- a) As provided by the governance framework, all the AAC outputs, proposals and recommendations will be evaluated and approved by the SC.
- b) Institutional members of each Partner could participate at AAC meetings as listeners.

## ARTICLE 6

### MEETING PROCEDURES

- a) The AAC generally meets in occasion of the SC meetings. ARGOS' application form foresees almost six meetings of AAC during project lifetime: July and November 2020, June and November 2021, June and November 2022.
- b) Until COVID-19 restrictions are put in place, web AAC meetings will be favoured. In the year 2020, just one meeting of the AAC is foreseen. Hence, an extraordinary additional web meeting will take place in the 1<sup>st</sup> semester 2021, once the final composition of the AAC is defined.
- c) In order to be effective, each AAC meeting must involve the presence of at least 12 official members or substitutes.
- d) English is the working language of the AAC.
- e) Through the Secretariat, the AAC Coordinator shall convey the members date, place and provisional agenda of each session, at least fifteen working days before the starting of each session. The agenda shall be adopted at the beginning of each session. The AAC shall approve at the end of each session, on the proposal of the AAC secretariat, a provisional agenda for the following session.
- f) Invitations and agendas are transmitted by the Secretariat via e-mail to the members fifteen working days in advance, while advisory materials shall be transmitted at least ten working days in advance. Modifications to the agenda must be communicated to the Coordinator five working

days in advance. All members, according to their role, shall report in each meeting about the progressive level of the implementation of one's own tasks.

- g) The AAC secretariat prepares the minutes for all meetings and transmits them not later than twenty working days after the end of the meetings to the members. The members of the AAC can submit additions to the minutes within ten working days of receipt of the minute. The minutes are considered accepted if no member of the AAC submits an objection in writing within ten working days of receipt of the minutes. If a member of the AAC submits a written objection to the content of the minutes by this deadline, the Coordinator determines which decision making process has to be taken for a positive solution. The Coordinator informs the members immediately of the results of the process.
- h) In case of necessity or particular urgency, the terms referred to in letters e) and f) of this article may be reduced by half.

## ARTICLE 7

### CONSULTATION PROCEDURE

Recommendations and deliverables which are proposed outside the meetings of the AAC will be made in circulation procedure, via e-mail. The Coordinator delivers the request to all members by e-mail, asking for the acknowledge of receipt. The members can comment and reply on these documents within ten working days of receiving the written materials. The suggestion is accepted if no member of the AAC objects by this deadline. After this procedure, the Coordinator informs members of the AAC about the results. Within the consultations, the Coordinator is always supported by the Vice-coordinator.