

**Memorandum of Understanding
for the co-ordinated development
of the Pan-European
Barents/Euro-Arctic Transport Area**

Steering Committee

RULES OF PROCEDURE

Article 1

Each Party will appoint one representative and one deputy representative to the Steering Committee by notification to all other parties.

Each delegation may be accompanied by experts, when necessary.

Article 2

A representative of the Barents Regional Council shall be invited to participate in all the meetings of the Steering Committee. Representatives from the authorities within the Area, the private sector, non-governmental organisations and the International Financial Institutions may be invited to meetings as appropriate, and on an observer status.

Invitations will be issued by the chair on its own initiative or at the suggestion of any of the Parties. A list of invitees will be circulated before the invitations are issued and any Party may oppose the participation of any invitee.

Article 3

Decisions will be taken unanimously.

Article 4

The Steering Committee will be chaired by the delegation representing the country chairing the Barents Euro-Arctic Council. The European Commission's representative will co-chair the Steering Committee with the representative of the Party holding the chair.

Article 5

The Steering Committee will meet at least once a year. Additional sessions will be called by the chair or at the initiative of any Party, in any case, in agreement with the other Parties. Invitations for these meetings will be issued by the chair.

Article 6

The annual meeting of the Steering Committee will be held in the country holding the chairmanship.

Meetings can also take place in any other venue at the invitation of one of the Parties. The cost of the organisation of the meeting will be borne by the inviting Party, except for travel and accommodation costs. Each participant pays for his own costs.

Article 7

The secretariat of the Steering Committee will prepare and disseminate invitations and agendas, minutes of the meetings as well as working documents, in due time before the meeting.

Article 8

The Steering Committee may decide that minutes of the meeting, results of studies or other documents are confidential.

The Committee shall agree on the dissemination of the results of studies and other relevant documents on the basis of article 3 and 4 of the Memorandum of Understanding.

Article 9

Working languages of the Steering Committee will be English and Russian. Documents will, however, only be established in English.

Article 10

The Steering Committee will establish a working programme on a yearly basis.

Article 11

The Steering Committee will act within the framework of the G-24 Transport Group and the Barents Euro-Arctic Council. The Committee will report once a year on its work. The reports will be transmitted to the Barents Euro-Arctic Council, the G-24 Transport Group and the European Commission.

Article 12

The Steering Committee may decide to establish working groups on an ad hoc basis, as appropriate, to fulfil the scope of work enshrined in the Memorandum of Understanding and to prepare decisions for the Steering Committee.