



**ALPEN-ADRIA-ALLIANZ**

**SAVEZ ALPE-JADRAN**

**ALPOK-ADRIA SZÖVETSÉG**

**ZVEZA ALPE-JADRAN**

**ALPS-ADRIATIC-ALLIANCE**

**Joint Statement and Rules of Procedure of the  
ALPS-ADRIATIC-ALLIANCE**

**PREAMBLE**

The members of the Alps-Adriatic Alliance declare with regard to their cooperation that the targets of the cooperation network shall be:

- To contribute with its activities, performed in the interest of the people, to the constitution of a peaceful, joint, democratic, pluralistic and sustainable Europe;
- To always strive to strengthen the ties between the participating regions, countries, municipalities, institutions and civil society institutions through intensive, project-oriented cooperation, on the grounds of its geographical location and its economic and cultural potential in its field of competence;
- To support functional exchange and cooperation at all levels, while taking into account the equality and partnership between the members;
- To aim at making use of the instruments of the European Union which were created for common projects and activities.

## I.

### **Name, Place and Scope**

- 1.1. The cooperation network "Alps-Adriatic Alliance" (hereinafter the cooperation network) is a network for the promotion of the interregional cooperation in the Alps-Adriatic region. Its place of business is in Klagenfurt am Wörthersee at the Carinthian regional government.
- 1.2. The cooperation network shall be established by its regular members.
- 1.3. The cooperation network shall be established for an indefinite period. Every 4 years an evaluation shall take place by the Alps-Adriatic Council (hereinafter AAC) as its highest body.

## II.

### **Membership**

- 2.1. All regional public administrative authorities, respectively all organisations which represent such authorities may become regular members with a seat and voice in the governing bodies of the cooperation network, subject to Point. 2.3..
- 2.2. Cities and municipalities as well as any public or private non-profit-organisation can become an associate member without seat and vote in the governing bodies. They may participate in the activities of the cooperation network.
- 2.3. Cities and municipalities may become regular members if the region to which they belong is not a regular member of the cooperation network already. An associate membership is open to all cities and municipalities.
- 2.4. The admittance of new members takes place by resolution or circular resolution of the AAC. It is based on a written application, which is to be submitted to the General Secretariat by the applicant.
- 2.5. The withdrawal of a regular member from the cooperation network is possible at the beginning of a calendar year. The fulfilment of the members' financial obligation according to point 5.1.3 remains untouched. A withdrawal requires a letter from the respective representative of the member wishing to leave, which must be received by the General Secretariat no later than December 31<sup>st</sup> of the previous year. The Alps-Adriatic-Council confirms the resignation at its regular meeting in a year in which a chairmanship is handed over, otherwise by means of a circular decision. By keeping a two month-notice period, associate members can withdraw at the end of each calendar month by sending a letter to the General Secretariat.
- 2.6. In the event that a member does not meet its financial obligation in accordance with point 5.1.3 without giving valid reasons, the Alps-Adriatic-Council has to decide on its further membership in the network, either in the course of its regular meeting or by means of a circular decision.

### **III. General Provisions**

- 3.1. The rules of procedure regulate the processes and procedures for the cooperation within the framework of the cooperation network.
- 3.2. The AAC passes its resolutions consensually. The resolution is deemed adopted also if individual members of the body abstain from voting during the decision-making procedure. No resolution is adopted in the case of an express opposing opinion (veto) of a member of the body. The Steering Committee shall pass its resolutions consensually, whenever possible. No resolution is adopted if at least three members of the Steering Committee vote against the proposal for decision.
- 3.3. The governing bodies may also adopt decisions by way of circular resolution during the period between two regular ordinary meetings – based on a proposal for decision sent out by the Chairperson to the members. If no member objects to the proposal for decision in writing within 15 days from the receipt of the notification, the decision is deemed passed. The Chairperson of the body must report on the decisions which were passed this way at the next meeting.
- 3.4. The Chairperson of the body shall be entitled and obliged:
  - a) To look after the organisation of the work of the body headed by this Chairperson;
  - b) To assume the representation of the body, or to assign this task to another person.
- 3.5. The acceptance and handover of a chair of the bodies is done at the beginning of each year, unless it is agreed otherwise.
- 3.6. For the AAC, the official languages of negotiation shall be all the languages of the members. The official language used for all other activities and bodies of the network is English, unless it is agreed otherwise.
- 3.7. The regulations on the "Representation of the logo of the cooperation network" are included in Annex 1.

**IV.**  
**Bodies of the Alps-Adriatic-Alliance**

**Alps-Adriatic Council (AAC)**

- 4.1.1. The AAC is the assembly of all the members of the cooperation network, which is held every two years. Each member shall delegate one political representative to the AAC. The AAC shall vote for a member to be the Chairperson for a period of two years. The Chairperson's responsibility is the external representation of the cooperation network (together with the General Secretariat), as well as the presidency at the network meeting. The Chairperson may be re-elected for a maximum of one further period.
- 4.1.2. The responsibility of the AAC is the decision on fundamental questions such as future focus areas of cooperation at the suggestion of members and/or the Thematic Coordination Points (hereinafter TCPs) and the information of all members about the carried out projects and activities in the network on the jointly established topics.
- 4.1.3. The competences of the Alps-Adriatic Council also include:
- a) Statements on political issues relating to the cooperation network;
  - b) Determination of the revenue side of the common project budget for the next two years;
  - c) Evaluation of existing cooperation issues;
  - d) Approval of new subjects for cooperation. A prerequisite for the approval of new subjects for cooperation is the request of a member, as well as the commitment for establishing a TCP;
  - e) Notice of the termination of existing cooperation themes, if the relevant Thematic Coordination Point (TCP) ceases to be active and is not replaced;
  - f) Defining the organisational and procedural rules of the cooperation network;
  - g) Audit of the financial statements and the financial management of the Alps-Adriatic account.
- 4.1.4. Every four years, an evaluation of the activities and of the thematic areas shall be carried out by the AAC.
- 4.1.5. The Chairperson of the AAC may convene the members also to an extraordinary meeting, if necessary; the members must be notified of the date of this meeting at least 21 days in advance.
- 4.1.6. The convening of an extraordinary session of the AAC requires at least one quarter of the members of the AAC to file a request with a specification and justification of the request to the rotating chair.

## **Steering Committee**

- 4.2.1. The Steering Committee consists of one representative for each one of the Contact Points (hereinafter CPs) and the TCPs. It is chaired by the head of the General Secretariat and/or a representative of the General Secretariat. The members have equal rights and obligations.
- 4.2.2. The tasks of the Steering Committee include in particular:
  - a) Technical preparation of the meetings of the AAC.
  - b) Approval of project proposals and granting of financial aid from the common project budget for their implementation. Only proposals for projects that have been previously consensually approved by the TCPs and the General Secretariat shall be presented for the passing of a resolution.
- 4.2.3. The Steering Committee shall convene for a regular meeting at least once and not more than twice a year; the date shall be provided to the members with at least 30 days notice. The invitation and the documents on the agenda shall be provided to the members of the Coordination Committee and the other participants invited to the session 14 days prior to the meeting. At the latest four weeks prior to the AAC, the Steering Committee shall hold a preparatory session.
- 4.2.4. The head of the General Secretariat as the Chairperson of the Steering Committee may also convene an extraordinary meeting, if necessary.
- 4.2.5. Public relations work is performed by the member assuming the chair in collaboration with the General Secretariat (e.g. web presentation, maintenance of the website [www.alps-adriatic-alliance.org](http://www.alps-adriatic-alliance.org)).

## **Thematic Coordination Points**

- 4.3.1. The objective of the Thematic Coordination Points (hereinafter TCPs) is the establishment and support of thematic networks of players at different levels, and to develop and to carry out common projects. The TCPs are available to all players within the collaborative network for funding advice, search for project partners, as well as a hub of information and a communication platform.
- 4.3.2. TCP can be any public or private institution in agreement with a member of the network, which meets the requirements with regard to the content, personnel and organization enabling it to fulfil a complex task. The TCPs are also responsible for the financial budgeting to fulfil their duties.
- 4.3.3. The TCPs shall assume the representation of the thematic networks in the Steering Committee. The respective TCPs are responsible for the reception and examination of all incoming applications for funding. The examination's focus should be on formal correctness of the application and the requirement that the suggested project is of significant importance for the entire network. All applications that do not meet these criteria have already to be rejected by the TCP and not handed on to the Steering Committee. The applicant and the General Secretariat shall be informed by the TCP of the rejection and the reasons therefor.  
In case a TCP, represented by its Chairman, applies for the funding of a project, it has to be sent to the General Secretariat for examination and evaluation and to be forwarded to the Steering Committee to be dealt with. The focus is again to be laid on the requirement that the suggested project is of significant importance for the entire network.
- 4.3.4. The design of procedures and working modes within a thematic network rests the respective TCP.
- 4.3.5. No later than on 31<sup>st</sup> of October of each year a report on the activities of the Thematic Coordination Points and their results in the context of the thematic networks shall be submitted to the General Secretariat in writing.
- 4.3.6. TCPs shall be established for a minimum period of two years by the AAC according to the needs and strategic goals of the network. An extension by the AAC is possible. In the event that a TCP does not prove any significant activity, the AAC must decide about its further existence either during its regular meeting or by means of a circular decision, after prior intensive consultation with the Steering Committee.

## **General Secretariat**

- 4.4.1. The General Secretariat is responsible for the administrative organisation and coordination of the cooperation network.
- 4.4.2. This includes in particular:
- the organization of the work of the AAC in consultation with the Chair and the Steering Committee as well as the networking of Contact Points and TCPs;
  - joint public relations work with the Chair;
  - management of the joint project budget;
  - support of the implementation and evaluation of projects supported from the joint project budget, as well as control regarding the contents and the financial aspects of their implementation and use;
  - Preparation of an annual report on the activities of the thematic networks on the basis of the reports of the TCPs;
  - Participation and/or representation (of interests) of the cooperation network in European interregional organisations (together with the Chairperson).
- 4.4.3. The General Secretariat may obtain financial aid from the common project budget to carry out its tasks in accordance with the provisions of these organisational and procedural rules.

## **Contact Points**

- 4.5.1. All regular members of the cooperation network shall either set up their own Contact Point or have access to a Contact Point.
- 4.5.2. The responsibilities of the Contact Points of the individual members:
- a) To support the work of the General Secretariat;
  - b) To support the work of the Thematic Coordination Points, which are led by the member who is associated with the respective Contact Point;
  - c) Place of contact for stakeholders within the thematic networks.

## V. Financing

### General Provisions

- 5.1.1. By principle, each member shall bear the costs incurred by the members from the activities in the cooperation network.
- 5.1.2. A common project budget shall be established by the members for the financing of **important activities and projects, which are significant for the entire network**; this budget shall be monitored by the General Secretariat and administered by the Steering Committee.  
The amount of the common project budget per calendar year shall be determined at the beginning of the two-year chair for the time of this respective presidency by decision of the AAC.  
The income of the common project budget comes from the membership fees paid by members.  
The calculation of the membership fee shall be based on a resolution passed by the AAC.
- 5.1.3. The regular members are obliged to pay their membership fees into the account of the General Secretariat no later than 31<sup>st</sup> of March of each calendar year.  
If the withdrawal according to point 2.5 becomes effective in a calendar year in which there is no scheduled AAC-meeting, the resigning member must pay its membership fee for the last time in order to ensure the financial planning horizon of the cooperation network.
- 5.1.4. Any release of funds shall be subject to a decision of the Steering Committee.  
The General Secretariat is obliged to prepare a report and an annual financial statement about the use of funds and to present it to the Steering Committee at the first meeting following the respective calendar year.
- 5.1.5. The supervision of transactions performed by the General Secretariat on the Alps-Adriatic account is a responsibility of the AAC.

### Financing of Common Projects

- 5.2.1. Depending on the financial resources, the following project-types can be funded from the joint budget:
- preparation costs for the submission of a project within the framework of appropriate EU-programs
  - subsidies for the implementation of EU co-financed projects
  - joint projects which are in the overall common interest of the cooperation network
- 5.2.2. A project financed by the AAA must fulfill certain criteria which are stated in the **Annex 2** "Implementation guidelines for project financed by the AAA" to the procedural rules.



- 5.2.3 These implementation guidelines should be evaluated every year by the Steering Committee and can be adopted consensually at a meeting of the Steering Committee according to practical requirements.

## **VI. Dissolution of the Cooperation Network**

- 6.1. The dissolution of the cooperation network can be done by a unanimous decision of the AAC only.

## **VII. Use of the Cooperation Network's Logo**

- 7.1. The application of the Alps-Adriatic-Alliance logo (on stationary, publications and posters, as well as in the internet) is reserved to the bodies of cooperation network and/or its members.
- 7.2. The use of the Alps-Adriatic logo for the purpose of dissemination and promotion of the Alps-Adriatic idea in magazines and publications which are not issued by the cooperation network, as well as at specific events, is permitted.
- 7.3. The members will aim at preventing any misuse of the Alps-Adriatic logo within their legal and factual abilities.

## **VIII. Final Provisions**

- 8.1. The rules of organisation and procedure shall come into force at the date of the inaugural meeting of the Alps-Adriatic-Alliance cooperation network.
- 8.2. Changes or additions to the procedural rules effect from the date of the decision of the AAC.
- 8.3. The current list of the members of the cooperation network, their representatives as well as the addresses of the General Secretariat as well as the contact points and the Thematic Coordination Points can be found on the website of the cooperation network (<http://www.alps-adriatic-alliance.org>).



## Annex 1

### THE REPRESENTATION OF THE ALPS-ADRIATIC-ALLIANCE-LOGO

The Alps-Adriatic-Alliance took over the logo of the Alps-Adriatic Working Community. The official logo of the Alps-Adriatic Working Community was selected from 70 competition entries and invoked by the Plenary Assembly of the Working Community in Graz on Sept. 23<sup>rd</sup> 1980. The alteration in stroke as a result of introducing the Hungarian marking came as a result of a resolution by the Commission of Executive Officers on Sept. 4<sup>th</sup> 1991 in Bad Ischl (Upper Austria). The characteristics required for correct reproduction are given below.

The logo of the Working Community in the five member languages is formed by a rectangular frame with rounded corners laid parallel to the edges of the page, with the characters placed within.

The upper horizontal text is ALPEN-ADRIA, whilst the text ALPE-JADRAN is placed twice in succession, above the upper right-hand corner running from the right-hand vertical side and over the lower right-hand corner approximately to the centre of the lower horizontal side, with additionally the text ALPE-ADRIA over the lower left-hand corner and additionally to that the text ALPOK-ADRIA covering the left vertical side reaching into the upper left-hand corner.

The two jigsaw puzzle pieces lie within the above-mentioned frame and are interlocked. They run diagonally from the upper right to the lower left.

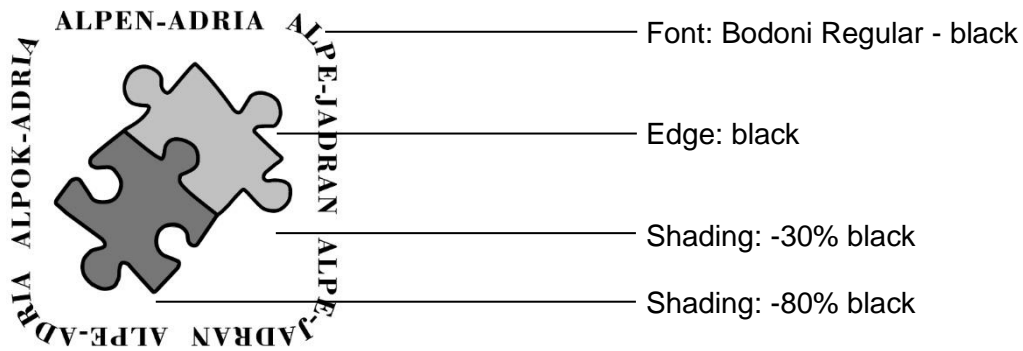
The upper jigsaw piece has single protrusions facing its three free sides and a cavity on the side towards the second jigsaw piece. The lower jigsaw piece has cavities on both lateral sides and protrusions on the upper and lower sides.

The logo may be depicted in black & white or in colour.

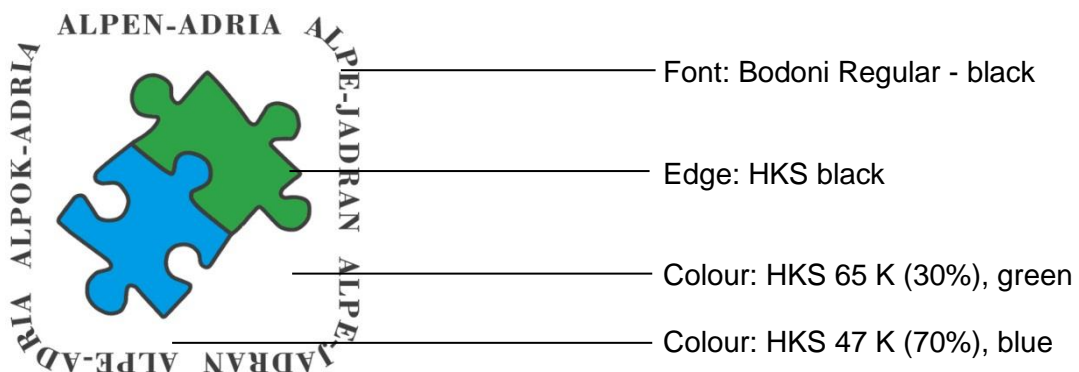
Dimensional alterations or depiction in negative are to be accomplished by photographic methods.

All bodies of the cooperation network can obtain the logo at the General Secretariat of the Alps-Adriatic-Alliance at the Carinthian Regional Government Office: Amt der Kärntner Landesregierung, A-9021 Klagenfurt, AUSTRIA, Tel. (+43) 5 0536-10134, email: post.alpeadria@ktn.gv.at, Fax: (+43) 5 0536-10130.

**a) Reproduction in black & white:**



**b) Reproduction in colour:**



## Annex 2

### Implementation Guidelines for Projects Financially Supported by the AAA

#### 1. General requirements for all project applications

- Projects financed by the AAA must involve the minimum of three regular members of the AAA from three different countries.
  - All members must have the opportunity to be part of a AAA-project.
  - The number of involved regular members of the network should be a qualitative indicator which means that the role of each partner should be described in the application. The more regular members are involved as active partners in the project, the greater its chances of approval by the Steering Committee.
  - The expectable added value of the project for the entire AAA must be clearly described in the application form and is subject to evaluation after the project is completed.
  - The number of expectable active partners/participants/multipliers in the project itself respectively the number of people which can be reached by the project (participants, multipliers, visitors etc.) is essential.
  - In every publication of the project financed by the AAA it should be mentioned and visible (at least by displaying the AAA-logo) that the project is subsidized by the AAA.
  - For preparation costs in order to submit a project within an appropriate EU-program: If the relevant EU-program offers the possibility to include the preparation costs within the financial declaration of the EU-project, the project-holder has to return the preparation subsidy given by the AAA (in order to avoid duplicate funding).
2. For any application the form which is issued by the Steering Committee has to be used. The applicants have to ensure that the application forms are filled in in English language and that they are sent to the appropriate TCP respectively to the General Secretariat. The decision of granting a subsidy is made by the Steering Committee.
  3. The head of the General Secretariat as chairperson of the Steering Committee shall notify the applicant of the decision of the body.
  4. The recipient who is granted a subsidy from the joint project budget has to submit a statement to the General Secretariat specifying the use of funds on the basis of invoice documents. This settlement is checked by the General Secretariat.
  5. The payment of the subsidies by the General Secretariat can be made only after completion of the project and upon presentation of the original invoices.
  6. If the subsidy granted is not claimed after expiration of the project period indicated in the application for funding, the General Secretariat shall submit a proposal to lift or extend the commitment to the Steering Committee after prior information of the applicant.
  7. All applications remaining in the competition according to Point 4.3.3. have to be forwarded to the General Secretariat by the TCPs no later than two weeks before the meeting of the Steering Committee, so that these applications find their way into the meeting documents. The submission deadline is announced on the website of the Alps-Adriatic Alliance ([www.alps-adriatic-alliance.org](http://www.alps-adriatic-alliance.org)). Untimely or incomplete applications shall be excluded.