**First meeting of the**

**SEECOP Coordination Expert Team (CET)**

**PROVISIONAL ANNOTATED AGENDA**

**Invited CET Members to participate the meeting**

**Metodi Marku** (Albania), **Ibrahim Hadžismailović** (Bosnia and Herzegovina, Federation of BiH), **Igor Kovačić** (Bosnia and Herzegovina, Republic of Srpska), **Angel Marčev**, (Montenegro), **Slobodan Ničković**, (Serbia), **Ilija Jovičić**, (Serbia), **Kostadinka Arsovska**, (FYROM).

**Opening of the session**

CET will select a person to chair this meeting and a person to write the minutes.

**Adoption of the agenda**

The provisional annotated agenda has been circulated to the CET members before the meeting. The final agenda will be adopted in the meeting.

**Terms of Reference (ToR)**

The CET members will be recalled on the CET responsibilities as specified by ToR (see below attached ToR).

**CET administrative matters**

Membership**:** Participants will inform CET on changes in the membership from their countries

**Chairmanship**

SEECOP Agreement does not regulate the CET Chairmanship. CET will propose who should chair for the next period and what should be the frequency of chairing rotation (2 years?)

**Short reporting on Members activities**

Participants will briefly present **only** activities in their organizations if there are any news from the last meeting in Belgrade (2-3min max per presenter).

**CET Actions in the following period**

* to prepare a concise report on SEECOP Members activities for the annual SEECOP meeting in October 2018
* Web site issues
* Operational regional NMMB forecasts, following the decision of the Belgrade SEECOP meeting
* software intellectual property issues

**Any other business and closing the meeting**

**COORDINATION EXPERTS TEAM OF SEECOP CONSORTIUM**

**TERMS OF REFERENCE**

1. The Coordination Experts Team (CET) of the SEECOP Consortium shall prepare annual/mid-term work plans and programmes relating to the agreed strategic framework of cooperation, coordinating and monitoring its implementation.

2. The CET shall review and update the Consortium strategic objectives, taking into account Members' requirements, and advise the Council on any cooperation or other strategic issue and priority, including new activities or perspectives, proposed by the Members and Associate Members.

3. The CET shall prepare Annual Consortium Reports about the work plan and the realization of the commitments of Members and Associate Members, and submit its recommendations to the Council.

4. The CET shall report to the Council and meet at least twice a year, including on-line meetings.