

Pursuant to Article 6 of the Decision Establishing the National Trade Facilitation Body (*Official Gazette of the Republic of Serbia*, No. 98/17), at its meeting held on 12 December 2017, the National Trade Facilitation Body hereby enacts these

RULES OF PROCEDURE OF THE NATIONAL TRADE FACILITATION BODY

Scope

Article 1

These Rules govern the mode of operation, convening and preparation of meetings, voting and decision-making, and any and all other issues of importance for the deliberations of the National Trade Facilitation Body (hereinafter: “the NTFB”).

Application

Article 2

The provisions of these Rules of Procedures shall apply to the NTFB, its Expert Groups, and any other persons attending meetings of the NTFB.

Duties and Operating Reports

Article 3

The duties of the NTFB are set out in Paragraph 2 of the Decision Establishing the National Trade Facilitation Body (hereinafter: “the Decision”); the NTFB shall submit an annual operating report to the Government and submit additional reports as and when required, pursuant to Paragraph 8 of the Decision.

Technical and Administrative Support

Article 4

Technical and administrative support to the NTFB shall be provided by the Ministry of Trade, Tourism and Telecommunications, in cooperation with the Customs Administration, pursuant to Paragraph 5 of the Decision.

II. MEETINGS OF THE NTFB

Meetings

Article 5

[1] The NTFB shall hold meetings to deliberate issues from its remit.

[2] In addition to members of the NTFB and Expert Groups, these meetings may also be attended by invited managers or officers of other public authorities, institutions, and organizations able to contribute to trade facilitation.

[3] Meetings may also be attended by representatives of the business community, professional chambers and other associations, and academia, as well members of Expert Groups, may be invited to attend meetings of the NTFB when issues from their respective remits are under consideration.

Convening of and Invitation to Meetings

Article 6

[1] Meetings of the NTFB shall be convened by the Chair of the NTFB, or, their absence, by the Vice-Chair of the NTFB.

[2] Meetings shall be held as and when required, and at a minimum twice every year.

[3] Meetings shall be convened in writing, and invitations to meetings, together with the proposed agenda and notice of the date and time of the meeting, shall be provided to all members of the NTFB and Expert Groups, as well to any other invited attendees, at least three days before the meeting is due to take place.

[4] Invitations referred to in Paragraph [3] of this Article shall also be provided by e-mail, together with any materials required, whereby recipients shall be required to confirm the receipt of this e-mail.

[5] Notwithstanding the foregoing, if so required by an issue to be considered, meetings may be convened urgently, by telephone, at the latest one day before the meeting is due to take place, in which case invitations will be sent to participants by e-mail.

Preparation of Meeting Agenda

Article 7

[1] The proposed agenda for a meeting shall be prepared by the Chair of the NTFB together with the Secretary.

[2] Items may be nominated for the agenda of a meeting of the NTFB by any member of the NTFB and its Expert Groups, as well as by any manager, officer, or representative referred to in Article 5, Paragraphs [2] and [3] hereof.

[3] Nominated items referred to in Article 7, Paragraph [2] hereof shall be submitted by e-mail to the Secretary of the NTFB or to a dedicated e-mail address created for this purpose.

Chairing of Meetings

Article 8

[1] Meetings shall be chaired by the Chair of the NTFB.

[2] The Chair of the NTFB shall ensure the appropriate application of these Rules of Procedure.

[3] In the event the Chair is absent or otherwise unable to attend a meeting, it shall be chaired by the Vice-Chair of the NTFB, who shall in doing so exercise all the rights, obligations, and responsibilities of the Chair.

Conduct of Meetings

Article 9

[1] A meeting of the NTFB shall be called to order by the Chair, who shall take attendance of members and other persons present at the meeting.

[2] Where a member of the NTFB is prevented from attending a meeting, such member will be deputized by a deputy member, who shall in doing so exercise all the rights, obligations, and responsibilities of the absent member.

[3] A meeting may be held if it is attended by more than a half of all members of the NTFB (which shall constitute a quorum).

[4] After a quorum has been determined to be present, the agenda for the meeting shall be considered and established, and the minutes of the previous meeting of the NTFB shall be reviewed and adopted.

[5] The Chair of the NTFB shall give the floor to members of the NTFB and other persons present and shall guide deliberations and discussions with regard to each item of the agenda.

[6] Upon being given the floor, each member of the NTFB shall be entitled to present their opinion on each item of the agenda, concisely and insofar as it pertains to the matter at hand.

[7] Any manager, officer, or representative referred to in Article 5, Paragraphs [2] and [3] hereof may participate in deliberations of an item of the agenda they were invited to contribute to.

[8] Notwithstanding the foregoing, a meeting of the NTFB requiring the urgent enactment of a draft instrument or decision-making with regard to applications for membership of Working Groups, may be held remotely, whereby materials will be provided and votes collected by e-mail.

Voting

Article 10

[1] The NTFB shall make decisions by voting.

[2] The NTFB shall enact or adopt proposals, reports, notices, opinions, interpretive releases, decisions on the establishment of standing or ad hoc working groups, and minutes by a majority vote of members present.

[3] Voting shall be public. Votes shall be cast by a show of hands, voice voting, or in any other technically feasible manner, whereby members of the NTFB shall vote “in favour”, “abstained”, or “against”. Members of the NTFB shall be entitled to a dissenting opinion on any matter, which shall be recorded in the minutes of the meeting

[4] Notwithstanding the foregoing, where the urgent enactment of a draft instrument or decision-making with regard to applications for membership of Working Groups is required, votes may be cast by e-mail within a period of time to be determined for each individual case, depending on the urgency involved. Where a member of the NTFB has failed to vote within this period of time, they shall be deemed to have voted in favour.

[5] In the event of a tie, the Chair or Vice-Chair of the NTFB shall have the casting vote.

[6] After a vote has been taken, the Chair or Vice-Chair of the NTFB shall tally the votes and communicate the outcome.

Minutes

Article 11

[1] Minutes shall be kept of each meeting of the NTFB.

[2] The minutes shall be kept by the Secretary of the NTFB, or, in their absence, by the Deputy Secretary.

[3] The minutes shall indicate the number, date, place, and time of the meeting; name and position of the person chairing the meeting; start and end time of the meeting; members present and absent; other persons in attendance; quorum; agenda of the meeting; questions and proposals discussed and deliberated on at the meeting; and decisions of the NTFB in respect to each item of the agenda, and any dissenting opinions made by members of the NTFB.

[4] The minutes shall be signed by the Chair and Secretary or Deputy Secretary of the NTFB.

[5] The minutes of a meeting shall be adopted at the beginning of the first subsequent meeting.

[6] A member of the NTFB may lodge an objection to the minutes in writing prior to a meeting.

III. EXPERT GROUPS OF THE NTFB

Article 12

[1] The NTFB may establish standing or ad hoc Expert Groups (hereinafter: “Groups”) for the achievement of its objectives as indicated in Paragraph 4 of the Decision.

[2] A Group shall be established by a decision of the NTFB.

[3] Representatives of the business community and other persons referred to in Article 5, Paragraph [3] hereof may apply for membership in a Group by contacting the Secretary of the NTFB at their e-mail address or a dedicated e-mail address created for this purpose. Applications shall be reviewed within 30 days of being received.

[4] The composition of a Group and its duties and period of time for which it is established shall be determined by the NTFB at the time of the establishment of the Group. Notwithstanding the foregoing, the composition of a Group may be altered where the NTFB so decides.

[5] Minutes shall be kept of the meetings of a Group, which shall indicate the issues and proposals discussed and the conclusions arrived at by the Group.

[6] The NTFB shall review conclusions submitted by Groups and may either adopt them or return them for further deliberation.

IV. INSTRUMENTS OF THE NTFB

Article 13

[1] The NTFB shall adopt instruments in the form of proposals, reports, notices, opinions, decisions on the establishment of Groups, and interpretive releases.

[2] The Chair or Vice-Chair of the NTFB shall sign instruments of the NTFB.

[3] The NTFB shall submit proposals, opinions, and interpretive releases to the Government, Ministries, special organizations, and other bodies or professional organizations tasked with issues that the trade facilitation instrument in question pertains to.

[4] The NTFB shall monitor progress in the implementation of instruments referred to in Paragraph [1] of this Article and shall update such instruments as and when required.

V. TRANSPARENCY OF THE NTFB

Article 14

[1] The NTFB shall be open to public scrutiny.

[2] Openness of the NTFB to public scrutiny shall be ensured by presenting activities of the NTFB on its web site and issuing public announcements and press releases.

[3] The Chair and members of the NTFB and their deputies shall be required to articulate and support the positions of the Government and the NTFB in their public appearances. Members or deputy members of the NTFB who voted against a motion or abstained from voting shall also be required to support any such motion in their public appearances.

VI. AMENDMENTS

Article 15

[1] These Rules of Procedure may be amended under the same procedure as used for their enactment.

[2] Any member of the NTFB may move to amend these Rules of Procedure by submitting a duly reasoned proposal.

[3] The NTFB shall provide authentic interpretations of the provisions of these Rules of Procedure.

ENTRY INTO FORCE

Article 16

These Rules of Procedure shall enter into force on the day they are enacted.

**CHAIR OF THE NATIONAL TRADE
FACILITATION BODY**

**Stevan Nikčević
State Secretary**