



## PCC SEE

**Sofia, 21 May 2010**

**CoM 04/10**

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**From:** Expert Working Group  
**To:** PCC SEE Committee of Ministers  
**Subject:** Memorandum of Understanding on cooperation and support regarding the Secretariat of the Police Cooperation Convention for Southeast Europe

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This document has been prepared by the Police Cooperation Convention for Southeast Europe Secretariat and was discussed at the meeting of the Expert Working Group on 6 March 2009. It was adopted by the Expert Working Group on 30 June 2009 and was anticipated to be signed at the Meeting of the Committee of Ministers on 17 November 2009 in Brussels. The Memorandum of Understanding on cooperation and support regarding the Secretariat of the Police Cooperation Convention for Southeast Europe includes the roles and tasks of the Secretariat, the cooperation between the Contracting Parties and the Secretariat, the support of the Contracting Parties to the functioning of the Secretariat as well as the organizational and operational modalities of the Secretariat. It has been amended in accordance with the comments and suggestions received from the Contracting Parties.



## PCC SEE

### **Memorandum of Understanding on Cooperation and Support regarding the Secretariat of the Police Cooperation Convention for Southeast Europe of 21 May 2010**

**(CoM 04/10)**

**Recalling** the conclusions of the 1<sup>st</sup> Meeting of the Committee of Ministers adopted on 17 July 2008 in Vienna;

**Considering** the comprehensive consultations both among the Contracting Parties, and with their principal international partners;

**Reconfirming** the full commitment of the Contracting Parties to an effective implementation process, including the allocation of necessary financial and human resources,

The Ministers of Interior/Security of Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Macedonia, the Republic of Moldova, Montenegro, Romania and the Republic of Serbia, being Contracting Parties to the Police Cooperation Convention for Southeast Europe (hereinafter referred to as: “the Convention”) and the Geneva Centre for the Democratic Control of Armed Forces (hereinafter referred to as: “DCAF”), have attained the following understanding concerning the Secretariat of the Police Cooperation Convention for Southeast Europe (hereinafter referred to as: “the Secretariat”).

1. This Memorandum of Understanding intends to define:
  - The role and tasks of the Secretariat,
  - The cooperation between the Contracting Parties and the Secretariat,
  - The support of the Contracting Parties to the functioning of the Secretariat, and
  - The organisational and operational modalities of the Secretariat.
2. The Secretariat will act as a technical expert body with the mandate to assist and support the Contracting Parties in implementing and applying the provisions of the Convention.
3. Under the political guidance of the Committee of Ministers and the supervision of the Expert Working Group (Article 33, paragraph 2 of the Convention), the Secretariat will be mandated with the following tasks and responsibilities:

- To execute the tasks specified by the Committee of Ministers and the Expert Working Group;
  - To coordinate, harmonize and catalogue all Convention related activities, including the Contracting Parties' legislative agenda and exchange of good practices regarding the national implementation of the Convention's provisions;
  - To catalogue all bilateral and multilateral agreements concluded within the framework of the Convention;
  - To prepare meetings of the bodies foreseen by the Convention (Committee of Ministers, Expert Working Group) and to coordinate activities of all working groups;
  - To be the contact and coordination point for the Contracting Parties and international partners regarding their involvement in the implementation of the Convention;
  - To facilitate cooperation between Contracting Parties and international partners aimed at ensuring the provision of both bilateral and multilateral assistance relevant for the implementation of the Convention;
  - To develop a list of experts with knowledge and experience in the fields covered by and relevant to the Convention;
  - To report on its functions and activities under the Convention directly to the Committee of Ministers at ministerial meetings, or indirectly through the Expert Working Group;
  - To keep the Contracting Parties, the "Convention community" and the public informed on developments related to the Convention; and
  - To perform other secretariat functions.
4. In its work the Secretariat will be in permanent contact with the Expert Working Group and with the appointed respective National Contact Points.
  5. The Secretariat is located in Ljubljana, Slovenia, is institutionally linked to DCAF, and will operate out of the premises of Institute DCAF Ljubljana. It will be administered under DCAF Rules and Regulations. Upon consultations with the Contracting Parties, the Head of Secretariat will be appointed by DCAF.
  6. The Contracting Parties can, upon their choice, second staff to the Secretariat. The Expert Working Group and the Head of Secretariat will jointly prepare a secondment plan, including arrangements specifying the duration and the other conditions of individual secondments.
  7. The Secretariat will prepare an annual progress report for the Committee of Ministers. Annexed to this report will be a financial statement covering the Secretariat's management of its finances.

8. The Secretariat will be financially supported by the Contracting Parties and the international partners. The Head of Secretariat will prepare an annual budget to be agreed to by the Contracting Parties and international partners.

For the initial period of two years the Contracting Parties agree to contribute an annual sum of 10,000 EUR (ten thousand Euros) each in order to help cover the operating costs of the Secretariat. The contribution can be either in cash or in kind.

9. The provisions of this Memorandum are subject to review by the Contracting Parties at any time.

10. This Memorandum shall enter into force on the first day of the month after the month in which the third instrument of ratification, acceptance, approval or accession has been notified to the Secretariat.

IN WITNESS WHEREOF, the undersigned have signed this Memorandum of Understanding.

The Minister of Interior of the Republic of Bulgaria:

The Minister of Security of Bosnia and Herzegovina:

The Minister of Interior of the Republic of Macedonia:

The Minister of Internal Affairs of the Republic of Moldova:

The Minister of Interior and Public Administration of Montenegro:

The Minister of Administration and Interior of Romania:

The Minister of Interior of the Republic of Serbia:

The Director of the Geneva Centre for the Democratic Control of Armed Forces:

Signed in Sofia on 21 May 2010, in nine original copies, in the English language.