

# D R A F T

## DRAFT PERMANENT ARRANGEMENT FOR THE CNPA

**The CNPA consists of 3 bodies:**

- 1. The Steering Committee** – established by COP 1, it is composed of CNPA Focal Points of each Carpathian country, designated internally by the responsible authorities. The SC approves the work plans for the CNPA.
- 2. The CNPA Unit** is the permanent body which implements and coordinates the relevant activities envisaged by the CNPA work plan and reports to the CNPA SC.
- 3. The CNPA Conference**

## DRAFT CNPA CONFERENCE RULES

### 1.1. Missions

The CNPA Conference is an official biennial meeting of all protected areas of the Carpathian mountain range and it is a tool for experience exchange and cooperation for the CNPA members. The CNPA Conference analyses the cooperation between the protected areas in the main fields of activities and the strategies of evolution of the CNPA.

The CNPA Conference gives an opinion on the Activity report presented by the Steering Committee Chair and approves the directions for the draft CNPA work plan for the next two years. The CNPA Conference can make proposals on the work priorities in the frame created by the Carpathian Convention.

### 1.2. CNPA Conference rules

#### I – APPLICATION DOMAIN

##### Article 1

These rules apply for all the sessions of the CNPA Conference.

#### II – COMPOSITION

##### Article 2

**Members:** The CNPA Conference gathers all the managing bodies of all the protected areas with their own administration, situated in the Carpathian Convention geographical scope. During the voting, each managing body disposes of one vote without possibility of proxy. Other protected areas, which are in the countries of the Carpathian Convention but outside the Carpathian Convention geographical scope, and which would like to participate actively in the CNPA activities, can be admitted as observers.

The CNPA Conference can as well invite the representatives of outside organisms and/or NGOs as observers and without the voting rights, in function of the themes on the agenda.

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Any other interested organization or institution with activities related on the CNPA may participate as observer at the meetings of the CNPA Conference.

## III – CHAIR

### Article 3

The chair of the CNPA Steering Committee (further referred to as “chair”) insures the role of chair of the CNPA Conference. In the case of absence or temporal difficulty, another member of the SC replaces him/her.

### Article 4

The chair is responsible for the organization of ordinary and extraordinary sessions of the CNPA Conference. As such, he/she, with the help of the CNPA unit, ensures the services needed for the sessions, collection and distribution of the work documents, preparation of the meeting proceedings as well as their distribution.

## IV – SESSIONS CONVOCATION

### Article 5

The chair establishes the place, the date and the duration of each session, after the agreement of the SC. The CNPA Conference can take place in every Carpathian country, party to the Carpathian Convention, with the agreement of the organizing protected area. The organizing protected area ensures the logistics and the meeting rooms.

The CNPA Conference takes place every two years for taking into account the programming of the CNPA activities.

The members of the CNPA, as well as the observers are informed by the chair about the place, the date and the duration of the session at least **four months** before its beginning.

## V – AGENDA

### Article 6

The agenda for each ordinary session is established by the chair (based on an SC decision) and includes:

- adoption of the agenda
- verification of the voting rights by the present members
- admission of the observers

### Article 7

The chair sends (by Internet) the agenda of each ordinary session to its every member and observer at least two months before the session beginning, completed by the conference documents. The amendments requests to the draft conference documents have to be delivered to the chair at least one month before the beginning of the session (via the CNPA Unit).

### Article 8

The chair includes in the agenda of the CNPA Conference each additional point, which will be addressed to the CNPA unit by a CNPA or SC member, with at least **6 weeks** before the session’s beginning.

## VI – DECISIONS

### Article 9

The CNPA Conference shall reach its decisions by consensus. If all the possibilities to reach the consensus are used up, the resolution voting by majority of two thirds of the present

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members takes place. Only members disposing the voting rights can participate. The CNPA Conference is statutory if half plus one of the existing voting members are present to the meeting.

## Article 10

Voting is generally held as a show of hands. On request of one of the members or on chair's decision voting can be held as a secret poll. However, voting of procedure questions must always be held as a show of hands.

## VII – LANGUAGES

### Article 11

The official language of the CNPA Conference is English. In case of necessity and sufficient budget a translation can be proposed into the Carpathian languages: Czech, Hungarian, Polish, Romanian, Serbian, Slovak, and Ukrainian.

## VIII – PROCEEDINGS OF THE CNPA CONFERENCE

### Article 12

The CNPA Conference approves a brief report of the session's decisions at its ending. The chair communicates these proceedings to all participants of the conference as well as to the Secretariat of the Carpathian Convention and to the SC members within **two months** following the session.

## IX – FEES

### Article 13

The general fees for the CNPA Conference organization are in charge of the organizing country. The CNPA unit ensures the logistic. Therefore external financial resources can be used for the CNPA Conference organizing. In case such external support is not available, the costs of transport and accommodation for the CNPA Conference session are the responsibility of participants.