

Rules of Procedure Rail Cluster Southeast Europe

Founding Conference of the Rai Rail Cluster for South-East Europe (Rail Cluster SEE), on 10. 02. 2016 adopts the Rules of Procedure for the Rail Cluster for South-East Europe (subsequently referred to as Cluster).

Article 1. Basic Principles

This Document regulates the overall framework for the functioning of the Cluster as an international business association.

Cluster begins its work on the day of Founding Conference and adoption of this Document.

Cluster is formed as an informal organisation, based on the interest of its members, and as such operates as long as there is will of the majority of its founders.

Cluster is formed as a neutral platform in the already existing business association Business Support Network, which operates in the Southeast Europe region.

Cluster is completely independent and business-oriented in its activities, and its members are obliged to refrain themselves from showing political opinions and preferences.

All Cluster members are obliged to conduct themselves in accordance to the Cluster principles and respect these Rules of Procedure and Cluster's internal organisation.

Article 2. Cluster Membership

Membership of companies, institutions, educational and other institutions and individuals in the Cluster is voluntarily and begins with fulfilment and submissions of Application Form to the Cluster, and ends by submission of Statement on End of Membership that can be submitted in print or electronic form.

If a certain member through its behaviour harms the reputation of the organization, the Cluster Conference may terminate membership through majority of votes of the attending members of the Cluster.

Membership in the Cluster may be full or associate.

Full members are the railway companies, suppliers and subcontractors to the railway companies, institutes and educational institutions of importance for the railway.

Associate members may be other institutions, organisations and experts important for the development of railways in South-eastern Europe.

Full members participate in the work of the Cluster, choose and may be chosen for the functions in the Cluster.

Associate members participate in the work of the Cluster and its Sectors and voice their opinions and suggestions but may not be chosen for the functions in the Cluster.

Article 3. Cluster Goals

Goals of the Cluster are:

- a) Revitalization and modernization of the railway system in the Southeast Europe region;
- b) Standardization of products and services intended for the railways in Southeast Europe;
- c) Lobby and PR activities within the EU for better positioning and increased financial support to national railways and their subcontractors in the region;
- d) Initiation of introduction of innovative technologies in regional railways and increased transparency of these processes;
- e) Synchronization of the legislation in the region with the EU member states, enabling intensifying passenger and cargo transport in this part of Europe;

- f) Development of Public-Private Partnership in the railway sector in the region;
- g) Introduction of permanent education and professional improvement of railway companies' employees, supplier and subcontractors companies, institutes and educational institutions whose field of work is of importance for the railway in accordance to the standards and needs of the EU Single Market;
- h) Increase of productivity and competitiveness of the companies from the region working for the railways in the foreign markets.

Article 4.

Cluster Activities

Main activities of the Cluster are:

- a) Development of regional and international cooperation and networking with other European and Non-European railway clusters and organizations;
- b) Regional cooperation on creation and realization of projects that contribute to the reorganization of railway systems in the region, and standardization and modernization of products and services for the railways and users of railway transport;
- c) Increase of human resource capacity in railway companies, their suppliers and subcontractors, institutes and educational institutions whose field of work is of importance for the railways;
- d) hosting large annual Cluster Conference (each year in a different state of the region) and organisation of other events (regional member meetings, networking of Cluster members with members of other European clusters, roundtables, expert meetings and conferences, work with the media and informing of the public concerning the important projects for the development of regional railways);
- e) Publishing and constant exchange of important information for all Cluster members, through the Cluster web portal www.rcsee.org
- f) Other activities that Cluster Conference, Cluster Presidency and Cluster sectors determine as important for Cluster members.

Article 5.

Cluster Management

Cluster is managed by Cluster Conference, Cluster Presidency and Cluster sectors.

Cluster Conference and Cluster Presidency manage the Cluster.

Cluster sectors have an advisory role, participate in Cluster Management when needed and propose project and different activities to the Cluster Presidency.

Article 6.

Cluster Conference

Cluster Conference is held annually and is made of all Cluster members.

Cluster Conference is held according to the rotation system, each time in another state of the region whose companies are members of the Cluster.

Cluster Conference decides on issues by a majority of votes of all attending Cluster members.

Cluster members, Cluster Presidency and Cluster sectors present their proposals on the annual conference, and the Cluster Conference votes on them.

Accepted proposals enter the annual work programme of the Cluster between two annual conferences, and the Presidency takes care of their realization.

At every even-numbered Conference, full members of the Cluster from every country of the region choose their representative in the Cluster Presidency for a two-year mandate.

Presidency is consisted of one chosen representative of each country that has members in the Cluster.

Members of the Presidency choose a Cluster President as first among equals, who presides over the Cluster Presidency.

Cluster Conference may form separate working bodies of the Cluster according to need and assign separate budgets for their functioning, if there is compliance among the Cluster members.

Article 7.

Cluster Presidency

Cluster Presidency executes decisions of annual Cluster Conference and submits the report of their work between the two Conferences at least 15 days at the latest before the annual Conference is held, to all Cluster Members in electronic form.

Presidency makes decisions through a consensus of all members.

All decisions on which the consensus of the Presidency cannot be reached are handed to the Cluster Conference.

Presidency may, through a consensus, elect President, director and Administrative Secretary (Treasurer) for a two-year period in order to execute operative assignments and decisions of the Cluster Conference.

Chosen Cluster President has an authority to officially represent Cluster on regional and international level, and may transfer his authority to Cluster Director, if needed.

Apart from President and the Director, Presidency may delegate, if needed, its members to represent the Cluster in communication with European Union institutions and other global and regional partners.

Director and Administrative Secretary (treasurer) are responsible to the Cluster Presidency and must maintain constant coordination with Cluster President.

Presidency may assign other legal and physical persons for preparation and realization of administrative and expert tasks.

Article 8.

Cluster Sectors

Cluster sectors are:

Sector for logistics and infrastructure;

Sector for information systems and communication;

Sector for education and certification;

Sector for strategic planning and development projects;

Sector for development of international cooperation;

All interested Cluster members may participate in the work of the Cluster sectors on equal terms, assigning their employees and experts to them.

Members of sectors chose representatives of the sectors through a majority of the votes.

Sectors may decide on forming separate expert bodies within the Cluster and assign separate budgets for their functioning, if there is an agreement among interested sector members.

If Cluster members identify projects of special importance for the Cluster and its members and wish to apply for certain funds it is necessary to inform Cluster Presidency of it.

If proposed by at least three Cluster Members, Cluster Conference may decide on founding of new Cluster sectors.

Article 9.

Cluster Funding

Cluster funding is provided from the membership fees of full and associate members of the Cluster, donations of the Cluster Members, project activities of interest for Cluster members, special services on demand of Cluster members, conference entry fees, consultancy fees and other sources.

Cluster funds are collected on a separate bank account and are managed by the Administrative Secretary of the cluster, and are supervised by the Director and Cluster Presidency.

Director and Cluster Presidency submit a report of Cluster Funding at least once per year to annual Cluster Conference.