



PROPOSITION FOR A PROCEDURAL GUIDE FOR IMC REGULATIONS

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1. MEMBERS OF THE IMC (ARTICLE 3)

The IMC is composed of all the CPMR regions located in the Mediterranean area, and also the regions and sub-state powers of the states participating in the Union for the Mediterranean, as well as associate members of the CPMR. To become a member requires the unanimous approval of the Political Bureau and ratification by the Plenary Assembly. The Political Bureau may suspend the participation of a member of the Intermediterranean Commission unanimously. This suspension shall be ratified by the General Assembly with a majority of two thirds. The non-payment of dues may constitute grounds for suspension. This decision will then be submitted to the Political Bureau of the CPMR for decision on the maintenance of the Region as a member of the CPMR, which is consequently submitted to the General Assembly

2. LIST OF OBJECTIVES OF THE IMC (Article 4)

The IMC aims to explore common problems and implement practical operations of Mediterranean interregional cooperation, aimed at economic, scientific and cultural development. The IMC will adopt appropriate measures for the promotion of the Euro-Mediterranean and the essential role of regional authorities, promoting a regional approach to development across the Mediterranean and the defense of specific interests in the Mediterranean regions in key European negotiations and within EU policies, identifying and promoting strategic cooperation projects in the main themes of the Mediterranean, and continue to build close ties with the Mediterranean networks and cooperation structures.

3. ORGANS OF THE IMC (Articles 6, 7, 8 and 9)

The bodies of the IMC are the President, the Political Bureau, the Executive Secretary and the Plenary Assembly

The President is elected by the General Assembly of the IMC from among its members for a term of two years, renewable once. In the election of the President, the Assembly shall also appoint a First Vice-President and three Vice-Presidents by instruction of the members of the Political Bureau. Four months before the expiry of the "mandate" of President, the Executive Secretary shall submit to the regions represented an application for candidacy. Each nomination must be sent to the Executive Secretary at least two months before the expiry of the mandate, accompanied by a statement on the direction of the program to be pursued within the IMC. The functions of the President are the direction and coordination of the work of the Commission. The President also acts as a liaison between itself and the Political Bureau of the CPMR. The President of the IMC automatically becomes a member of the EMRLA because of his position in the IMC and must inform other members of the IMC about all activities of the EMRLA.



The Plenary Assembly elects the members of the Political Bureau for a period of two years, renewable. The PB is composed of up to half of the members of the IMC, rounded up, with at least one region of each member state represented. The number of regions will represent a weight of 75% and the population a weight of 25%, according to a proportionality test, using the Hondt rule. The Bureau is convened by the President or at the initiative of the majority of its members. The mission of the Bureau is to propose topics for discussion to the Commission, to define the working methods of monitoring the work undertaken by the Commission, to propose meetings to the Commission, to propose resolutions to be presented to the GA of CPMR and to adopt policy resolutions between GA's.

National delegations: Members of the IMC Political Bureau are elected by each national delegation, which is made up of regions from the same country.

National delegations shall be represented by a full member of the CPMR PB, who shall act as coordinator for his/her national delegation with regard to:

- Nominating the full member of the CPMR PB;
- Conducting and following up work led by the CPMR PB;
- Ensuring that the different positions are filled on the Political Bureaus of the Geographical Commissions in which his/her country is involved;

The coordinators of national delegations shall notify the Secretary General and Executive Secretary of any changes concerning their national delegation in respect of the positions held on the CPMR and IMC Political Bureaus.

The Executive Secretary shall be appointed or relieved of office by the Plenary Assembly, on proposal of the Bureau. He/she is at the service of the Plenary Assembly and the Bureau, organizes the work of the Commission pursuant to its provisions, maintains relations with the Secretary General of the CPMR and is within the Intermediterranean Commission. The Secretary acts as moderator of interventions in meetings and is responsible for drafting the minutes of each meeting. The Executive Secretary shall submit an annual a work program or a plan of action with a budget to the officers, depending on the program of work of the IMC Presidency.

The Plenary Assembly is constituted by the Presidents, or persons having an equivalent function, of Regions and sub-state Powers, members and associate members, or by politicians appointed by them.

4. WORKING GROUPS OF THE IMC (Article 12)

The working groups of the IMC may be permanent or ad hoc.

The permanent working groups serve to nurture the thoughts and positions of the Commission on priority themes for its member regions. The ad hoc working groups meet the same objectives as the permanent working groups but meet a specific need and limited time to respond to news of the EU agenda. Each working group is chaired by one or more member regions that develop a specification detailing the objectives, operating rules and actions to be implemented by the group. The Board approves the creation of a group and the closing of its work.



5. FINANCING OF THE IMC (Article 13)

The Commission has, for its management, the following resources:

- a) Participating Regions, a single lump sum decided annually by the Commission;
- b) Possible contributions from the CPMR;
- c) Contributions under the Commission's active participation in community initiatives such as projects, programs, contests, etc.

The participation of the Regions and the European Union funding is paid into a special account managed by the Executive Secretary, under the responsibility of the General Secretary of the CPMR.

- European projects: The Political Bureau can take the decision to involve the Commission in European projects of interest to the Commission itself, on a proposal from one or more member Regions, presented to the Executive Secretary. In all cases, participation can be accepted provided they have informed all regions of the Commission and to ensure financial coverage with the substantive provision of the Commission, verified by the Executive Secretary. Any participation in a project is decided and prepared in the known deadlines, informing the General Secretary who shall commit the IMC-CPMR. The BP, if any, may invoke the written procedure in terms of art. 7.
- Meetings of the Bureau and the Commission: The Region, which hosts the meetings of the Bureau and the Commission, shall bear the costs of organization and the simultaneous translation.
- Headquarters of Executive Secretary: The Region which hosts the Executive Secretary shall bear the expenses of his office and the headquarters of its operation.



6. ANNEXES

ANNEX 6.1

WRITTEN PROCEDURE FOR ADOPTION OF A DECISION

According to Article 7.9 of the Internal Regulations:

“In the event of a major requirement or particular need, and if the reasons are explained, the President may propose, at his/her initiative or at the request of a member of the Bureau, the written adoption of a decision between two Bureau meetings. In such an event, s/he will fax or e-mail the draft decision to all Bureau members, asking for a reply within 15 days. If no reply is received by the deadline, the proposal is considered approved. In exceptional and justified emergencies, a five-day deadline may be given. In addition, if the President refuses to accept a request for a written procedure, s/he must give the reasons for doing so.”

Member Country: _____

Member Region: _____

Representative: _____

DECISION FOR ADOPTION (File Name and annexes): _____

Please attach all necessary documentation of the proposed decision

EXPLANATION: _____

Signed: _____ **Date:** _____



ANNEX 6.2

DECLARATION OF CANDIDACY FOR THE IMC PRESIDENCY

According to Article 6.3 of the Internal Regulations:

“Four months before the end of the President's “term” the Executive Secretary submits a declaration of candidacy to the representative regions. All candidatures must be sent to the Executive Secretary at least two months before the end of the President's term, together with a brief letter of intent concerning the policies they want to pursue inside the IMC. All candidatures received shall be sent to the regions one month before the deadline at the latest.”

Presidential Candidate: _____

Member Region: _____

Member Country: _____

Therefore,

I, the undersigned, hereby declare my interest in submitting my candidacy for the IMC Presidency.

Find attached my letter of intent concerning the policies I would like to pursue through the IMC in the case of my election as President.

Please attach CV and letter of intention of the candidate

Signed: _____ **Date:** _____



ANNEX 6.3

REQUEST FOR MEMBERSHIP IN THE IMC

According to Article 3 of the Regulations:

- All member regions of the CPMR who, because of their geographic, economic or political situation are considered part of the Mediterranean space, and
- the sub-state regions and authorities of countries participating in the Euro-Mediterranean and/or the Union for the Mediterranean, associated members of the CPMR

can be members of the Intermediterranean Commission.

The member regions and associated members of the CPMR who wish to join the Intermediterranean Commission are expected to follow the following procedure:

a. Applications must be submitted to the Executive Secretary of the Intermediterranean Commission, who will submit them to the judgment of the Political Bureau. The Political Bureau will decide by unanimity.

b. The decision of the Political Bureau must be ratified by the Plenary Assembly.

All member regions, associated members and observers of the CPMR may participate as observers in the work of the Intermediterranean Commission, after prior invitation of the Political Bureau, and under the conditions it establishes.

Member Country: _____

Member Region: _____

Representative: _____

Please attach all necessary documentation of the proposed accession

EXPLICATION: _____

Signé: _____ **Date:** _____



ANNEX 6.4

Form to send the to the President of the IMC
(3 months before the meeting date)

PLANNING OF A IMC MEETING (GA/PB)

TITLE OF THE MEETING (GA/PB)

DATE

LOCATION

Updated Political Bureau

Internal List of Invitations (IMC Regions)

External List of Invitations (Institutions, various organizations, etc. ...)

Proposition of letter of invitation from the Presidency



ANNEX 6.5

INFORMATION SHEET

REGION:

To update our files, thank you for kindly noting the following names and addresses of people (not the President of your region, who receives all information) to receive individual invitations, minutes and other information concerning the Intermediterranean Commission

DIRECT COLLABORATOR OFFICE OF THE:

SURNAME / Name:	
FUNCTION:	
ADDRESS:	
TEL:	FAX:
E-MAIL:	

COLLABORATORS OF ALL IMC COMMUNICATIONS:

SURNAME / Name:	
FUNCTION:	
ADDRESS:	
TEL:	FAX:
E-MAIL:	

SURNAME / Name:	
FUNCTION:	
ADDRESS:	
TEL:	FAX:
E-MAIL:	



.../...

THEME LEADERS:

MARITIME POLICY:

SURNAME / Name:	

FUNCTION:	

ADDRESS:	

TEL:	FAX:
E-MAIL:	

AGRICULTURE+DR:

SURNAME / Name:	

FUNCTION:	

ADDRESS:	

TEL:	FAX:
E-MAIL:	

TRANSPORTATION:

SURNAME / Name:	

FUNCTION:	

ADDRESS:	

TEL:	FAX:
E-MAIL:	

TERRITORIAL COOPERATION:

SURNAME / Name:	

FUNCTION:	

ADDRESS:	

TEL:	FAX:
E-MAIL:	



WATER:

SURNAME / Name:	
FUNCTION:	
ADDRESS:	
TEL:	FAX:
E-MAIL:	

RENEWABLE ENERGIES:

SURNAME / Name:	
FUNCTION:	
ADDRESS:	
TEL:	FAX:
E-MAIL:	



ANNEX 6.6

**MEMBERS OF THE POLITICAL BUREAU
OF THE INTERMEDITERRANEAN COMMISSION
2009-2011**

PRESIDENT

M.	Michel	VAUZELLE	President of the Region Provence-Alpes-Côte d'Azur – FR
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VICE-PRESIDENTS

M.	Ramón Luis	VALCARCEL SISO	President of the Region of Murcia - ES
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M.	(to be named)		- IT
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M.me	Giovanna	DEBONO	Ministry of the Island Gozo - MT
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M.	Georgios	ANTONIADES	District Officer - Ammochostos (Famaguste)
- CY			

M.	Taïeb	RAGOUBI	Governor of the Region of Sousse - TN
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M.	(to be named)		- GR
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M.	João	DE DEUS CORDOVL	President of the Region Alentejo – PT
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MEMBERS

M.	José	MONTILLA AGUILERA	President of the Region of Catalonia - ES
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M.	Francisco	CAMPS ORTIZ	President of the Community of Valencia-ES
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M.	José Antonio	GRIÑÁN MARTINEZ	President of the Region of Andalusia - ES
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M.	Francesc	ANTICH I OLIVER	President of the Region of the Balearic Islands - ES
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M.	Jean-Claude	GAYSSOT	Vice-President of the Region Languedoc-Roussillon - FR
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M.	(to be named)		- FR
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- M. (to be named) - GR
M. (to be named) - GR
M. (to be named) - GR
M. (to be named) - IT
M. Nichi **VENDOLA** President of the Region Puglia - IT
M. Raffaele **LOMBARDO** President of the Region Sicilia - IT
M. Renzo **TONDO** President of the Region Friuli-Venezia-Giulia - IT
M. Joao **VAREJAO FARIA** President of the Region Algarve - PT
M. Bouâmar **TAGHOUAN** President of the Region Rabat-Salé-Zemmour-Zaër – MA

.../...

- M. Rachid **TALBI ALAMI** President of the Region Tanger-Tetouan - MA
M. (to be named) **Federation of Municipalities de Saïda-EI Zahrani – LB**

SECRETARY OF THE PRESIDENT

- M. Gérard **BODINIER** Councilor of the President Michel Vauzelle

<u>EXECUTIVE SECRETARY</u>

- Mme Josefina **MORENO BOLARÍN**



ANNEX 6.7

NOMINATION OF NATIONAL DELEGATIONS

According to the article of the Internal Rules:

“Members of the IMC Political Bureau are elected by each national delegation, which is made up of regions from the same country.

National delegations shall be represented by a full member of the CPMR PB, who shall act as coordinator for his/her national delegation with regard to:

- Nominating the full member of the CPMR PB;
- Conducting and following up work led by the CPMR PB;
- Ensuring that the different positions are filled on the Political Bureaus of the Geographical Commissions in which his/her country is involved;

The coordinators of national delegations shall notify the Secretary General and Executive Secretary of any changes concerning their national delegation in respect of the positions held on the CPMR and IMC Political Bureaus.

The national delegation of _____, whose coordinator is President _____, coordinates among the presidents of its member regions for the appointment of members of the Political Bureau of the CPMR and geographical commissions (in this case, IMC), with the following members:

NAME : _____
POSITION : _____
REGION : _____

NAME : _____
POSITION : _____
REGION : _____

NAME : _____
POSITION : _____
REGION : _____

Signed: _____ **Date:** _____



ANNEX 6.8

Intermediterranean
Commission

COMPARISON OF ACCOUNTS 2008/2009/2010/2011

	<i>Budget 2008 adopted</i>	Resulting Account 2008	<i>Budget 2009 adopted</i>	Resulting Account 2009	Project of budget 2010	Estimations budget 2010 in March 2010	Project Of budget 2011
Contributions of the regions	201,939	211,393	234,683	221,546	223,917	221,844	221,844
Total Income	201,939	211,393	234,683	221,546	223,917	221,844	221,844
Staff Costs	143,320	129,564	148,000	90,532	148,315	153,358	153,500
Travel Costs	32,000	33,854	38,563	24,826	34,000	34,000	34,000
Functioning Costs	44,412	52,838	44,120	32,760	43,658	42,815	42,815
Bureau Costs	8,306	8,409	8,480	9,194	8,582	8,840	8,840
Bureau supplies	1,560	1,271	1,560	1,025	1,412	1,280	1,280
Postage	2,972	3,275	3,120	1,727	3,342	2,000	2,000
Telephone-fax-Internet	5,600	4,415	5,200	4,530	4,707	5,408	5,408
Photocopies	1,849	2,164	2,400	1,628	2,259	2,000	2,000
Various management costs	2,867	2,716	3,120	3,424	3,134	3,134	3,134
Documentation	842	735	840	756	753	753	753
Editions	416	451	400	405	405	400	400
Translations of texts	20,000	19,217	19,000	10,476	19,064	19,000	19,000
Reception costs		97					
Studies Costs		10,088					
Equipment	4,741	5,433	4,000	4,130	3,600	4,451	4,451
Total des charges	224,473	221,689	234,683	152,248	229,573	234,624	234,766
Balance (Income-expenses)	-22,534	-10,296	0	69,298	-5,656	-12,780	-12,922
Difference over previous years contributions		6,032					
Extraordinary Income		1,800					
Provision for depreciation of contributions		-9,473		-10,130			
Resuming provision for depreciation de contributions				9,325		1,555	
Dedicated Funds				-68,493			
Resuming dedicated funds	22,534	11,106			5,656	11,225	12,922
Result	0	-831	0	0	0	0	0



ANNEX 6.9

PROJECT REQUEST FORM

According to Article 13.2 of the Internal Regulations:

“The Political Bureau can take the decision to involve the Commission in European projects of interest to the Commission itself, on a proposal from one or more member Regions, presented to the Executive Secretary. In any case, participation can be accepted provided they have informed all regions of the Commission and to ensure financial coverage with the substantive provision of the Commission, verified by the Executive Secretary. Any participation in a project is decided and prepared in time to meet deadlines, informing the General Secretary who shall commit the IIMC-CPMR. The PB, if any, may invoke the procedure written in terms of art. 7.”

Member Country: _____

Member Region: _____

Representative: _____

PROJECT NAME: _____

PROJECT DEADLINE: _____

PROJECT DESCRIPTION: _____

Please attach all necessary documentation of the proposed project

Signed: _____ **Date:** _____



ANNEX 6.10 PROJECT SUMMARY SHEET

	INTERMEDITERRANEAN COMMISSION CONFERENCE OF PERIPHERAL AND MARITIME REGIONS OF EUROPE	
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PROJET SUMMARY SHEET

OPINION ON THE PARTICIPATION OF THE IMC/CPMR	
Project Title:	Promoter of the initiative: <input type="checkbox"/> Members IMC/CPMR (specify): <input type="checkbox"/> Other Partners (specify):
Summary of the project (please attach any supporting documents):	
Strategic interest of the project for the IMC/CPMR:	
Role of the IMC/CPMR: <input type="checkbox"/> Provider <input type="checkbox"/> Leader <input type="checkbox"/> Partner <input type="checkbox"/> Expert 100% funded <input type="checkbox"/> Other (specify):	
Project Budget (Attach corresponding documents) Amount of total budget IMC/CPMR: Of which is externally financed (specify source): Attributable to the IMC/CPMR:	
Additional comments:	
Opinion on the proposal of the Political Bureau of the IMC: <input type="checkbox"/> Relevant <input type="checkbox"/> Not Relevant Date: Comments:	
Opinion on the participation by the General Secretary of the CPMR and the Executive Secretary of the IMC: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable Date: Comments:	



PROJECT FOR VALIDATION: COMPLIMENTARY ELEMENTS		
Length of project: From Till	Definitive role of the CPMR: <input type="checkbox"/> Provider <input type="checkbox"/> Leader <input type="checkbox"/> Partner <input type="checkbox"/> Expert 100% funded <input type="checkbox"/> Other (specify):	Definitive Budget: Total budget project: Budget of the CPMR: Of which is externally financed (specify source): Attributable to the CPMR:
Description financing mechanisms:		
Documents of the project available in the classification: <input type="checkbox"/> Letter of intention <input type="checkbox"/> Declaration of partnership <input type="checkbox"/> Copy of Project <input type="checkbox"/> Other (specify):		

PROJECT DEVELOPMENT
Date of change: Description of the change: Project documents relative to the change: