

MULTINATIONAL ADVISORY GROUP

for



MAG.DEC 02/2007

4th October 2007

Terms of Reference (TOR)

Multinational Advisory Group (MAG) for RACVIAC

SECTION 1

OBJECTIVE/PURPOSE

1. The Multinational Advisory Group, hereinafter referred to as the MAG, acts as a steering committee for the Regional Arms Control Verification and Implementation Assistance Centre (RACVIAC). The MAG will provide direction to ensure the operation and development of the RACVIAC, in accordance with the guidelines, principles and decisions adopted. These Terms of Reference (TOR) specify the composition, tasks, responsibilities and procedures of the MAG and its financing.

SECTION 2

COMPOSITION OF THE MAG/ REPRESENTATION

2. The MAG is composed of one representative of each State, hereinafter referred to as
 - a. Core Member
 - all countries of South Eastern Europe (SEECF members)
 - b. Associate Member
 - all other countries wishing to support and contribute to security dialogue and cooperation in South East Europe
 - c. Observers
 - other countries, institutions or organizations, which may participate in RACVIAC activities as Observers after approval by the MAG.

The Core Members and the Associate Members will participate on an equal footing in the discussions of the MAG, which will take its decisions on the basis of consensus.

3. The Core Members should supply personnel for the permanent staff and make a financial contribution to the Core budget of the RACVIAC. The Associate Members should supply personnel for the permanent staff, and/or make a financial contribution to the operation of the RACVIAC, and/or make other contribution in kind (the values to be determined by the MAG).
4. The Core Members may nominate candidates for the chair of the MAG and the position of the Director of RACVIAC.
5. The MAG Chairperson is appointed by the MAG for a period of one year, which can be extended by the MAG members for an additional year. With the exception of a possible overlapping period, the MAG Chairperson and the Director of the RACVIAC will not be representatives from the same State.
6. The Director of the RACVIAC is a permanent advisor to the MAG, participates in the MAG meetings and has the right to make proposals to the MAG. Other RACVIAC permanent staff members may attend MAG meetings upon the Director of the RACVIAC or the MAG's request.
7. Representatives of States, international or regional organisations, bodies or individuals may be invited through the MAG Chairperson as special guests to address the MAG meeting or to inform the MAG about specific areas of interest. The Director of the RACVIAC may also make proposals.
8. If a MAG Member has not fulfilled the conditions in paragraph 3 for one year, it will be informed by the MAG Chairperson that it will be given six months to express its intentions regarding future membership in the MAG. If the MAG Member does not respond positively to the request, full membership of the MAG will cease. The MAG Member will automatically be granted observer status, unless the MAG decides otherwise.
9. Observers, which have not been present at two consecutive MAG meetings, will lose their observer status, unless the MAG decides otherwise.

SECTION 3
AUTHORITY

10. The MAG derives its authority from a political decision laid down in the Conclusions adopted by the States at the RACVIAC Co-ordination Conference in Berlin on 7 July 2000.

SECTION 4
TASKS OF THE MAG

11. The MAG:
- decides upon tasks and general guidelines for the operation of the RACVIAC, to be implemented by the Director of the RACVIAC;
 - evaluates the measures carried out, the proposals made and reports submitted by the Director and reviews the progress of the RACVIAC;
 - appoints the MAG Chairperson and selects the Director of the RACVIAC;
 - amends the MAG TORs as required;
 - supervises and approves the implementation of the current year's budget;
 - approves the budget for the next fiscal year, proposed by the Director of the RACVIAC;
 - approves the Annual Audit Report;
 - approves the annual plan, prepared by the Director of the RACVIAC, including the proposed activities to be conducted, their financing and the resources required;
 - approves procedures regarding Manpower Policy for RACVIAC's permanent staff;
 - agrees changes to the overall structure of the Organisation and Manpower Table proposed by the Director of the RACVIAC;
 - agrees the Job Descriptions of the Director of the RACVIAC and Deputy Director/COS Dean of Academy;
 - decides upon the negotiation and signing of MOUs or political documents with third parties and nominates either the MAG Chairperson or the Director of the RACVIAC to sign these documents;

- decides upon the date and venue of MAG meetings and approves the minutes of these meetings.

SECTION 5

PROCEDURES

12. The MAG will determine its own organisational and internal rules whilst abiding by the general following principles:
 - a. The MAG will regularly meet twice a year; further meetings may be held as the Chairperson deems necessary or upon request of at least 1/3 of MAG Members.
 - b. The MAG can take decisions when more than half of the MAG Members are represented. The decisions of the MAG are taken by consensus of the MAG Members present, if not stated otherwise. Consensus is understood as absence of objection.
 - c. In exceptional circumstances, where the MAG is unable to reach a decision by consensus, and a decision is required for the efficient and effective operation of the RACVIAC, the MAG Chairperson may propose that a decision may be reached in accordance with the following procedures:
 - (I). Consensus must be reached, amongst the MAG Members present, that a vote will be taken
 - (II). A two-thirds majority vote of the MAG Members present is required to pass the decision in question
 - d. If a MAG decision is required in-between MAG meetings that cannot be postponed to the next MAG meeting, a Silence Procedure will be implemented.
 - e. The MAG may decide to establish working groups for the detailed consideration of specific topics with a view to prepare proposals subject to discussion/approval by MAG.
 - f. A MAG Member may not be represented by another MAG Member during MAG meetings.

13. The Chairperson will co-operate closely with the Director of the RACVIAC and the MAG Secretary who will both keep the Chairperson updated on RACVIAC activities. The Chairperson will also be responsible for:
 - Consulting and liaising with MAG Members regarding strategic/political issues of RACVIAC;

- Keeping MAG Members and observers informed on a regular basis and responding to their requests as they arise;
 - Referring matters to the MAG for decision, in between the MAG Meetings, if necessary;
 - The preparation and conduct of the MAG Meetings;
 - Chairing the MAG meetings;
 - Supervising the implementation of the decisions of the MAG.
14. If under exceptional circumstances the MAG Chairperson cannot fulfil his/ her responsibilities, the MAG Members will appoint an *ad hoc* Chairperson until he/ she resumes the position or a new Chairperson is appointed.
15. The MAG Chairperson is not party to decision making or voting in the MAG.
16. The MAG Chairperson is supported by the MAG Secretariat. The role of the MAG Secretary is assumed by a permanent staff member of the RACVIAC. The MAG Secretary is responsible for assisting in the preparation of MAG Meetings. He/she is responsible for the organisation and minutes of all MAG Meetings and all other MAG related correspondence.
17. The MAG Member providing the MAG Chairperson will be invited to provide one assistant to the MAG Secretary, both pre and post MAG Meetings, as required.

SECTION 6

COSTS

18. The costs of holding MAG Meetings at RACVIAC's premises are covered by the core budget of the RACVIAC, in all other cases they will be shared between the RACVIAC and the host country. Travel and accommodation (bed and breakfast) costs for attendees will be borne according to agreed RACVIAC procedures.
19. The secretarial costs of the MAG are covered by the core budget of the RACVIAC.