



CEI Working Group on Culture

TERMS OF REFERENCE

Objectives

1. The co-operation activities implemented within the CEI Working Group on Culture shall be guided by the main principles and objectives of the CEI strategy. They shall be in line with the CEI Plan of Action and the CEI Guidelines and Rules of Procedure.
2. The prime task of the Working Group is to identify appropriate co-operation projects to be submitted to the CNC for approval and financing.
3. The projects identified by the Working Group shall promote and enhance the co-operation among CEI Member States. They shall be accessible in principle to all member countries and involve several of them.
4. The projects shall aim at advancing the capacity of the governments and the civil society at large in the preparation, financing and implementation of cultural activities. Priority shall be given to the projects related to the core activities according to the CEI Plan of Action.

Procedure

1. All CEI Member States shall participate in the CEI Working Group on Culture. The Working Group can co-opt to its meetings, representatives of international organisations and civil society or experts.
2. The Chairperson/Co-chair shall be appointed on the terms decided by the CNC in its meetings.

Meetings

1. The Working Group on Culture will meet on the invitation of the Chairperson/Co-chair according to the requirements of its work-programme.
2. Chairperson's conclusions of the meeting shall be prepared in collaboration with the Co-chair and CEI-ES and circulated among the members of the Working Group on Culture.
3. For the sake of continuity, successful running of the projects and good preparation of the WG meetings, the Chairperson/Co-chair shall keep in touch with the WG members informing them on any new developments, including changes in the composition of the WG.

Work-programme

1. The Working Group on Culture will discuss the current issues of common interest at its meetings and it will make decisions whenever appropriate.
2. Each member of the Working Group on Culture will give his/her evaluations on the cultural projects as obtained from the CEI Executive Secretariat by e-mail, within 20 days from the reception of the message. A lack of reply will have a negative effect on the decision making.
3. Should any problems arise at the CNC level concerning decision-making on the cultural projects, the CEI Executive Secretariat is wellcomed to consult the situation with the Chairperson and the Co-Chair.

Co-operation with the CEI – Executive Secretariat

1. The CEI-ES will provide the Working Group with the necessary assistance for the organisation of the meetings, and the preparation and circulation of the documents.
2. WG members from countries in special need can apply, via their own National Co-ordinator, to the CEI-ES for financial support from the CEI Solidarity Fund according to its rules.