

ORGANISATIONAL AND PROCEDURAL RULES OF THE ALPS-ADRIATIC WORKING COMMUNITY

PREAMBLE

With regard to their collaboration, the members of the Alps-Adriatic Working Community declare as their aims that the Working Community:

- through their activities on behalf of the people should contribute to the consolidation of a peaceful, collective, democratic and pluralistic Europe;
- alongside emphasis of the fact that the members fulfil an important role in the European integration process, to set an example in terms of promoting friendship and wide-ranging collaboration between different peoples;
- always strive to build up its bridging function between the regions of the member states of the European Union and accession countries, given their geographical location and both commercial and cultural potential, through intensive, project-oriented cooperation;
- alongside a recognition of the equality and partnership between the members, seek to drive integration forward in such a way that both the real and imaginary barriers between members can be removed;
- strive to bring differing levels of quality of life between individual members closer together and to raise them altogether.

I.

General Specifications

1. The Procedural Rules for meetings at government level and for collaboration within the framework of the Alps-Adriatic Working Community (henceforth: Working Community) apply to the activities of the Plenary Assembly, Commission of Executive Officers, expert groups and project groups of the Working Community.
- 2.1. The Plenary Assembly, the Commission of Executive Officers, the expert groups and project groups of the Working Community (henceforth: committees) reach their decisions by consensus. The decision is also considered to be accepted in the event that individual members of the committee abstain from the decision process. In the event of a committee member's clear objection (veto), no decision is reached.
- 2.2. The committees may also reach decisions through a distributed consultative procedure whereby the President delivers a proposal to the members in a period between two formal sessions. In the event that no member submits a written objection to the proposal within 15 days of receipt, the decision stands. The President of the relevant committee must then report at the next session on all decisions so reached.
- 2.3. Topics not included in the agenda of the written invitation may be presented at a formal committee session by the President for a decision to be made only if at least two thirds of the committee members are present. For decisions reached in this way, the President must inform without delay those members absent from the session, the latter having a maximum of 15 days from receipt in which to submit any objections in writing. In the event that the members so informed make no written objections within 15 days, the decision comes into effect. In the event that objections are submitted, the President must follow the same procedure as that for communicating a new decision proposal, either by means of distributed consultation or at the next committee session.
- 3.1. The President of a committee is empowered and obliged:
 - a) to take care of organising the work of the committee he/she manages in the expert and project groups, collaborating with the Vice President;
 - b) to represent the committee, or appoint another person for the task;
 - c) to maintain continuous working contact with the members of the committee;
 - d) to prepare and coordinate the preparation and realisation of joint projects;
 - e) to inform the Plenary Assembly and Commission of Executive Officers about current activities;

f) to prepare a brief report on decisions reached at committee sessions and events within 30 days of their occurrence and send it in the Working Community languages of exchange to the members of the relevant committee, branch offices of all Working Community members and the General Secretariat.

- 3.2. Acceptance and transfer of a committee presidency take place at the beginning of the year unless an alternative is agreed.
- 4.1. The Working Community languages of exchange are: German, Croatian, Italian, Hungarian and Slovenian.
- 4.2. Exceptions from the principle of the use of all five languages at individual expert groups and project groups may take place with the common consent of the members for the sake of efficiency and savings.
- 5.1. Rules covering the “Presentation of the Alps-Adriatic Working Community Logo” are given in Appendix 1a. The ‘Joint principles for the publication of the official multilingual documents of the Working Community’ are laid out in Appendix 1b of the Organisational and Procedural Rules.
- 5.2. The acceptance of new members is by Plenary Assembly resolution. This is on the basis of a written application, to be presented by the applicant for membership to the rotating President of the Working Community. Plenary Assembly resolutions regarding the acceptance of new members must be unanimous.
- 5.3. Resignation from the Working Community is by written submission from the relevant head of government to the rotating President of the Working Community. This letter must be received by June 30th in order to be effective at the end of the calendar year.
- 5.4. Anthem of the Alps-Adriatic Working Community: Mendelssohn Bartholdy: 4th Symphony, 1st movement, 41 seconds.

II.

Committees of the Working Community

Plenary Assembly

- 6.1. The highest-ranking division of the Working Community is the Plenary Assembly. Each member delegates one representative to the Plenary Assembly.
- 6.2. The Plenary Assembly's duties include particularly:
 - a) Policy decisions on political matters that affect the Working Community;
 - b) Establishing the income to common funds for the next two years;
 - c) Resolutions on the realisation and use of particular projects having special significance, and control of their finances;
 - d) Reporting to the central governmental offices of the members regarding Working Community decisions dealing with particularly important issues or having regard to information from international organisations;
 - e) Approving the founding and dissolution of expert groups and establishing the fundamental thrust of expert group activities;
 - f) Preparation of reports by members of the Plenary Assembly covering the activities of those committees presided over by their representatives;
 - g) Evaluation of each year's work done by the expert groups and project groups on the basis of reports;
 - h) Establishing the Organisational and Procedural Rules of the Working Community;
 - i) Awarding the Alps-Adriatic Prize. The regulations covering this are in Appendix 2 of the Organisational and Procedural Rules 'Prize of the Alps-Adriatic Working Community'.
- 6.3. The presidency of the Plenary Assembly is rotated every two years and passes to the next member alphabetically according to language, assuming no other rule has been decided upon.
- 6.4. The Plenary Assembly meets at least once a year for a formal session, the date and agenda for which must be communicated to the members at least 60 days before the session; the printed documentation for the agenda and the proposals for decision are to be sent to the members of the Plenary Assembly by 30 days before the session.
- 6.5. The members may each send a delegation of up to three persons to the Plenary Assembly, though this does not include the representative of the General Secretariat or those persons presenting or experts invited by the

(rotating) President of the Working Community. In the event of a clear desire expressed by particular members, the rotating President of the Working Community may facilitate the participation of a delegation of more than three persons.

- 6.6. The President of the Working Community may also summon the Plenary Assembly to an extraordinary session when necessary, the date for which must be made known to the heads of government at least 21 days beforehand.
- 6.7. An extraordinary session of the Plenary Assembly can be called by a minimum of one quarter of the members of the Plenary Assembly through an application, with description and explanatory statement, presented to the rotating President.

Commission of Executive Officers

- 7.1. The Commission of Executive Officers is the coordinating committee of the Plenary Assembly.
- 7.2. Each member delegates one representative to the Commission of Executive Officers. The members have equal rights and duties, though a member whose region presides over a particular committee pays particularly close attention to the work of that committee.
- 7.3. Alongside the members, the following persons may also attend sessions of the Commission of Executive Officers in an advisory capacity:
- a) Experts appointed by the members, not exceeding two persons per member
 - b) Director of the General Secretariat
 - c) Presidents of the expert groups (autumn session) and presidents of the project groups (start of year session).
 - d) Those persons invited by the President of the Commission of Executive Officers.
- 7.4. The duties of the Commission of Executive Officers include particularly:
- a) Technical preparations for the sessions of the Plenary Assembly and coordination of the realisation of the decisions reached by the Plenary Assembly;
 - b) Authorisation of the founding or dissolution of expert and project groups;
 - c) Authorisation of the project proposals of the expert and project groups, support and monitoring of their realisation;
 - d) Supervision of the activities of the expert and project groups, along with participation in events to which the President of the Commission of Executive Officers appoints individual members;

- e) Approval of financial grants from common funds for projects, support with the realisation along with evaluation of the projects, as well as monitoring of their execution and use;
 - f) Supervision and coordination of the work of the General Secretariat;
- 7.5. The Commission of Executive Officers meets for a formal session at least twice per year, the date for which must be communicated to the members at least 60 days before the session. The invitation and printed documentation for the agenda are to be sent to the members of the Commission of Executive Officers and any other participants invited to the session. At the latest four weeks before the formal session of the Plenary Assembly, the Commission of Executive Officers should hold a session preparing for the Plenary Assembly.
- 7.6. The (rotating) President of the Commission of Executive Officers may also call an extraordinary session when necessary. The invitation to the extraordinary session and the proposed agenda must reach the members no later than 15 days before the appointed date.
- 7.7. In the event of the calling of an extraordinary session of the Commission of Executive Officers, a minimum of one quarter of the members of the Commission of Executive Officers may make an application, with description and explanatory statement, to the (rotating) President.
- 7.8. The President of the Commission of Executive Officers works on the coordination of the work of the Commission of Executive Officers – to ensure continuity - with the representatives of the preceding and succeeding presiding countries.
- 7.9. The duties of the President of the Commission of Executive Officers are assumed by that member holding the presidency of the Plenary Assembly.
- 7.10. Publicity work will be carried out by the presiding member in collaboration with the General Secretariat (e.g. Internet presence, maintenance of the Alps-Adriatic homepage).

Steering Committee

- 8.1 In order to prepare for sessions of the Commission of Executive Officers and, if necessary, for Plenary Sessions, a Steering Committee shall be set up with the right of nomination.
- 8.2.1. The Steering Committee is composed of one representative of the member holding the duties of presidency, one representative of the preceding presiding member, one representative of the member that will next assume presidency of the Alps-Adriatic Working Community (each having a vote).

Every Steering Committee member may bring up to two more people to the sessions as assistance.

- 8.2.2. The Steering Committee is presided over by the representative of the member holding the duties of presidency. This person organises Steering Committee sessions, with the invitations, complete with agenda, to be distributed no later than 20 days before the session.
- 8.2.3. The General Secretary takes part in Steering Committee sessions in an advisory capacity.
- 8.3. The Steering Committee meets twice per year between 1 and 3 weeks before the session of the Commission of Executive Officers.
- 8.4. The location for the session will be determined by the president in consultation with the Steering Committee members.
- 8.5. The Steering Committee can be called to an extraordinary session by one member of the Steering Committee if all members of the Steering Committee agree to the request. The extraordinary session of the Steering Committee is to be called immediately and to be carried out within 10 days of presentation of the request.
- 8.6. The Steering Committee's duties include particularly:
 - a) Functioning as a link between the Plenary Assembly and the Commission of Executive Officers;
 - b) Supporting the Executive Officers in the implementation of the political mission of the Working Community
 - c) Appraisal of resolutions and statements
 - d) Appraisal and evaluation of submitted project and patronage applications, with definition of focus
 - e) Supporting the Commission of Executive Officers in their activities for the Plenary Assembly, expert groups and project groups;
- 8.7. The costs of organising and carrying out Steering Committee sessions, including interpreting services, will be carried by the member holding presidency of the Steering Committee.

Expert Groups and Project Groups

- 9.1.1. The Plenary Assembly and the Commission of Executive Officers may found **expert groups** that are in harmony with the goals of the Working Community.
- 9.1.2. The founding of an expert group takes place in response to an application by one or more members upon presentation of a work programme with defined scope and timing, having the goal of preparing joint projects. The members of an expert group are responsible for meeting the requirements for executing a specific project as regards content, personnel, finance and organisation.

- 9.1.3. Furthermore, the expert group advises on current topics within its area of activity, prepares resolutions and formulates recommendations for the Plenary Assembly and the Commission of Executive Officers.
- 9.1.4. Fundamentally all Working Community members may delegate a representative to expert group deliberations.
- 9.1.5. An expert group must convene for its first session no later than 3 months after its founding. The timing of subsequent sessions is to be decided by the expert group by consensus.
- 9.1.6. Those presiding over expert groups take part in the autumn session of the Commission of Executive Officers. They report on the execution of the tasks assigned to their expert groups and on the state of progress of projects.
- 9.2.1. The Commission of Executive Officers may found **project groups** that are in harmony with the goals of the Working Community.
- 9.2.2. The founding of a project group takes place in response to an application by one or more members upon presentation of a project proposal.
- 9.2.3. Project groups are responsible for executing authorised projects.
- 9.2.4. Those presiding over project groups are invited to the spring session of the Commission of Executive Officers. They report on their activities and on the state of realisation of their projects whilst also presenting new projects.

General Rules for the Activities of Expert Groups and Project Groups

- 9.3.1. The activities of expert groups and project groups are in principle project-oriented within a limited time frame.
- 9.3.2. Execution requires the preparation of a project proposal. A project proposal must in particular contain:
 - description of project
 - goal of project
 - focus of activities
 - duration, timing plan and method of execution
 - members participating in the project
 - financial resources
- 9.3.3. The duties of expert groups and project groups include organisation of the efforts toward realising the project proposal approved by the Plenary Assembly or Commission of Executive Officers along with coordination and execution of the duties defined and assigned to them by the Plenary Assembly or Commission of Executive Officers.

- 9.3.4. A report on the activities of expert groups and project groups along with results in written form is to be delivered to the General Secretariat and the presiding member no later than March 31st and September 30th respectively each year.
- 9.3.5. Participation in an expert group or project group, and the assumption of the duties of presiding or deputising as president thereof, are on a voluntary basis for members.
- 9.3.6. The presidency and vice presidency of expert groups and project groups correspond with the planned period of existence of the latter. If an expert group or project group manages several projects, the period of presidency ends upon conclusion of the last project.
- 9.3.7. Expert groups and project groups determine independently the details of how they control their work; in doing so, they should aim to be efficient, functional, cost-efficient and effective.
- 9.3.8. The presidents of expert groups and project groups may also invite the president(s) of the Commission of Executive Officers and the director of the General Secretariat to their sessions if necessary.
- 9.3.9. The costs of organising and carrying out sessions, as well as those of interpreting services, are met by the member presiding over the expert group or project group.
- 9.3.10 In the event that an expert group or project group does not execute its anticipated duties, the Commission of Executive Officers may initiate the dissolution of that group so long as there are no contrary grounds worthy of consideration.

General Secretariat

- 10.1. The General Secretariat is managed by the Commission of Executive Officers.
- 10.2.1. The General Secretariat's principal activities are in the areas of administration, organisation and coordination.
- 10.2.2. The exclusive duties of the General Secretariat are:
 - a) Recording and archiving of general items of information (minutes, reports, photos, video recordings, CDs and DVDs) in all of the official languages of the Working Community;
 - b) Preparation of documentation covering the activities of the committees of the Working Community and coordination of external and internal communications and information exchange;

- c) Administrative support of the activities of the Plenary Assembly, Commission of Executive Officers, expert groups and project groups as explicitly requested by their presidents; the administrative support of expert groups and project groups does not include project development or project implementation;
- d) Coordination of the interpreting and translation services at the various Working Community events, and the committees as necessary;
- e) Storage and lending of jointly available presentation aids (panels, publications, flags, etc.);
- f) Assistance with the continuous updating of the Internet pages of the Working Community;
- g) Completion of written communications with the standing (general) secretariats of those inter-regional organisations cooperating with the Working Community;
- h) Management of the Alps-Adriatic accounts for common funds.

10.2.3. Duties of the General Secretariat in consultation with the President of the Commission of Executive Officers:

- a) Realisation of ad hoc projects (specialist conferences, information bulletins);
- b) Checking of the proper use of monies authorised to be drawn from common funds and payment of authorised project subsidies;
- c) Distribution of proposals for collaborative contacts to the members and, where appropriate, participation in the realisation;
- d) Participation and/or representation of the interests of the Working Community in European inter-regional organisations.

10.2.4. The General Secretariat's range of duties includes the coordination of public relations work for the Working Community.

11. Headquarters of the General Secretariat: Carinthian Provincial Government Office, Klagenfurt, Austria.

12. To assist in the achievement of its duties, the General Secretariat may receive subsidies from common funds in line with the rules laid out in the Organisational and Procedural Rules.

Branch Offices

13.1. Alps-Adriatic branch offices are to be set up by all members of the Working Community.

13.2. Duties of the branch offices of the individual members:

- a) Supporting the work of the branch office of that member currently presiding over the Working Community.
- b) Supervision and support of the work of the working committees managed by the member to whom the branch office belongs and

participation in the distribution of information about the activities of these committees (minutes, reports, photos, video recordings, CDs, DVDs etc.) to the General Secretariat in the official languages of the Working Community;

c) Cooperation with the General Secretariat on a partnership basis;

d) Processing and distribution of applications and proposals sent to the member by the region's various committees of the Working Community.

14. In addition to the duties listed in paragraph 13.2., the branch office of the member presiding over the Alps-Adriatic Working Community is responsible for invitations and organisation of the sessions of the Plenary Assembly and of the Commission of Executive Officers.

This work includes: organisation and preparation of the events; distribution of the proposed agenda; preparation of minutes; organisation of interpreting services; collection of the project proposals of the expert groups and project groups, to be dealt with in a session of the Commission of Executive Officers or Plenary Assembly.

III.

Finance

General Rules

- 15.1. The costs incurred by members through activities for the Working Community are fundamentally met by each member itself.
The costs of interpreting services and translations, as well as the costs of providing conference facilities, are met by the member that presides over the relevant committee of the Working Community.
- 15.2. For financing important activities (projects etc.) that have significance for the whole Working Community, common funds will be arranged by the members, to be supervised by the Commission of Executive Officers and administered by the General Secretariat.
The budget for the common funds per calendar year will be decided by the Plenary Assembly at the beginning of its two year presidency and for its duration.
Payments into the common funds constitute the membership contributions of the members. The membership contribution of each member consists of a fixed 50% amount and an amount up to 50% calculated according to population size of that member.
The calculation will be conducted by the General Secretariat through a resolution of the Plenary Assembly based on the most recently available population data for all members, and the membership contribution required from each individual member will be set.
- 15.3. For members who have not taken on the duties of President or Vice President in any committee of the Working Community on the basis of solidarity and partnership, contrary to paragraph 15.2 the Commission of Executive Officers may set a higher membership contribution, albeit no greater than twice the membership contribution that would otherwise be due.
- 15.4. The members must transfer their membership contributions to the General Secretariat no later than March 31st of each calendar year.
- 15.5. Release of the funds is by resolution of the Commission of Executive Officers.
The General Secretariat is required to prepare a report on the use of the resources and present it to the first session of the Commission of Executive Officers in the following calendar year.

Financing of Joint Projects

- 16.1. The expert groups and project groups may apply for financial resources directly to the Commission of Executive Officers through presentation of a project proposal.
- 16.2.1. Fundamentally, common funds may only be used for joint projects initiated by the committees of the Working Community.
 Joint projects are those activities which have been discussed in the framework of Working Community committees at the preparation stage and the execution of which is organised by the committees themselves or through their participation.
 Members from at least three states, and two thirds of the members, must participate in a joint project (excluding General Secretariat projects according to paragraph 12. of the organisational and procedural rules).
 Fundamentally all members must have the opportunity to collaborate in a joint project.
 Also valid as joint projects are those taken on with other working communities through European inter-regional collaboration.
- 16.2.2. Priority is to be given to projects having a level of participation greater than the minimum requirement in paragraph 16.2.1., those attracting European Union finance and those for which project partners also make national co-finance available for project implementation.
- 16.3. The amount granted from common funds for one project may not exceed 25% of the total amount of common funds.
- 16.4. In sessions of the Commission of Executive Officers, decisions will be made regarding those projects that will be started or carried out within the period until the next session of the Commission of Executive Officers.
- 16.5. The following committees may apply to the Commission of Executive Officers for project finance for joint projects:
- a) Expert groups and project groups (paragraph 16.1. of the organisational and procedural rules)
 - b) General Secretariat (paragraph 12. of the organisational and procedural rules)
- 16.6. The application form provided by the Commission of Executive Officers is to be used for applications for finance. The applicant is responsible for ensuring that the application presented to the sitting president of the Commission of Executive Officers is made in the official languages of the Working Community.
 The latest date for execution of the relevant activities (of the project) must be stated on the application form.

- 16.7. Assessment of applications for finance will give priority to projects in the public interest, including above all the following activities:
- a) Projects relating to improved provision to the population of socially supportive and public services or raising the quality of life and improving the living conditions of the people;
 - b) Projects in the interest of Alps-Adriatic area development, particularly projects in support of collaboration between the members and EU member states and EU accession countries;
 - c) Activities that contribute to the extending the idea of Alps-Adriatic;
 - d) Activities in support of collaboration with other European inter-regional organisations.
- 16.8 The president of the Commission of Executive Officers informs the applicant and the General Secretariat of the committee's decision.
- 16.9.1. The recipient awarded a grant drawn from common funds is obliged to provide the General Secretariat with accounts of the use of resources accompanied by proof of outgoings. The accounts will be audited by the General Secretariat or by agents engaged by the Commission of Executive Officers.
- 16.9.2. Payment of grants by the General Secretariat can only take place upon completion of the project and presentation of the accounts.
- 16.10. If the amount of grant awarded is not correctly utilised within one year of the deadline for realisation nominated in the application for finance, having informed the applicant, the General Secretariat is obliged to make a proposal to the Commission of Executive Officers for cancellation of the commitment.
- 16.11. Verification of management of the Alps-Adriatic account by the General Secretariat falls to the president of the Commission of Executive Officers, so long as the Commission of Executive Officers has not decided otherwise.
- 16.12. Financing applications are to be submitted to the rotating president of the Executive Officers in the official languages of the Working Community at least 20 days before the session of the Commission of Executive Officers. Applications that arrive too late or incomplete are to be excluded.

IV.

Patronage

- 17.1. Patronage may only be granted to events not organised by the Working Community if representatives of several members (at least three states) can be proven to take part.
- 17.2. Applications for patronage are to be made to the president of the Commission of Executive Officers via the respective branch office.
- 17.3. Decisions regarding patronage are reserved for the president of the Commission of Executive Officers.
- 17.4. The members of the Working Community should and may organise, at their own expense but with Alps-Adriatic patronage, regular events that promote the Alps-Adriatic idea (image event).
- 17.5. At the same time as applying for the granting of Working Community patronage, both individuals and legal entities may apply to the Commission of Executive Officers for financial support for the activity they are to carry out.
- 17.6. At most 15% of the annual budget may be made available to support activities that have received patronage. A maximum of 1000 Euro per patronage may be made available from common funds.
- 17.7. The procedure for awarding benefits for patronage projects from common funds should involve corresponding application of paragraphs 15. and 16.
- 17.8. Due to the amendments of the articles 4.1., 16.6. and 17.7. from January 1, 2009 onwards, the applications for patronage can be presented also in the corresponding native language of the applicant and in English, by using the available application form of the Commission of Executive Officers and using primarily the official languages of the Alps-Adriatic Working Community.

V.**Use of the Logo and Anthem of the Working Community**

- 18.1.1. The use of the Alps-Adriatic logo (on letter paper, messages and placards and the Internet) is reserved for the committees of the Working Community and their members in the context of Working Community activities, the Branch Offices of the members and the General Secretariat (see also “General Specifications” paragraph 5.1.).
- 18.1.2. The use of the Alps-Adriatic logo is permitted for the purpose of promoting and supporting the Alps-Adriatic idea in newspapers and publications not issued by the Working Community, as well as for events that have been granted patronage.
- 18.1.3. The members must endeavour to prevent improper use of the Alps-Adriatic logo within the scope of their legal and factual facilities.
- 18.2.1. The anthem will be played at the beginning and end of sessions of the committees of the Working Community and at all other important Alps-Adriatic events (see also “General Specifications” paragraph 5.4.).
- 18.2.2. The use of the anthem is permitted at events for which patronage has been granted.

VI.

Collaboration with inter-regional Organisations in the Alps Area

- 19.1. Cooperation with working groups in the Alps area is to take place on the basis of Plenary Assembly resolutions.
- 19.2. For collaboration of the Alps-Adriatic committees with other working groups, the resolutions mentioned in paragraph 19.1 apply correspondingly.
- 19.3. A collaboration between Alps-Adriatic committees and other institutions in the name of Alps-Adriatic requires the agreement of the Commission of Executive Officers. For the financing of projects resulting from such a collaboration, paragraphs 15. and 16. apply correspondingly.

VII.

Relations between the Members of the Alps-Adriatic Working Community and their Central Governments

- 20.1. The members will inform their respective central governments of the decisions and activities of the Working Community to the extent judged useful and necessary according to the Foreign Ministers' Declaration of Millstatt (1988).
- 20.2. If Plenary Assembly decisions overlap wholly or in part with central government offices, they are to be referred to the relevant central government by the President of the Working Community if such a decision is expressly reached by the Plenary Assembly.

VIII.

Final Provisions

- 21.1. The Organisational and Procedural Rules come into effect on January 1st 2007.
- 21.2. The current list of Working Community committees, their presidents and vice presidents, along with the addresses of the General Secretariat and members' branch offices, are available on the Working Community homepage (<http://www.alpeadria.org>).
- 21.3. The Organisational and Procedural Rules were determined at the Plenary Assembly session on 23/11/2006.

Appendix 1a**PRESENTATION OF THE ALPS-ADRIATIC
WORKING COMMUNITY LOGO**

The official logo of the Alps-Adriatic Working Community was selected from 70 competition entries and invoked by the Plenary Assembly of the Working Community in Graz on 23/9/1980. The alteration in stroke as a result of introducing the Hungarian marking came as a result of a resolution by the Commission of Executive Officers on 9/4/1991 in Bad Ischl (Upper Austria). The characteristics required for correct reproduction are given below.

The logo of the Working Community in the five member languages is formed by a rectangular frame with rounded corners laid parallel to the edges of the page, with the characters placed within.

The upper horizontal text is ALPEN-ADRIA, whilst the text ALPE-JADRAN is placed twice in succession, above the upper right-hand corner running from the right-hand vertical side and over the lower right-hand corner approximately to the centre of the lower horizontal side, with additionally the text ALPE-ADRIA over the lower left-hand corner and additionally to that the text ALPOK-ADRIA covering the left vertical side reaching into the upper left-hand corner.

The two jigsaw puzzle pieces lie within the above-mentioned frame and are interlocked. They run diagonally from the upper right to the lower left.

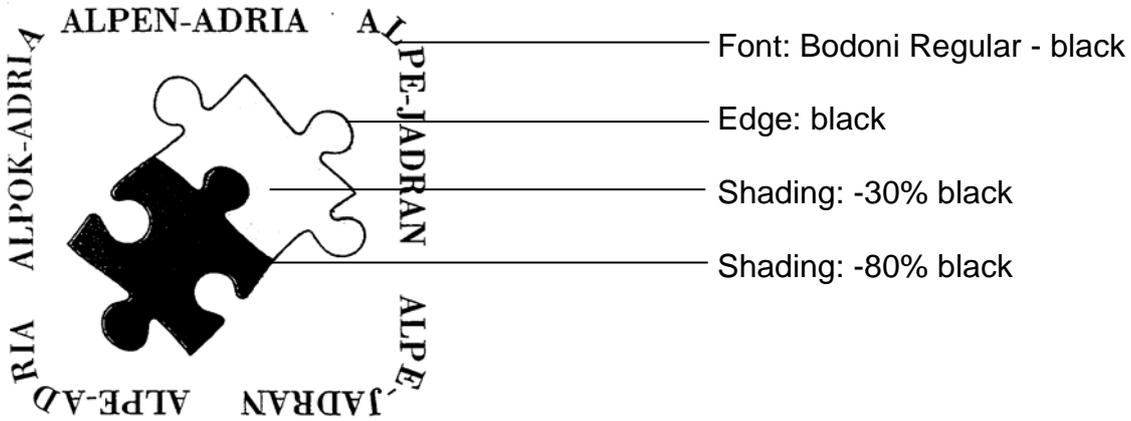
The upper jigsaw piece has single protrusions facing its three free sides and a cavity on the side towards the second jigsaw piece. The lower jigsaw piece has cavities on both lateral sides and protrusions on the upper and lower sides.

The logo may be depicted in black & white or in colour.

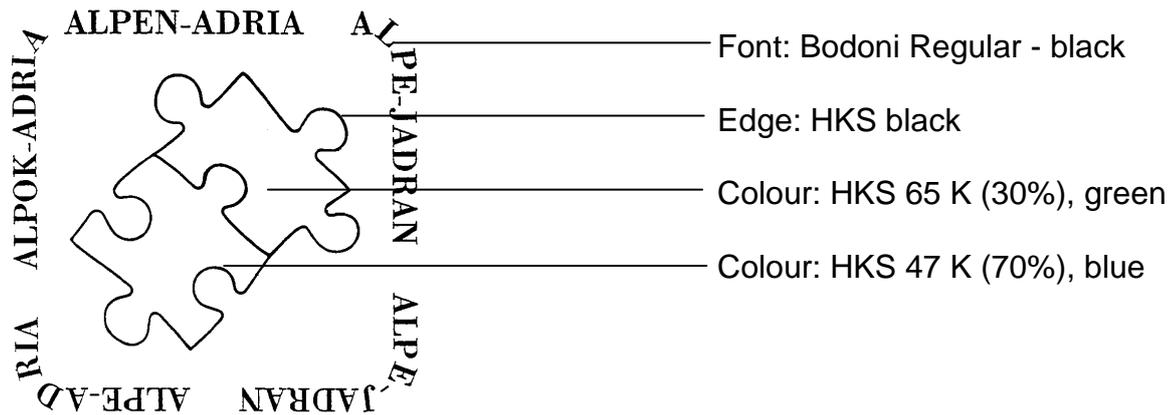
Dimensional alterations or depiction in negative are to be accomplished by photographic methods.

All Working Community committees can obtain an original of the logo at the General Secretariat of the Alps-Adriatic Working Community at the Carinthian Provincial Government Office: Amt der Kärntner Landesregierung, A-9021 Klagenfurt, AUSTRIA, Tel. (+43) 5 0536-22821, email: post.alpeadria@ktn.gv.at, Fax: (+43) 5 0536-22820.

a) Reproduction in black / white:



b) Reproduction in colour:



Appendix 1b

JOINT PRINCIPLES FOR THE PUBLICATION OF THE OFFICIAL MULTILINGUAL DOCUMENTS OF THE WORKING COMMUNITY

1. Publications

The logo of the Alps-Adriatic Working Community is to appear on all publications prepared in connection with a committee. Its depiction must be in line with the criteria described in Appendix 1a.

The logo may be used on its own or along with the Working Community abbreviation in the five languages.

The Working Community abbreviation is to appear in the following form and order of individual language expressions:

ARBEITSGEMEINSCHAFT ALPEN-ADRIA
 RADNA ZAJEDNICA ALPE-JADRAN
 COMUNITÀ DI LAVORO ALPE-ADRIA
 ALPOK-ADRIA MUNKAKÖZÖSSEG
 DELOVNA SKUPNOST ALPE-JADRAN

The name of the committee responsible for the publication may be added in the languages of those countries, counties, regions or republics represented by the committee (i.e. not necessarily in five languages).

The title of the publication is to be given in those languages represented by the committee preparing the publication.

In those cases where a document is not produced in the form of a multi-lingual single volume but rather as separate single-language editions, the latter may be rendered more clearly recognisable by the use of different colours for the envelopes. The following colours are conventional:

German	-	red (pink)
Croatian	-	blue
Italian	-	green
Hungarian	-	white
Slovene	-	yellow

2. Listing Order

The listing order for countries, counties, regions and republics is alphabetical according to their names in the applicable country language: Baranya, Burgenland, Friuli-Venezia Giulia, Croatia, Carinthia, Lombardy, Upper Austria, Slovenia, Somogy, Styria, Vas, Venetia, Zala.

Similarly the states should be in the order: Croatia, Italy, Hungary, Austria, Slovenia, and the languages thus: German, Croatian, Italian, Hungarian, Slovenian.

If a member of the Alps-Adriatic Working Community organises an official Working Community event (conference, press conference), the title of the event may appear first in that member's language for related documents (invitation, programme, conference documentation, conference files amongst others). The order of the other languages remains unaltered by this. The order of translations within a multi-lingual document is to follow the order of languages for the titles on the title page.

3. Nomenclature

For multi-lingual maps and associated tables, all names of countries and geographical locations are to comply with a United Nations rule and appear in the official writing style of the relevant country, county, region or republic (therefore bilingually where appropriate), e.g. Italia, Republika Slovenija, Wörthersee, Zagreb, Zalaegerszeg.

In sections of text and tables contained within them in a single language version of a publication, the names of states, countries, counties, regions and republics are to appear translated into the language of that version. Geographical names (towns, lakes, mountains amongst others) may be translated if conventional terms exist in the target language: however, in this case the names should appear afterwards in brackets in the official writing style of the relevant countries, cantons regions and republics, e.g. Celovec (Klagenfurt); Lakes of Plitvic (Plitvicka jezera), Laghi di Plitvice (Plitvicka jezera); Venice (Venezia), Venecija (Venezia), Velence (Venezia), Benetke (Venezia); Laibach (Ljubljana), Lubiana (Ljubljana).

4. Technical Terminology

For the translation of technical terms relevant to regional planning and environmental protection, the glossaries prepared by the former 'Glossary' working group of Commission I, Regional Planning and Environmental Protection, are to be used. The glossary can be ordered from the General Secretariat of the Working Community (email: post.alpeadria@ktn.gv.at).

Appendix 2**PRIZE OF THE ALPS-ADRIATIC WORKING COMMUNITY**

The Plenary Assembly of the Alps-Adriatic Working Community supports a prize for the recognition of long term and successful work that has helped to realise the aims of the Working Community as laid out in the General Declaration of Venice (1978). The Plenary Assembly has set the following rules for awarding the Alps-Adriatic Prize (hereafter: Prize):

I.**Form and Description of the Prize**

- 1.1. Form of the Prize:
 - a) either: a gold medal, which is awarded to natural persons,
 - b) or: a bronze plaque, which is awarded to legal entities or organisations.
- 1.2.1. The following is to appear on both medals and plaques:
 - a) the official logo of the Working Community,
 - b) the inscription Alps-Adriatic Prize in the official languages of the Working Community
- 1.2.2. Both medal and plaque will be presented in a casket which is green on top and blue beneath.
- 1.3. The Prize is to be handed over accompanied by a certificate. The certificate contains:
 - a) the Working Community logo in original form and colours
 - b) Name of the recipient of the prize
 - c) Note acknowledging the efforts on behalf of the Working Community
 - d) Date and location of the awarding of the Prize
 - e) Signature of the then current (rotating) chief executives of the Working Community.

II.

Procedural Rules for Awarding the Prize

- 2.1. The Prize will be awarded every other year at the end of a term of presidency of the Working Community, during the Plenary Assembly session.
- 2.2. Up to five Prizes can be awarded every second year.
- 2.3. The Prize may be awarded to natural persons and legal entities, organisations and groups.
- 2.4.1. Proposals for the awarding of a Prize can be made by
 - a) members of the Commission of Executive Officers
 - b) the General Secretariat
- 2.4.2. The proposal must be submitted accompanied by a detailed justification.
- 2.5.1. The proposal must be submitted to the General Secretariat by the qualified persons by June 30th of the year of intended presentation at the latest. The General Secretariat will inform the President of the Commission of Executive Officers of the submissions by July 15th at the latest.
- 2.5.2. The submissions will be evaluated on behalf of the Commission of Executive Officers by a jury drawn from the (rotating) President of the Commission of Executive Officers, representatives of the preceding and succeeding presiding countries, along with a representative of the General Secretariat, and a proposal regarding the candidates will be laid before the President of the Working Community. The President of the jury is the President of the Commission of Executive Officers.

The costs associated with the work of the jury will be covered by the current Working Community presiding country.
- 2.6.1. The (rotating) President of the Working Community decides on the awards, on the basis of the jury's recommendations, by September 15th at the latest. He/she then passes on the information about the decision without delay to the members of the Plenary Assembly with a note to the effect that they may make their comments on the candidates, accompanied by justification, within 15 days of receipt of the message. If no objections are submitted within this period, then the decision of the (rotating) President of the Working Community through the Plenary Assembly is considered confirmed.
- 2.6.2. In the event that clear objections are raised against the decision of the (rotating) President of the Working Community within 15 days in line with section 2.6.1, the Prize cannot be awarded to the relevant natural person or legal entity against whom the objection has been raised. In this case, the (rotating) President of the Working Community can arrange a repetition of the

procedure as laid out in sections 2.5.2 and 2.6.1. if he/she wishes to fulfil the limit declared in section 2.2.

- 2.7. The President of the Commission of Executive Officers reports to the Plenary Assembly preparatory session regarding the jury's work and the decision of the President of the Working Community.

III.

Financial Considerations

- 3.1. The costs of producing the prizes will be met by the members from common funds.
- 3.2. Complete or partial coverage of the costs of production costs by individual members is permissible.
- 3.3. The Prize constitutes moral recognition but is not connected with any financial grant. Nevertheless it is permissible for the members, of whom those receiving awards are nationals, to confer additional recognition for their activities.

IV.

Conditions of Award

- 4.1.1. Records on those in receipt of the Prize will be kept at the General Secretariat.
- 4.1.2. The honoured persons and organisations should:
 - a) be invited to Working Community official events,
 - b) be supplied by the General Secretariat with presentation brochures and, on request, other information.
- 4.2. The regulation was accepted at the Plenary Assembly session of November 24th 2000 and updated in line with the new Organisational and Procedural Rules at the Plenary Assembly session of November 23rd 2006.