



Meeting of Ministers of Foreign Affairs of
the South-East European Cooperation Process

Zagreb, 1-2 March 2007

**Decision on the Procedure for the Designation of the
Seat of the Regional Cooperation Council Secretariat**

The Ministers of Foreign Affairs of the SEECP:

Emphasising positive political and economic developments in South Eastern Europe which created the necessary preconditions for strengthened regional ownership, enhancing the role of the SEECP;

Referring to the ongoing discussions within the SEECP, consultations with the Stability Pact for South Eastern Europe and the European Commission regarding the new structures of enhanced regional cooperation in South Eastern Europe;

Taking into account the decisions towards the establishment of the RCC and its Secretariat and the timeframe set for putting those structures in place;

Referring to the conclusions of their Informal Meeting of 8 and 9 December 2006 in Rijeka on elaborating all necessary documents and decisions for the forthcoming SEECP Summit on 11 May 2007 in Zagreb;

Have decided to call on the Participating States to submit their candidacies for hosting the RCC Secretariat under the following terms:

1. The Secretariat shall be located in one of the capital cities of the SEECP Participating States.
2. The candidacies shall be submitted by the SEECP Participating States to the SEECP Chairmanship-in-Office by 31 March 2007.
3. The SEECP CiO will then consult with the SEECP Participating States and the Regional Table participating countries and organisations on the candidacies with the view to concluding these consultations until 20 April 2007.

4. The SEECP Committee of Political Directors shall discuss all candidacies and present a designation proposal to the SEECP CiO and the Secretariat of the Stability Pact by 30 April 2007;
5. The Seat shall be designated by the Ministers of Foreign Affairs of the SEECP on 10 May 2007 upon endorsement by the Regional Table of the Stability Pact and approved by the Heads of State and Government at the Summit on 11 May 2007 in Zagreb;
6. A prospective Host Country shall provide the future Secretariat with the full facilities necessary for the exercise of its functions, including the appropriate legal capacity through a Host Country Agreement.
7. A prospective Host Country shall submit a comprehensive proposal that demonstrates its ability to meet the requirements defined hereafter.
8. The offer by a prospective Host country for the Secretariat should address the following basic requirements:
 - I. Outline proposal for a host country agreement illustrating the Privileges and Immunities to be granted to the Secretariat including, amongst others, provisions concerning:
 - a) Legal Capacity; the Secretariat needs to be given such legal capacity as is necessary for the exercise of its functions.
 - b) Security and safety environment including measures for the safety and protection of the premises, property and personnel;
 - c) Inviolability and Immunity of the Secretariat including immunity from legal process;
 - d) Exemption from Taxes and Duties; such as exemption from all direct national and municipal taxes, exemption from value added tax and other indirect taxes (purchases, services);
 - e) Funds and Currency;
 - f) Communications; access to necessary public services on reasonable terms, facilitation of communication;
 - g) Immunity of Officials of the Secretariat and the status of the Secretary General;
 - h) Exemptions for Officials of the Secretariat; Officials of the Secretariat who are not citizens of the Host Country or permanently resident in the Host Country immediately prior to their employment by the Secretariat shall enjoy exemptions from immigration restrictions and from income tax and general social security contributions on salaries.
 - i) Entry, stay and departure, including facilitated immigration and visa arrangements for RCC Secretariat staff and participants to RCC meetings.

As well as any other provisions deemed necessary for the smooth functioning of the Secretariat.

 - II. A detailed proposal concerning suitable office premises (preferably offered free of charge) including provision of necessary modern infrastructure and communications as well as any administrative assistance to be provided by the prospective Host Country, particularly for the initial start-up of the Secretariat.
9. Composition of the Secretariat and other financial and statutory issues shall be determined by the SEECP documents as well as basic documents of the RCC and its Secretariat.

Done in Zagreb on 2 March 2007