

CROATIAN PARLIAMENT

**RULES OF PROCEDURE
FOR THE WORK OF THE FISCAL POLICY
COMMISSION**

ZAGREB, MARCH 2014

As provided for by Item VIII of the Decision on the Establishment of the Fiscal Policy Commission (Official Gazette *Narodne novine* No. 156/13), Fiscal Policy Commission at its meeting held on 7 March 2014 adopted the following

RULES OF PROCEDURE FOR THE WORK OF THE FISCAL POLICY COMMISSION

I. GENERAL PROVISIONS

Article 1

These Rules of Procedure shall govern the operating and decision-making procedures of the Fiscal Policy Commission (hereinafter: Commission).

Members of the Commission and other persons participating in its operation shall abide by the provisions of these Rules of Procedure.

The Commission shall perform the tasks from its scope of work as stipulated by the Decision on the Establishment of the Fiscal Policy Commission (Official Gazette *Narodne novine* No. 156/13) at its meetings.

Article 2

The Chairperson of the Finance and State Budget Committee of the Croatian Parliament shall be the Chairperson of the Commission.

The constitutive meeting of the Fiscal Policy Commission shall be convened by the Chairperson of the Commission.

Article 3

The Chairperson of the Commission shall organize and manage the work of the Commission, in particular:

- convene and preside over the meetings of the Commission,
- propose the agenda for the meetings and ensure the compliance of the course of the meeting therewith,
- establish whether there is a quorum present to pass decisions on the positions of the Commission,
- ensure that provisions of Law and these Rules of Procedure are respected,
- maintain order at meetings and give the floor to participants,
- ensure that the proposals submitted are discussed at meetings,
- determine the formulation of proposals and conduct voting thereon,
- ascertain and proclaim the voting results,
- be responsible for the record of the minutes,
- perform other activities in line with the Decision on the Establishment of the Fiscal Policy Commission and these Rules of Procedure.

Article 4

Members of the Commission shall elect the Deputy Chairperson of the Commission from among their number.

The Deputy Chairperson shall have the rights and duties of the Chairperson only when the Commission Chairperson is absent from the meeting.

The Commission shall by decision designate the Deputy Chairperson or delegate one of its Members to represent the Commission as a non-political person at international conferences or conventions related to fiscal responsibility.

Article 5

Members of the Commission shall:

- participate regularly in meetings,
- propose items from the scope of work of the Commission to be included in the agenda,
- participate in discussions and take positions,
- perform other activities in line with the Decision on the Establishment of the Fiscal Policy Commission, these Rules of Procedure and as authorised by the Chairperson.

Should a Member of the Commission be prevented from attending, he/she shall inform the Secretary of the Commission as soon as possible and not later than (2) days before the meeting.

Article 6

Administrative and other professional tasks for the Commission shall be performed by the Secretary of the Commission, appointed by the Chairperson from among the ranks of civil servants of the Finance and State Budget Committee of the Croatian Parliament.

II. CONVENING MEETINGS

Article 7

Meetings shall be convened by the Chairperson whenever necessary and at least once in three months.

Each Member of the Commission may request the Chairperson of the Commission to convene a meeting, rendering in writing the reasons therefore.

Article 8

Meetings of the Commission shall be convened by sending written summons.

Summons shall contain the ordinal number, venue, date and time of the meeting as well as the relevant draft agenda.

Written materials necessary for reaching decisions on particular items of the agenda, draft decisions and, if not provided earlier, the adopted minutes of the previous meeting, shall be delivered to all the Members of the Commission together with the summons.

Article 9

Summons to the meeting and its attachment shall be delivered to the Members of the Commission not later than three (3) days prior to the scheduled meeting of the Commission.

Written summons and its attachment shall be delivered, as a rule, by email to the email addresses of the Members of the Commission deposited with the Secretary of the Commission.

In exceptionally urgent circumstances a meeting of the Commission may be convened in a shorter period of time. In such cases the draft agenda shall be communicated to the Members of the Commission as soon as possible or at the beginning of the meeting, and the written material shall be distributed just before the beginning of the meeting. The Chairperson of the Commission shall state the reasons for convening the meeting by emergency procedure to the Members of the Commission immediately after the beginning of the meeting.

Article 10

Summons to and material for the meeting of the Commission shall be delivered to the Members of the Commission and may be submitted to other persons in order to obtain their opinions on the issues to be discussed at the meeting, subject to the Commission's decision thereon.

Article 11

Meetings of the Commission shall be held, as a rule, in Zagreb in the premises of the Croatian Parliament.

A meeting of the Commission may also be held outside Zagreb if so required by the reasons for convening the meeting. In such case, the Chairperson of the Commission shall decide where the meeting is to take place.

III. COURSE OF MEETING

Article 12

The meetings of the Commission shall be chaired by the Chairperson of the Commission, and in the case he/she is prevented from attending, by the Deputy Chairperson of the Commission.

Article 13

Before opening the meeting, the Chairperson of the Commission shall be obliged to establish whether the conditions for holding the meeting are met, namely to establish that a majority of all Members of the Commission (quorum) is present at the meeting.

Article 14

The agenda shall be established on the basis of the previously delivered written summons to the meeting.

The decision to adopt the draft agenda shall be made by vote, without debate on the content of individual agenda items.

If before the meeting a Member of the Commission wishes to oppose a proposal or to amend the agenda by adding a new item, he/she shall refer his/her proposal to other Members of the Commission, no later than one day prior to the meeting.

In this case the Commission shall first decide on the counterproposals, i.e. on the proposed amendments to the agenda, and only then shall it make decisions on the proposals in attachment to the summons to the meeting.

The Chairperson of the Commission shall be entitled to amend the agenda at the beginning of the Commission meeting and a vote shall be conducted thereon.

Following the adoption of the agenda, the discussion shall begin and positions shall be taken on the agenda items in the order determined by the adopted agenda.

Article 15

Before concluding the debate on an individual agenda item, the Chairperson of the Commission shall assess whether all of the elements relevant to taking a position have been discussed.

Inasmuch as during a debate on a particular issue on the agenda the Commission finds that it cannot take a position based on the facts presented and discussed, it may request additional explanation or information and decide that this particular agenda item is to be considered at the next meeting.

In its conclusion, the Commission shall put in charge of providing supplementary explanations, or collecting additional data, a person and/or a body of state administration, and it shall set a deadline for the performance of these tasks.

Article 16

Only issues directly relevant to the items of the agenda shall be discussed at meetings.

Article 17

When confidential documents or information are being discussed, the Chairperson of the Commission shall warn all persons in attendance that they shall be obliged to maintain secrecy and shall point out the consequences for violating confidentiality.

Article 18

The Commission shall take its position by public vote.

Decisions on draft positions shall be adopted by public vote "for", "against" or "abstained" at the Commission meetings.

Decisions shall be passed by a majority vote of all Members of the Commission.

Article 19

Following the vote, the Chairperson shall ascertain and proclaim the result thereof.

Based on the results of the vote, the Chairperson of the Commission shall proclaim whether a draft position that has been voted on has been accepted or rejected and shall ascertain the position of the Commission.

Article 20

As a rule, the Commission shall meet in closed meetings.

By special decision of the Commission, the Commission may hold public meetings.

Prior to meetings, the Secretariat shall publish the information on the ordinal number of the meeting, the venue of the meeting, date and time of the meeting, the draft agenda and documents in attachment to a particular agenda item on the website of the Commission.

IV. MINUTES ON MEETINGS

Article 21

The Secretary of the Commission shall keep minutes of the proceedings at meetings.

Minutes shall contain:

- the number of the meeting in sequence,
- date and venue of the meeting,
- names and surnames of all present and absent Members of the Commission,
- names, surnames and functions of the persons in attendance who are not members of the Commission and the name and the surname of the person responsible for keeping minutes,
- the time of the start and end of the meeting,
- draft agenda and adopted agenda,
- views expressed on the individual items of the agenda on which decisions were taken at the meeting,
- positions and conclusions for each agenda item, with the voting results,
- names and surnames of the persons who participated in the discussion, together with the relevant content of their discussion,
- in the event the meeting was adjourned, the specification of the time at which the meeting shall be resumed.

Article 22

Minutes shall be compiled within a period of seven (7) working days as from the date when the meeting was held and they shall be submitted for consideration to all Commission Members by email within a period of ten (10) days.

When documents and summons to the next Commission meeting are delivered to Commission Members, a copy of the previous meeting minutes shall, as a rule, be delivered to them as well.

Article 23

Minutes containing conclusions and positions not subject to remarks, or minutes amended in accordance with the accepted remarks, shall be deemed adopted.

Adopted minutes shall be signed by the Chairperson of the Commission and the Secretary of the Commission.

The minutes of the previous meeting shall be authenticated, in principle, at the next meeting of the Commission.

Article 24

Minutes and other material from the meetings, as well as the positions, conclusions and other documents adopted by the Commission shall be maintained in the Finance and Central Budget Committee of the Croatian Parliament, which shall be responsible for their maintenance.

Following the adoption of the minutes, a "Report on the Commission Meeting" shall be drafted and published on the Commission website.

V. PUBLICATION

Article 25

At least once annually the Commission shall make a "Report on the Fiscal Policy Assessment" and publish it on the Commission website.

The Commission may engage external experts to make the Reports, subject to the decision thereon adopted at the Commission meetings.

The Reports shall be published on the website in the Croatian and the English language. The Secretary of the Commission shall coordinate the translation into English with the Staff Service of Parliament.

VI. COMPENSATION OF COSTS TO MEMBERS OF THE COMMISSION

Article 26

Members of the Commission shall be compensated for the work they perform in the Commission in accordance with the acts of the Croatian Parliament, exclusively on the basis of their active involvement in the work of the Commission and regular attendance at the Commission meetings.

Article 27

For the work they perform in the Commission, Members of the Commission shall be entitled to compensation of transport costs in the amount of actual costs or as a reimbursement of costs for the use of private cars for official purposes. They shall also be entitled to reimbursement of the costs of their overnight stays in the amount of actual expenditures as defined for users who are financed from the state budget.

VII. FINAL PROVISIONS

Article 28

A copy of these Rules of Procedure shall be delivered to each Member of the Commission.

Interpretation of individual provisions of these Rules of Procedure shall be provided by the Commission.

Article 29

These Rules of Procedure shall enter into force on the date of their adoption.

Chairman of Commission

Srdan Gjurković, M.S.
Chairman of the Finance
and State Budget Committee
of the Croatian Parliament