



Rules of Procedure for the Institutional Coordination Structure and Framework for Social Participation of the CAMP Levante de Almería Project



GOBIERNO
DE ESPAÑA

MINISTERIO
DE MEDIO AMBIENTE
Y MEDIO RURAL Y MARINO



JUNTA DE ANDALUCÍA
CONSEJERÍA DE MEDIO AMBIENTE



SUMMARY

This document includes the Rules of Procedure for the Institutional Coordination Structure and Framework for Social Participation of the CAMP Levante de Almería Project, pursuant to Section 7 of the Protocol on Integrated Coastal Zone Management in the Mediterranean. The ICZM Protocol establishes institutional coordination as a key factor to its success. Furthermore, improving institutional coordination and stimulating the mechanisms for participation by civil society in the decision-making processes for integrated management also responds to the needs identified in the Feasibility Study.



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CHAPTER I

Objective and Composition

Article 1: Objective

The Framework for Institutional Coordination and Social Participation is created to establish a mechanism for inter-administrative collaboration and public participation for the development and application of the ICZM Protocol within the framework of the Barcelona Convention on Integrated Coastal Zone Management in the Mediterranean.

Article 2: Composition

The Framework for Institutional Coordination and Social Participation is structured in accordance with the following bodies:

- a) The Coastal Commission
- b) The Coastal Council
- c) The Coastal Forum, a platform for opinions by civil society on the progress made in the CAMP Levante de Almería project through its corporate site.

CHAPTER II

The Coastal Commission

Section 1: Composition and Functions

Article 3: Composition

1. The Coastal Commission shall be composed of representatives from the public authorities with competence over coastal management in the area covered by the project. They are as follows:

- a) The Municipalities of the CAMP area: Pulpí, Cuevas del Almanzora, Vera, Garrucha, Mojácar, Carboneras, Níjar and Almería.
- b) The Municipalities Association of Levante de Almería.
- c) The Provincial Council of Almería.
- d) Provincial delegations of the following departments of the Regional Government of Andalusia: Government, Agriculture and Fisheries; Culture; Economy, Innovation and Science; the Environment; Public Works and Housing; and Tourism, Trade and Sport.
- e) General Government Public Administration: The Ministry of the Environment, Rural and Marine Affairs, represented by its central services and the Provincial Coastal Service in Almería; the Port Authority of Almería; and the Government Sub-Delegation.

This composition may be modified at the request of the Steering Committee or the Commission itself when deemed necessary for proper functioning.

2. The Commission shall be co-chaired by a Representative Chairman and a Technical Chairman. The Representative Chairman shall be appointed from among the members of the Commission, while the post of Technical Chairman shall be held by the General Project Coordinator for the CAMP Levante de Almería Project. The post of Secretary of the Commission shall be held by the Coastal Technical Office established to develop the project. The Secretary shall attend the meetings with speaking rights but without vote.

3. The Representative Chairman shall have following duties:

- a) Represent the Commission.
- b) Chair the sessions of the Commission.
- c) Endorse the contents of the minutes that have been finally approved by the Commission.
- d) Ensure the execution of the resolutions adopted by the Commission.

4. The Technical Chairman shall have following duties:

- a) Call the sessions and determine their agenda.
- b) Require the presence of such experts with speaking rights but without vote at the meetings who may contribute towards a better analysis of the matters on the agenda.
- c) Submit the studies and reports drawn up by Teams of Experts and the Coastal Council to the Commission, as well as any proposals for resolutions.

5. The duties of the Secretary shall be as follows:

- a) Assist the Coastal Commission in the exercise of its functions.
- b) Prepare the agenda on the instructions of the Technical Chairman and to call the sessions of the Commission by order of the Representative Chairman, both to its members and to any experts whose presence may be required.
- c) Prepare budgetary and financial reports to be presented during the Coastal Commission Meetings.
- d) Take minutes, sign them and maintain the minutes book in order; send the minutes to all the members of the Commission.
- e) Issue certifications of resolutions, minutes and authorised copies of documents with the approval of the Representative Chairman.

6. Three representatives from the Coastal Council shall act as observers of the processes, with speaking rights but without vote. They shall come from the following sectors: production, scientific-technical and NGOs.

Article 4: Functions:

1. The Commission is created as a decision-making and executive body for the actions and measures needed to comply with the Protocol on Integrated Coastal Zone Management in the Mediterranean within the Barcelona Convention Framework. Its main duty will be to deliberate on the content of the proposals made by the Council, which in turn will pass on those made by the Coastal Forum. Thus it will act as a cooperation and consultation body with the different administrative levels involved in the

management of the CAMP Area, without prejudice to the exercise of their respective competences.

2. The Commission shall deal with the following matters:

- a) The handling and resolution, based on mutual cooperation principle, of those matters of general scope or within its area of competence related to the Integrated Coastal Zone Management in the CAMP Area. To do so, it will analyse and evaluate the work and conclusions of the Council and the Groups of Experts and ensure that information is made available to its members.
- b) The promotion of debate and public participation in the discussion of the proposals related to the objective defined in Article 0.
- c) Promotion of collaboration agreements between the different public authorities.
- d) Search for additional financial resources for post-project activities for CAMP Levante de Almería.
- e) Approval of the working guidelines and the working programme of CAMP Levante de Almería.

Article 5: Objectives of the Coastal Commission

The objectives of the Coastal Commission shall be as follows:

- a) Develop the structure, framework and procedures for Integrated Management of Coastal Areas in the region Levante de Almería, so that these can be transferred to the rest of the country.
- b) Create a framework for inter-institutional coordination and participation between the competent public authorities in the coastal management of the CAMP Area in order to establish action lines, develop agreements and promote cooperation in its activities.
- c) Achieve sufficient political and social commitments to allow a successful development of the Protocol on Integrated Coastal Zone Management in the Mediterranean.
- d) Increase the level of awareness within departments, ministries, regional departments, administrative bodies, municipalities and other actors involved with regard to Integrated Management of Coastal Areas and the need to extend it to the rest of the Spanish coastline.

Section 2: Rules for the operation of the Coastal Commission

Article 6: Frequency and location of meetings

1. The Coastal Commission shall meet at least once a year. It shall also meet on any occasion that may be considered necessary to comply with its functions, at the initiative of the Technical Chairman or of a majority of its members.
2. In addition to these, the Coastal Commission will be present at the Preliminary Workshop and the Final Presentation Conference, as well as other decision-making occasions.
3. The meetings of the Coastal Commission shall be held on a rotating basis in those Municipalities of the CAMP Area that have a sufficient capacity to host them, and at the proposal of the Municipalities themselves.

Article 7: Calling of the meetings

1. The calling of the meetings of the Coastal Commission shall be effected by its Representative President through the Secretary, with sufficient notice of at least 30 days. This call shall be accompanied by a proposal for an agenda and the documents that refer to the matters included in this proposal, including the reports on the rest of the CAMP Levante de Almería activities, whether proposed by the Council or the Groups of Experts.

Article 8: Agenda

1. The provisional agenda shall be determined by its Technical Chairman and finally approved at the start of each meeting. Its content will reflect the proposal being considered with the call for the meeting in accordance with the progress in CAMP Levante de Almería and the matters that as a result of such progress are proposed by the Commission or Council. The agenda will include a section dedicated to inform about the budgetary and financial situation of the Project.

2. Any matter that is not included on the provisional agenda may not be the object of deliberation or resolution, except if those members of the Commission present unanimously agree to include it on the agenda before the start of the session. The matters thus included shall be subject to the provisions covering the adoption of resolutions.

3. Unless agreed otherwise, the matters shall be dealt with in the order they appear on the agenda.

Article 9: Quorum of the Coastal Commission

For the Commission to be duly constituted for the purposes of holding the session, those present must include the representatives of the Ministry of the Environment, Rural and Marine Affairs and of the Department of the Environment of the Regional Government of Andalusia, and two thirds of its members at the first call and a simple majority at the second call.

Article 10: Resolutions of the Coastal Commission

1. The resolutions of the Coastal Commission shall preferably be adopted by broad consensus. In case that there's not possibility of consensus the agreements will need a simple majority.

Article 11: Minutes of the meetings

1. The Secretary shall take the minutes of each meeting of the Commission. After their approval in the following meeting, they shall be endorsed by the Representative Chairman on the date of their approval.

2. The minutes shall include the following elements.

- a) A brief outline of the background events and previous resolutions adopted.
- b) Place and date of the meeting.
- c) Agenda.
- d) Summary of the debate.
- e) Decisions adopted.
- f) Annex I: List of Participants.
- g) Annex II: List of reference documents.

CHAPTER III

The Coastal Council

Section 3: Composition and Functions

Article 12: Composition

1. The Coastal Council is a consultative body composed of the following local actors:

- a) 8 representatives from community associations. One from each municipality in the CAMP Area.
- b) 1 person responsible for Agenda 21 at provincial level in Almería.
- c) 2 representatives of the trade unions. One from each trade union represented: U.G.T. and CC.OO.
- d) 4 representatives of agricultural associations. One from each association represented: U.P.A., C.O.A.G., A.S.A.J.A. and F.A.E.C.A.
- e) 1 representative of the consumers' association F.A.C.U.A.
- f) 1 representative of the organic farmers' association Productores Ecológicos del Levante Almeriense
- g) 1 representative of farmers adhered to integrated production (COPROHNIJAR)
- h) 3 representatives of irrigation associations. One for each irrigation association represented: Almería, Níjar and the Central Board of Users of Almanzora Valley, which includes the Cuevas del Almanzora and Pulpí.
- i) 1 representative of the association for the disabled F.A.A.M.
- j) 4 representatives of business associations. ASEMPAL (Almería Province Enterprise Confederation) will appoint one representative from each of the following areas: tourism and hotels; fruit and vegetable production; industry; and ASEMPARNA (the Association of Businesses in the Nature Park).
- k) 2 representatives from the Rural Development Group in the Levante region of Almería.
- l) 3 representatives, one from each of the following fishing associations: ASOPESCA (Fishermen's association of Almería), the Fishermen's association of Carboneras and the Fishermen's association of Garrucha.
- m) 2 representatives, one for each of the following traditional fishing associations: PESCAARTES and the Association for the protection of artisanal fisheries and the minor arts of Levante region of Almería.
- n) 1 representative from the aquaculture sector.
- o) 5 representatives, one from each of the following sports federations: Federación Andaluza de Vela (Andalusian Boating Federation), Federación Andaluza de Actividades Subacuáticas (Andalusian Sub-aquatic Activities Federation), Federación Andaluza de Pesca Deportiva

(Andalusian Game Fishing Federation), Federación Andaluza de Montaña (Andalusian Mountaineering Federation), Federación Andaluza de Caza (Andalusian Hunting Federation)

- p) 5 representatives of the following NGOs: Grupo Ecologista del Mediterráneo (Ecologist Group of the Mediterranean), Salvemos Mojácar y el Levante Almeriense (Save Mojácar and the Levante región of Almería), Ecologistas en Acción (Ecologists in Action), Grupo Cóndor (Condor Group) and Asociación de Amigos del Parque Natural Cabo de Gata-Níjar (Friends of Cabo de Gata – Níjar Natural Park Association).
- q) 1 representative from the University of Almería.
- r) 1 representative from volunteers' associations: ASVOAL (Volunteers' Association for Almería)

2. Depending on the subjects to be dealt with during the Coastal Council meetings, experts who are considered to be of interest will attend, together with technical experts from the competent Public Authorities represented in the Coastal Commission.

3. The Coastal Council shall be co-chaired by a Representative Chairman and a Technical Chairman. The Representative Chairman will be appointed from the members of the Council, while the post of Technical Chairman will be held by the General Project Coordinator for the CAMP Levante de Almería project. The post of Secretary of the Council will be held by the Coastal Technical Office established to develop the project.

4. The Representative Chairman shall have following duties:

- a) Represent the Coastal Council.
- b) Chair the Council sessions.
- c) Endorse the contents of the minutes that have been finally approved by the Council.
- d) Ensure the execution of the resolutions adopted by the Council.

5. The Technical Chairman shall have following duties:

- a) Agree the call to sessions and determine their agenda.
- b) Require the presence of experts with speaking rights but without vote at the meetings who may contribute towards a better analysis of the subjects on the agenda.
- c) Submit the studies and reports drawn up by teams of experts to the Council, as well as any proposals for resolutions.

6. The duties of the Secretary shall be as follows:

- a) Attend the Coastal Council in exercise its functions.
- b) Pass on the opinions/suggestions made by the Coastal Forum, in accordance with the agenda.
- c) Prepare the agenda on the instructions from the Technical Chairman and issue a call by order of the Representative Chairman for the Council meetings, both to its members and any experts whose presence may be required.
- d) Prepare budgetary and financial reports to be presented during the Coastal Council Meetings.

- e) Take minutes, sign them and keep the minutes book in order. Send the minutes to all the members of the Council.
- f) Issue certifications of resolutions, minutes and authorised copies of documents with the approval of the Representative Chairman.

Article 13: Functions of the Coastal Council

1. Participate in the Analysis of Systemic and Prospective Sustainability of the CAMP Area and other activities of interest to contribute to the development of the Reference Framework for Sustainable Development in this area, which will subsequently be submitted to the Coastal Commission.
2. Make recommendations, suggestions and specific proposals to the Coastal Commission.
3. Channel opinions/suggestions related to the CAMP Project made by the local community through the Coastal Forum.

Article 14: Objectives of the Coastal Council

1. Promote public participation to influence the decision-making processes with respect to Integrated Coastal Zone Management.
2. Be aware of and debate the relevant aspects of sustainable development for its territory from a multi-sector perspective.
3. Extend the scope of public participation through the Coastal Forum.

Section 4: Rules for the operation of the Coastal Council

Article 15: Frequency and location of meetings

1. The Coastal Council shall hold as many meetings as may be necessary to carry out the functions it has been assigned.
2. The meetings of the Coastal Council shall be held on a rotating basis in the eight Municipal Areas included in the CAMP Area, taking into consideration the proposals of the Council members.

Article 16: Call to Meetings

1. The call to meetings of the Coastal Council shall be made by its Representative Chairman through the Secretary, with a minimum notice of 15 days. The call will be accompanied by a proposal for an agenda and the documents that refer to the matters included in this proposal, including the reports from the Groups of Experts on the rest of the CAMP Levante de Almería activities.

Article 17: Agenda

1. The provisional agenda shall be determined by its Technical Chairman and finally approved at the start of each meeting. Its content shall correspond to the proposal made with the call to the meeting, in line with the progress in CAMP Levante de Almería and the requirements of the methodologies for its development. The agenda will include a section dedicated to inform about the budgetary and financial situation of the Project.

Article 18: Quorum of the Coastal Council

For the Coastal Council to be duly constituted for the purpose of holding the session, two thirds of its members must be present in the first call and a simple majority in the second call.

Article 19: Resolutions of the Coastal Council

1. The resolutions of the Coastal Council shall preferably be adopted by broad consensus.

Article 20: Minutes of the meetings

1. The Secretary shall take the minutes of each meeting of the Council. After their approval in the following meeting, they shall be endorsed by the Representative Chairman on the date of their approval.

2. The minutes shall include the following elements.

- a) A brief outline of the background events and previous resolutions adopted.
- b) Place and date of the meeting.
- c) Agenda.
- d) Summary of the matters dealt with.
- e) Decisions adopted.
- f) Annex I: List of Participants.
- g) Annex II: List of reference documents.

Additional provision

The Steering Committee of the CAMP Levante de Almería Project, composed of representatives from the Ministry of the Environment, Rural and Marine Affairs, the Department of the Environment of the Regional Government of Andalusia and the Centre for Regional Activities of the Programme for Priority Actions of the United Nations Environment Programme, shall monitor and validate the results of the activity related to institutional coordination and the framework for social participation.

Final Provision

This Regulation of the Internal Rules shall come into force once it is accepted by the members at the Inception Workshop of the CAMP Levante de Almería Project. Any modification thereto must be approved by the Steering Committee.