



**RULES OF PROCEDURE OF THE JOINT COMMITTEE**

**of the Memorandum of Understanding (MoU)  
on Cooperation in the Field of Sustainable Development**

**between**

**THE MINISTRY OF ENVIRONMENT AND ENERGY SECURITY  
OF THE ITALIAN REPUBLIC**

**and**

**THE MINISTRY OF SCIENCE, TECHNOLOGY AND ENVIRONMENT  
OF THE REPUBLIC OF CUBA**

## 1. Scope of the document

This document establishes the functioning of the Joint Committee (JC) to be established in the framework of the Memorandum of Understanding (MoU) on cooperation in the field of sustainable development between the Ministry of Environment and Energy Security of the Italian Republic (MASE) and the Ministry of Science, Technology and Environment (CITMA) of the Republic of Cuba, hereinafter jointly referred to as “the Participants”, signed on November 14<sup>th</sup>, 2022 in Sharm El Sheikh, Egypt.

## 2. Mandate

The JC provides general direction and guidance for the implementation and supervision of the cooperation activities and adopt the relevant decisions for their realization. It is in charge of the technical, administrative, financial and operative supervision of the projects and initiatives within the MoU.

The main duties and responsibilities of the JC are:

- to adopt the Guiding Principles for the bilateral cooperation mechanism;
- to approve and review the Work Plan, that identifies potential main areas and subjects for cooperation projects;
- to adopt the Monitoring and Evaluation Framework and supervise its implementation, with the aim to promote a transparent, efficient and result-oriented approach and to guarantee ownership and accountability;
- to adopt formats, templates and standard procedures for cooperation projects and initiatives;
- to approve Concept Notes and Full Project Proposals, including budget and schedule, to be implemented and financed under the framework of the MoU;
- to adopt for each cooperation project or initiative appropriate procurement procedures and related standards to be applied for the supply of goods and services necessary for its implementation;
- to supervise the correct execution of projects and activities, the achievement of their objectives and their long-term impact;
- to oversee the appropriate use of funds and take relevant technical and financial decisions for the implementation of projects and activities;
- to discuss and decide upon any matter considered of interest to the bilateral activities.

The JC may amend these Rules of Procedure and any other document approved by it in written form.

## 3. Composition

The JC is established within 30 days from the signature of the MoU via written communication among the Participants.



The JC is composed by a delegation from MASE and a delegation from CITMA. Each Participant nominates a Head of delegation, to represent it, and his/her alternate. Each Participant may replace its Head of delegation and/or alternate by written communication to the other Participant, at least 15 working days.

Members of delegations may be assisted by experts.

#### **4. Meetings**

The JC meets at least once a year. The first JC meeting has to be convened within 6 months from the signature of the MoU.

Additional meetings may be convened, upon agreement among the Participants, whenever it is deemed necessary. Meetings can either be held in person, preferably alternating between Cuba and Italy, or through teleconference.

The dates and venues of the meetings are agreed by the Participants and decided in due time. The venue is chosen according to the principles of cost efficiency and time saving.

The agenda of the JC meetings, along with any relevant documentation, is circulated among the Participants no later than 10 days before the meeting, and then adopted by the JC at the beginning of the meeting.

Each Participant communicates in due time before the JC meeting the members of its delegation. The JC may decide to invite to its meetings, as observers, representatives of the Italian Embassy or of the Embassy of Cuba, as well as other experts.

#### **5. Minutes**

The JC keeps a summary record of its proceedings and decisions (“minutes”), to be elaborated by the Participants in principle on a rotation basis.

The first draft of the minutes of each meeting is exchanged among the Participants in due time. The final agreed version of the minutes is then signed by the Participants. The Participants subsequently follow up on what was discussed/decided by the JC and recorded in the signed minutes in the pursuit of cooperation activities.

#### **6. Decision-making procedure**

Decisions of the JC are taken by consensus. When the JC is not convened, decisions may be taken by written exchange of notes between the Participants.

All the documents approved by the JC are retained by the Participants in their institutional headquarters.



## 7. Working language

The official language of the meetings and of all relevant documents to be approved by the JC is English, unless otherwise mutually decided by the Participants.

## 8. Validity

These Rules of Procedure enter into force at the date of approval by the JC and remain valid for the entire duration of the MoU.

In the event of a conflict between these Rules of Procedure and the MoU, the latter prevails.

**For the Ministry of Environment and  
Energy Security of the Italian Republic**

**For the Ministry of Science, Technology  
and Environment of the Republic of Cuba**

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