

BILATERAL COMMITTEE RULES OF PROCEDURE FOR FLEGT SUPPORT IN GUYANA

1. Introduction

A Bilateral Committee has been established to provide oversight of the grant funding being provided to support Guyana in its engagement in the VPA process. Comprising representation from the UK Government Department for International Development (DFID) and the Government of Guyana (GoG), the committee agrees to adopt rules of procedure as outlined below.

2. Composition and Chair

The Bilateral Committee is comprised of representatives of the Government of Guyana and representatives of DFID. It will be chaired on an alternating basis by a representative of each country.

3. Meetings

The Bilateral Committee will meet at least once a quarter and will remain flexible with the possibility of meeting on an ad hoc basis to consider requests for funding that may necessitate a decision prior to the next quarterly meeting. Meetings may be scheduled to coincide with VPA meetings/negotiations or may take place via Video Conference.

4. Delegations

In the event that a representative of either country is unavailable to participate in a meeting of the Committee, they shall nominate a representative with delegated authority to take decisions on their behalf.

5. Correspondence

All correspondence addressed to the Bilateral Committee shall be circulated between all Committee members.

6. Agenda for the meetings

A provisional agenda for each meeting will be agreed in advance by the members of the Committee. The agenda will be adopted by the Committee at the beginning of each meeting. Any item not appearing on the provisional agenda may be placed on the agenda if both sides agree.

7. Documents

All documents to be considered and reviewed by the Bilateral Committee should be received at least five (5) days prior to the meeting. Documents that do not affect the deliberations of the Committee may be sent at any time before the meeting.

8. Decisions and recommendations

The Bilateral Committee will adopt decisions and recommendations by mutual agreement. No grants may be funded without agreement by both parties. In the period between meetings, the Bilateral Committee may adopt decisions or recommendations in writing if representatives agree.

9. Complaints to the Bilateral Committee

The Bilateral Committee may receive complaints in writing regarding any aspect of the functioning of the grant facility. Representatives on the committee who receive complaints shall issue an acknowledgment of receipt of the correspondence within 7 days of its receipt, putting all Committee members in copy. The Committee will agree to a response to the complainant within 14 days of receipt of the complaint. Where the complaint requires more detailed investigation, the complainant will be notified of the timeframe for receipt of a more comprehensive response.

10. Meeting Costs

Representatives on the Committee shall meet any expenses incurred as a result of participating in the meetings of the Bilateral Committee, both with regard to staff, travel and subsistence expenditure and with regard to postal and telecommunications expenditure. Where meetings are held outside of Georgetown, Guyana support under the FLEGT Facilitation Grant shall be provided to the representatives of the Government of Guyana.

11. Reports on proceedings of the Bilateral Committee

Each meeting will jointly agree on a summary report covering the proceedings of the Bilateral Committee. The report of the proceedings will be signed and made public.