



Steering Committee

(roles and responsibilities)



2024

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Establishing of the Steering Committee

I. Initial Provisions: Purpose, principles, and responsibilities

This document establishes the steering committee of the anti-corruption coalition, comprising business associations. It outlines the roles, responsibilities, and structure of the "Steering Committee." The committee serves as a mechanism for implementing the "Business Anti-Corruption Code (BACC)" and the "Guideline for Implementing the Business Anti-Corruption Code (GBACC)," which are integral components of the project "Private Sector Integrity: Supply-Side of Corruption". This project is funded by USAID's Kosovo Municipal Integrity activity and implemented by the Riinvest Institute.

The following organizations are the founders of the Anti-Corruption Coalition (hereinafter the AC Coalition)

- I. Kosovo Chamber of Commerce
- II. American Chamber of Commerce in Kosovo
- III. German - Kosovar Business Association
- IV. The Kosovo Manufacturing Club
- V. Kosovo CSR Network
- VI. ESNAF Association

Article I Purpose of the Steering Committee

This agreement establishes a Steering Committee dedicated to implementing the BACC and GBACC. The committee's primary goal is to raise awareness within Kosovo's business community about the importance of developing ethical principles and enhancing the integrity of the private sector to reduce corruption and bribery.

Article 2 General principles of Steering Committee

1. The Steering Committee will work to raise awareness about the importance of integrity and ethical principles in the private sector, as outlined in the BACC and GBACC signed by the members.
2. The Steering Committee will work to raise awareness about the importance of integrity and ethical principles in the private sector, as outlined in the BACC and GBACC signed by the members.
3. In executing its activities, the Steering Committee will respect the laws and regulations of the Republic of Kosovo, internal agreements among members, and the best practices of an open and democratic society.
4. The Steering Committee will conduct its activities transparently, enhancing the public image of its members.

Article 3 Role and Responsibilities

The purpose of the Steering Committee will be to hold, exercise, and enforce the contractual duties and obligations for implementing BACC and GBACC. Steering Committee members will carry out their responsibilities as set out in this document:

1. The Steering Committee oversees and manages the implementation of the BACC and GBACC and related activities on behalf of the AC Coalition.
2. The Steering Committee monitors the performance, outcomes, and impact of the BACC and GBACC.
3. The Steering Committee reviews the governance structure and practices of the BACC and GBACC.
4. The Steering Committee decides on the recruitment, selection, and integration of new Steering Committee members.
5. Organizations and individual partners of the Steering Committee may be invited to provide input on draft working group documents if their expertise is deemed beneficial for the final documents' quality.
6. The activities of the Steering Committee can be supplemented by individual activities of its members that are directly related to the purpose of the AC Coalition.
7. Members of the Steering Committee will represent the committee at public and media events as needed, promoting the views and proposals of the Anti-Corruption Coalition.
8. Members of the Steering Committee will offer comments and suggestions on the work of interest to other members for publication.

Article 4 Expectations of Individual Members

Steering Committee members are expected to actively contribute their leadership, expertise, and time to support the AC Coalition in achieving its goals. Each Steering Committee member is expected to:

1. Prepare for and participate in Steering Committee meetings, including reviewing agendas, background materials, and draft minutes.
2. Represent their association's values and work and leverage their networks to further the goals of the AC Coalition.

Article 5 II. Membership and Body of Steering Committee

Steering Committee members should commit to the Anti-Corruption Coalition's mission and work, possess the highest personal and professional integrity and values, and be thought leaders with strategic insight in their respective fields.

Committee Size

The Steering Committee initially includes the individual members who signed the BACC and BBACC.

Mandating

The Steering Committee has a 2-year mandate with the possibility of an extension for another mandate.

Ongoing Appointments

The Steering Committee may appoint new members with the approval of the majority of the current members. Each new member will become a party to the AC Coalition by signing an "Addition of Steering Committee Member" document in a form provided by the Steering Committee.

Resignation

Any member may resign at any time by giving notice to the Charman of the Steering Committee.

Compensation

Steering Committee members will not be compensated in their capacity as committee members.

Article 6

Decisions Making

1. The Steering Committee is the highest governing body. It consists of all co-founding members.
2. Each member shall have one vote in the Steering Committee.
3. Decisions on advocacy and research matters shall be taken by a simple majority of the members present.
4. Decisions on the appointment of Steering Committee representatives become a simple majority of members.
5. The Steering Committee may be dissolved by a decision of two-thirds of the members.
6. Except as otherwise provided in the Agreement or this document, any action taken by a majority of Steering Committee members present at a meeting at which a quorum is present will be the act of the Steering Committee.

Article 7

III. MEETINGS

The Steering Committee will meet at least four (4) times each year. The Steering Committee may change the number of meetings per year based on the dynamic agenda or any important matter.

Agenda

The Chairman of the Steering Committee develop the specific agenda for each meeting. Any Steering Committee member may request that an issue be included on the meeting agenda.

Notice

The Chairman will inform each committee member of the date, place, and time of Steering Committee meetings at least 10 working days before the meeting. The Chairman will provide the Steering Committee with written materials that are important to the Steering Committee's understanding of the issues to be discussed at each upcoming meeting.

Quorum

A majority of current Steering Committee members will constitute a quorum.

Voting

Each member present at the meeting will have one vote.

Minutes

The Steering Committee will keep and maintain the minutes of its meetings.

Article 8

IV. Communications and Records

All Steering Committee communications, including notices, consents, and distributions of materials, may be sent via email or other forms of electronic communication.

Records

The Chairman of Steering Committee will maintain records relating to Steering Committee activities, including, for example, meeting minutes and documents distributed to Steering Committee members.

Public Statements

The Steering Committee may develop and make public statements following the AC Coalition mission and this document. The Steering Committee may not make any statement that may be interpreted as a statement from USAID KMI activity. We encourage Steering Committee members to advocate for the AC Coalition but not to communicate with the media or make other public communications on behalf of the USAID KMI activity.

Article 9

V. General Provisions

This document may be amended or repealed, and new provisions adopted by approval of the Steering Committee. Any amendments must be consistent in line with BACC.

Changes and additions to this document may be made upon the initiative of at least one-third of the signatories, and their approval is obtained with the consent of all signatories.

The list of signatories to this Steering Committee is open for all business associations from the private sector that accept the provisions of this document and express their willingness to be part of it and sign it. Business associations may condition/encourage new businesses wishing to join the association to sign the Business Anti-Corruption Code beforehand.

The list of steering committee members:

1. Kosovo Chamber of Commerce
Samir Lleshi, member

2. American Chamber of Commerce in Kosovo
Pëllumb Shala, member

3. German - Kosovar Business Association
Nora Hasani, member

4. The Kosovo Manufacturing Club
Arta Pllana, member

5. Kosovo CSR Network
Zana Bajrami, member

6. ESNAF Association
Afrim Rada, member

Prishtina, 20 June 2024

