

RULES OF PROCEDURE

of the European Union – Kosovo Reform and Growth Facility Monitoring Committee

The Monitoring Committee under the Reform and Growth Facility for the Western Balkans (hereinafter as ‘RGF Monitoring Committee’) is a body established in accordance with Article 25 of the Facility Agreement concluded between the European Union and Kosovo on specific arrangements for implementation of Union financial assistance to Kosovo under the Reform and Growth Facility for the Western Balkans.

Article 1

Scope and tasks

- (1) The RGF Monitoring Committee shall assess the degree and quality of implementation of all reforms and investments towards meeting the objectives set out in the Reform Agenda and in Regulation (EU) 2024/1449. To this end, the Beneficiary shall put in place regular and systematic monitoring, at both political and technical levels, and reporting arrangements to inform on progress towards the achievement of the planned results, ensuring thereby that the reporting to the European Commission (hereinafter, “Commission”) is sound and comprehensive.
- (2) The RGF Monitoring Committee shall discuss the progress in the implementation of the reforms and investments, the management and control systems, and the implementation, visibility and communication arrangements.

The RGF Monitoring Committee may make proposals to the Commission and the National Reform and Growth Facility Coordinator (hereinafter, ‘National RGF Coordinator’) to enhance the overall effectiveness, impact and sustainability of reforms and investments, as well as to ensure better coherence and coordination with the assistance under IPA III and financial assistance of other donors. For this purpose, it shall, where relevant, take into account the conclusions and recommendations drawn in monitoring and evaluations launched by either the Commission or the RGF Beneficiary.

- (3) The RGF Monitoring Committee shall:
 - (a) For the relevant policy area, review the progress towards achieving the objectives, planned reforms and steps, and assess the impact and sustainability of reforms under the Reform Agenda, while ensuring coherence with the policy dialogue, the related central and regional sector strategies, Pillar 1 and 2 of the Growth Plan, and IPA III implementation;
 - (b) Review annual reports;
 - (c) Discuss investments, where necessary;
 - (d) Examine relevant findings, conclusions and proposals for remedial follow-up actions stemming from monitoring, evaluations and audits, and, if necessary, review the action plan drawn up following the systems review;

- (e) Discuss any relevant aspects of the functioning of the management and control systems;
- (f) Assess the risks to achieving the objectives, reform steps and investments and discuss any problematic issues and actions;
- (g) If necessary, propose corrective action to ensure the achievement of the objectives and enhance the effectiveness, impact and sustainability of reforms and investments under the Reform Agenda;
- (h) Review information, publicity, transparency, communication and visibility measures taken, in accordance with Articles 21 and 23, and propose measures for improving the citizens' awareness of the RGF.

Article 2

Composition and Chairmanship

- (1) The RGF Monitoring Committee is co-chaired by the hereinafter, National RGF Coordinator, or a person authorized by the National RGF Coordinator, and a representative of the Commission.
- (2) The RGF Monitoring Committee is composed of members and participants. The list of members of the RGF Monitoring Committee constitutes an integral part of these Rules of Procedure and is provided in Annex 1. The list of participants of the RGF Monitoring Committee constitutes an integral part of these Rules of Procedure and is provided in Annex 2.

Article 3

Secretariat of the RGF Monitoring Committee

- (1) The RGF Monitoring Committee shall be assisted by a permanent 'Secretariat'. The Secretariat shall be organised by the National RGF Coordinator, with support by the EU Office in Kosovo.
- (2) The Secretariat shall perform all duties necessary for the proper conduct of the work of the RGF Monitoring Committee and in particular shall:
 - a) Collect and/or elaborate and distribute to all members of the RGF Monitoring Committee the documents and materials (reports, analyses, proposals, presentations, etc.) needed for the work of the Committee;
 - b) Organize and carry out the preparation of the Committee meetings and assist its activities;
 - c) Draft operational conclusions of the meetings of the RGF Monitoring Committee and consolidate reports;
 - d) Be responsible for keeping the documentation of the RGF Monitoring Committee;
 - e) Ensure publicity, as appropriate, concerning the work of the RGF Monitoring

- Committee; and
- f) Perform other duties related to the work of the RGF Monitoring Committee assigned to it by the National RGF Coordinator.
- (3) The Secretariat shall be the contact point for the RGF Monitoring Committee, and all the correspondence concerning the activities of the Committee shall be addressed to it.

Article 4

Meetings of the RGF Monitoring Committee

- (1) The RGF Monitoring Committee shall meet at least once a year, following the submission of the annual report. In accordance with Article 25(1) of the Facility Agreement, the first RGF Monitoring Committee shall meet no later than 6 months from the entry into force of the Agreement. Ad hoc meetings may also be convened at the initiative of the Commission or the National RGF Coordinator.
- (2) The Secretariat shall send the invitations in writing together with the draft agenda at least 15 working days prior to the date of the RGF Monitoring Committee meeting. The supporting documents shall be submitted at least 10 working days in advance of the meeting. The information and all necessary documents and materials may be provided by e-mail.
- (3) The members of the RGF Monitoring Committee may make proposals for amendments of the agenda in writing, addressed to the Secretariat, no later than 10 working days prior to the meeting. Any amendments of the agenda after this deadline can be made only with a consensus among the Committee's members.
- (4) The RGF Monitoring Committee shall adopt its agenda at the beginning of each meeting.
- (5) The working language of the RGF Monitoring Committee is English. Simultaneous interpretation to and from Kosovo's official languages and translation of documents shall be provided, when necessary, by the Beneficiary.

Article 5

Participation in the meetings of the RGF Monitoring Committee

- (1) The members of the RGF Monitoring Committee, listed in Annex 1, shall participate in the meetings of the Committee on a permanent basis.
- (2) In cases where a member is not in a position to participate in a meeting of the Committee, he/she may be replaced by his/her assigned representative.
- (3) In addition, other participants specified in Annex 2, may participate in the meetings.
- (4) The Secretariat, in co-ordination with the Commission, shall select the participants referred to in Annex 2, with the aim of ensuring an appropriate and balanced representation of relevant sectoral expertise.
- (5) The list of invitees set out in Annex 1 and Annex 2 shall be agreed with the Commission in due time before each meeting.

Article 6
Records of the meetings

- (1) The Secretariat shall draft operational conclusions as well as minutes of each meeting of the RGF Monitoring Committee.
- (2) The draft operational conclusions shall be submitted to the RGF Monitoring Committee members for comments or corrections within 10 working days following the meeting. The draft version of the minutes, which shall include the agenda of the meeting and the list of participants, shall be submitted to the participants within 20 working days following the meeting. In both cases, written comments and corrections shall be provided within 10 working days.
- (3) The operational conclusions of the meeting shall be published on the internet web page of the Reform and Growth Facility indicated in the Beneficiary's Communication and Visibility Plan.
- (4) The operational conclusions shall be subject to adequate follow-up and a review in the following Committee meetings.

Article 7
Code of conduct

- (1) The members and participants of the RGF Monitoring Committee shall participate in establishing, maintaining and enforcing high standards of conduct of the RGF Monitoring Committee and shall personally observe those standards, so that the integrity of the Committee is preserved.
- (2) The members and participants of the RGF Monitoring Committee shall not use their membership/participation of the Committee to acquire any benefit or privilege for themselves or for others.

Article 8
Final provisions

- (1) The present Rules of Procedure of the Committee were adopted by its members at the first meeting of the RGF Monitoring Committee, held on 17 June 2026, in Prishtina.

Annex 1: Members of the RGF Monitoring Committee

1. National RGF Coordinator;
2. Representatives from the European Union;
3. Representatives of the Office of the Prime Minister, Ministry of Finance and/or other institutions involved in implementation, coordination and control of the RGF;
4. National Coordinator of the Instrument for Pre-accession Assistance (NIPAC);
5. Supreme Audit Institution.

Annex 2: Participants of the RGF Monitoring Committee

Additional representatives of the following stakeholders may be invited on ad-hoc basis to attend meetings of the RGF Monitoring Committee, not limited to:

1. Relevant ministries, agencies, independent institutions, and other bodies, including local authorities and/or their associations;
2. Civil society organisations, social partners and private sector associations;
3. Academia and universities;
4. International organisations and international financial institutions;
5. EU Member States;
6. Any other body or person who may be deemed relevant.