

# **Western Balkans Six Chamber Investment Forum**

## **Deputy Secretary General**

### **Terms of Reference**

#### **1. Background**

Having a vital interest to improve the business environment in the region, the Chambers of Commerce from the Western Balkans Six (“WB6”) countries have joined efforts to create the regional ‘WB6 Chamber Investment Forum’ (“WB6 CIF”). CIF, which was launched in 2015, was designed to improve bilateral and multilateral dialogue among the Chambers of Commerce, and to strengthen the collaboration between the private sector and the respective governments in the region, in support of solutions to address regional challenges and to create a more level playing field for investors across the region. As noted in the Agreement on Establishment of CIF, the purpose of the CIF is to promote:

“more efficient involvement of the business community in this Region in the process of implementation of infrastructure projects that are either underway or that have been planned, as well as in other important projects for economic prosperity of the Western Balkans with an emphasis on the development of competitiveness of economies in the Region through related businesses, cooperation and coordinated activities.”

The CIF, which grew directly out of the ‘Berlin Process’ for the Western Balkans region, is structured as a multilateral forum with a rotating presidency. In addition, the regional Chambers have many bilateral MoUs which help to reinforce cross-border cooperation and collaboration among the Chambers. This collaboration among the business community across the WB6 countries is a central part of the restoration of a common market in the region, as enshrined in the Mostar Declaration earlier this year, and thus integral to the EU approximation process of the WB6 countries.

Although it grew out of the Berlin process, CIF is very much a locally-owned platform for cooperation and collaboration between the Chambers of Commerce of the region. The WB6 CIF Managing Board, which includes the heads of each of the six Chambers of Commerce, has now established a permanent Secretariat which will manage the operations of the WB6 CIF. The WB6 CIF Secretariat is headquartered in Trieste, Italy, and incorporated as a non-profit Civil Association under Italian law.

#### **2. Governance Structure of the WB6 CIF**

The WB CIF has six founding members:

- Union of Chambers of Commerce and Industry of Albania
- Foreign Trade Chamber of Bosnia and Herzegovina
- Chamber of Economy of Montenegro
- Kosovo Chamber of Commerce
- Economic Chamber of Macedonia
- Chamber of Commerce and Industry of Serbia

There are four governing bodies of the WB6 CIF. The **General Assembly** is composed of the six founding members, and meets at least once annually to define the general guidelines for actions; approve the WB6 CIF's Financial Statements and agree on an Annual Action Plan, and to appoint the members of the Audit Committee and determine their remuneration. The WB6 **Managing Board** is composed of the Presidents of the CIF members or their appointed representatives, and is responsible for the following core work areas:

- Approving the Annual Work Plan
- Approving any changes in the Annual Business Plan
- Appointment of the Secretary General and the Deputy Secretary General
- Establishment and termination of employment of an employee and, if necessary, the dismissal of the Secretary General and Deputy Secretary General
- Approving and monitoring the CIF's budget

The Managing Board is led by the President of the Managing Board and underpinned by the Secretary General.

### **3. Role of the Deputy Secretary General**

The Deputy Secretary General is appointed by the Managing Board. The role and responsibilities of the Deputy Secretary General is as follows:

- The Deputy Secretary General, appointed by the WB6 Managing Board, assists and possibly replaces the Secretary General, in cases of absence or inability to perform his/her duties.
- Assist the Secretary General, as required, to ensure that administrative tasks related to proper management of the Secretariat, including the management of employees performing relevant tasks and delegated by the member chambers at the level of experts in accordance with the Agreement on the Establishment of the Permanent Secretariat.
- Support the Secretary General in the preparation of the Activity Report for the Secretariat to the Managing Board every six months.
- Attend meetings of the Managing Board and of the Assembly, deputising for the Secretary General when and if required, without the voting right; assume duties of a secretary at these meetings as required.

### **4. Scope of Work**

- Support the Secretary General in the day-to-day management of operations of the CIF Secretariat, including secondees from the six member Chambers and any external consultants and short-term experts involved.
- Assist the Secretary General to define, develop and implement project management practices, governance standards, business processes and performance metrics for the CIF.
- Contribute to the development of the Annual Action Plan, under the overall guidance of the Secretary General, and support the Secretary General in the preparation for presentation to the Managing Board for approval.

- Support the Secretary General in the development of the “WB6 Investment Platform,” the flagship online platform of the CIF which is intended to be a ‘one-stop-shop’ for information for prospective investors within and from outside the region.
- Monitoring developments and taking actions with a view of shaping the regional policy framework, especially investment reform agenda being created under the auspices of MAP REA, and providing inputs for decision making process within the WB6 CIF Managing Board. This will entail, among others, analysis of the new and evolution of the existing policies, drafting joint positions, joint actions and other forms of joint activities targeting either decision makers and/or members of the business community.
- Under the Secretary General’s guidance, maintain communication with the Managing Board and the CIF members to ensure that the reports and analyses have been prepared and drafted with the appropriate quality.
- Ensure effective communication and partnership with national and international counterparts, donors and civil society.
- Ensure visibility of the CIF activities.

## **5. Reporting Requirements**

- The Deputy Secretary General shall report to the Secretary General and, in his/her absence, to the Managing Board as required.
- The Deputy Secretary General will support the Secretary General in the preparation of written updates to the Managing Board, detailing the steps taken during the previous period in support of the Annual Action Plan.
- Under the Secretary General’s guidance, the Deputy Secretary General will support the drafting of **quarterly** written updates to EBRD on the implementation of the work of the Secretariat and the development of the Investment Platform, to support the EBRD’s donor reporting requirements.

## **6. Qualifications, Skills and Experience**

The Deputy Secretary General shall have:

- Significant experience relevant to the functioning of the business community in the Western Balkans region
- Knowledge of the functioning of the chambers system and its activities
- A deep understanding of the policy landscape in the WB6+2 region, including the legal and regulatory obstacles faced by private sector companies in the region.
- An established network of contacts within the region
- Demonstrated communication and presentations skills, and experience working with senior policymakers
- Impeccable ethical standards
- A Bachelor’s degree or higher in business, economics, finance, management, political science or law
- Fluency in oral and written English and local languages (Italian an advantage)

## **7. Remuneration**

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

The contract is subject to receipt of donor funding.