

# **Western Balkans Six Chamber Investment Forum**

## **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**, whose role is described below.

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

The Secretary General is appointed by the Managing Board. The role and responsibilities of the Secretary General, as set out in Article 11 of the WB6 CIF Statute, is as follows:

- Administrative tasks related to proper management shall be the responsibility of the Secretary General who is responsible for 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.
- The Secretary General shall submit the Activity Report for the Secretariat to the Managing Board every six months.
- The Secretary General shall attend meetings of the Managing Board and of the Assembly without the voting right and assume duties of a secretary at these meetings.
- 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.

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

- Oversee and manage the day-to-day operations of the CIF Secretariat, including the work of the staff of the Secretariat, ensure the effective management of the team, including secondees from the six member Chambers and any external consultants and short-term experts involved.
- Define, develop and implement project management practices, governance standards, business processes and performance metrics for the CIF.
- Develop the Annual Action Plan and present it to the Managing Board for approval.

- Oversee 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.
- Maintain regular 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**

- Before each Managing Board meeting, the Secretary General will provide written updates, detailing the steps taken during the previous period in support of the Annual Action Plan.
- Provide **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 Secretary General shall have:

- Significant experience relevant to the functioning of the business community in the Western Balkans region
- Comprehensive knowledge of the functioning of the chambers system and its activities
- An established network of contacts within the region
- Demonstrated communication and presentations skills, and experience working with senior policymakers
- Impeccable ethical standards
- Strong leadership skills
- 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.