

REGULATIONS
on thematic and sectoral Platforms
of the All-Ukrainian Association of Local Self-Governments
"ASSOCIATION OF AMALGAMATED TERRITORIAL COMMUNITIES"

I. GENERAL PROVISIONS

- 1.1** These Regulations determine the procedure for the establishment and operation of thematic and sectoral Platforms of the All-Ukrainian Association of Local Self-Governments "ASSOCIATION OF AMALGAMATED TERRITORIAL COMMUNITIES" (hereinafter referred to as the Platform).
- 1.2** The Platform is a permanent consultative and advisory body of the All-Ukrainian Association of Local Self-Governments "Association of Amalgamated Territorial Communities" (hereinafter referred to as the Association), which was established to monitor current management problems by topic or sector, study best practices, provide advisory and training services to members of the Association to create effective governance in the relevant sector, prepare proposals for the formation and implementation of policy Associations at regional and national level in a defined sector.
- 1.3** The decision on the establishment or liquidation of the Platform is made by the Assembly of the Association.
- 1.4** The Platform operates on the basis of the Charter, the Regulations of the Association's internal policy and the current regulations.
- 1.5** The composition of the Platform is formed from among the following:
 - Mayors of territorial communities that are members of the Association;
 - Specialists of the Platform – specialists-practitioners of the executive bodies of amalgamated territorial communities.
 - An expert of the Platform, who has qualifications and experience in the relevant field, organizes and coordinates the activities of the Platform, is appointed and dismissed by the Executive Director of the Association.
- 1.6** The work of the Platform is carried out on a voluntary basis and its decisions are advisory in nature.

1.7 The main objectives of the Platform are:

- Systematic study of current problems and needs of amalgamated territorial communities on the subject of the sector;
- Collection and formation of a database of best practices in this sector;
- Provision of information, consulting and training services to the amalgamated territorial communities of Ukraine in accordance with the subject matter of the sector;
- Development of draft regulatory documents to solve legislative problems in this sector;
- Consideration and participation in the development of concepts, programs, projects, proposals for the development of local self-government in the relevant sector;
- Development of recommendations and proposals to central executive bodies and other branches of power at the national level regarding the implementation of state policy in a certain sector of the Platform;
- Organization and holding of seminars, conferences, round tables and other events in order to study problematic issues and lobbying;
- Organization of exchange of best practices in certain sectors of life of amalgamated territorial communities.

II. PRINCIPLES OF PLATFORM WORK

2.1 Principles of the Platform activities:

- Transparency;
- Voluntariness of participation;
- Promotion as much as possible of attracting new members of the Association;
- Equality of participants and collegiality of decision-making;
- Quality of services for consumers;
- Objectivity, independence and impartiality of judgments;
- Promoting the formation of unity and mutual assistance;
- Responsibility, initiative and activity of its participants;
- Respect and support for each other.

III. PLATFORM STRUCTURE

3.1 The structural elements of the Platform are:

- Chairperson of the Platform (elected at the General Assembly from the current mayors of communities - members of the Association);
- Co-chairpersons of the Platform (current mayors of the member communities of the Association, which are part of the Platform);
- The Platform's specialists, who are employees of local self-government bodies;
- Platform Expert – appointed by the Executive Director on a professional basis as an employee of the Executive Office of the Association.

3.2 The total staff of the Platform is up to 25 people.

IV. THE PROCEDURE FOR THE FORMATION OF THE PLATFORM

4.1 General algorithm for the formation of the Platform:

- Step 1. Approval by the relevant decision of the General Assembly of the Association of Amalgamated Territorial Communities of thematic and sectoral platforms in the structure of the Association;
- Step 2. Election of the Chairperson of the Platform at the General Assembly of the Association of Amalgamated Territorial Communities;
- Step 3. Determination of the Co-Chairpersons of the Platforms among the current mayors of the member communities of the Association;
- Step 4. Appointment of the platform's expert;
- Step 5. Determination by the Chairpersons of the Platforms of the areas of responsibility of the Co-Chairpersons of the Platform;
- Step 6. Formation of professional groups.

4.2 **Chairperson of the Platform**

4.2.1 The Chairperson of the Platform is elected during the General Assembly of the Association by secret ballot (from among the candidates who submitted their candidacies no later than 10 days before the General Assembly (Congress of Delegates) and meet the requirements of paragraph 4.2.2. of these regulations). The Chairperson of the Platform is a member of the Board by status (according to the Charter of the Association of Amalgamated Territorial Communities).

4.2.2 Requirements for candidates for election as Chairperson of the Platform:

- is the current mayor of the community - a member of the Association of Amalgamated Territorial Communities;
- experience in the implementation of best practices in the profile of the Platform;
- sociability, creativity, initiative;
- strategic vision of development directions, improvement of the sector;
- ability to work in a team.

4.2.3 Duties and rights of the Chairperson of the Platform:

- make proposals for the formation of an operational plan for the Platform;
- take measures to implement the decisions of the Platform;
- monitor current issues, best practices and legislative issues in the Platform sector;
- participate in regular meetings of the Platforms;
- participate in the Platform's off-site events;
- represent the Platform in relations with central, regional and local authorities, associations of citizens, local governments, mass media, institutions and organizations.
- lead only one Platform;

- refuse to perform the functions assigned to him/her, notifying the Executive Director and the Board of the Association no later than 2 months before the termination of the obligations assigned to him/her;
- initiate the exclusion of specialists from the Platform due to the inability to properly and/or improperly perform their duties;
- elect Co-Chairpersons from among the mayors of amalgamated territorial communities that are members of the Association;
- delegate Co-Chairpersons to represent the interests of the Association members at meetings with central executive bodies.

4.3 Co-Chairpersons of the Platform

- 4.3.1** Co-Chairpersons of the Platform are the mayors of the amalgamated member communities of the Association, which by their own will became members of the Platforms. The number of Co-Chairpersons of the Platform can be up to 9 people.
- 4.3.2** Co-Chairpersons of the Platform - appointed by the Chairperson of the Platform according to the areas of activity of the Platform.
- 4.3.3** The change of the Co-Chairpersons of the Platforms is carried out in the event of a change of the Chairperson of the Platform.
- 4.3.4** Requirements for the Co-Chairpersons of the Platform:
- is a member of the Association;
 - is the current mayor of an amalgamated territorial community;
 - experience in the implementation of best practices in the profile of the Platform;
 - sociability, creativity, initiative;
 - strategic vision of the directions of development, improvement of the industry;
 - ability to work in a team.
- 4.3.5** Duties and rights of the Co-Chairpersons of the Platform:
- make proposals for the formation of an operational plan for the Platform;
 - take measures to implement the decisions of the Platform;
 - monitor current issues, best practices and legislative issues in the Platform sector;
 - participate in regular meetings of specialists;
 - participate in the Platform's off-site events;
 - represent the Platform in relations with central, regional and local authorities, associations of citizens, local governments, mass media, institutions and organizations (together with the Executive Director or authorized representative of the Executive Office of the Association);
 - refuse to perform the functions assigned to him/her, notifying the Chairperson of the Platform no later than 2 months before the termination of the obligations assigned to him/her.

4.4 Platform Specialists

4.4.1 The number of Platform Specialists is up to 15 people. The procedure for determining the composition of the Platform Specialists:

- Formation by the Expert of the list of candidates to be included in the Platform, according to the specified criteria;
- Approval of the list of candidates by the Chairperson of the Platform;

4.4.2 Requirements for Specialists:

- work in the amalgamated territorial community;
- at least 1 year of work experience in the profile in the amalgamated territorial communities;
- experience in the implementation of best practices in the profile of the Platform;
- presented in the database of best practices;
- sociability, creativity, initiative;
- strategic vision of the directions of development, improvement of the industry;
- ability to work in a team.

4.4.3 Obligations and rights of Specialists:

- personally participate in the work of the Platform in accordance with the operational plan (including field meetings);
- be objective and impartial in the development of recommendations, voting, and providing expert assistance;
- share his/her own experience, including in writing;
- make proposals to the Platform's work plan;
- make proposals for holding an extraordinary meeting of the Platform;
- participate in the Association's events;
- receive documents developed in the course of the Platform's activities;
- withdraw from the Platform Specialists subject to prior notice to the Platform Expert (1 month in advance).

4.4.4 Dismissal of Platform Specialists may be carried out in the following cases:

- absence of the Platform Specialist without valid reasons at meetings more than three times in a row, or absence of the Platform Specialist at more than half of the meetings during the year;
- refusal of the Platform Specialist to further participate in the work of the Platform;
- change of place of work, except for cases of maintaining the job profile.

4.5 Platform Expert

4.5.1 Platform Expert:

- is appointed by the Executive Director of the Association on a professional basis, as an employee of the Executive Office of the Association.
- is a member of the Executive Office of the Association.

4.5.2 Duties and rights of the Expert:

- organizes the activities of the Platform, which includes: regular communication with the Chairperson of the Platform, Co-Chairpersons and Specialists of the

Platform, development and coordination with the Executive Director of the annual operational plan of the Platform, monitors its implementation, motivates Specialists to work in the work of the Platform;

- monitors current issues, best practices and legislative issues in the Platform sector;
- establishes a systematic study and generalization of the problems and needs of amalgamated territorial communities on the subject of the Platform;
- informs the Platform about the agenda, time and place of meetings;
- organizes and participates in field events, the purpose of which is to provide assistance to amalgamated territorial communities and prepares input information that characterizes the community and describes the problem it has faced;
- ensures the keeping of minutes of the meetings of the Platform;
- regularly reports (at least once a week) to the Executive Director on the current activities of the Platform and once a month to the Chairperson of the Platform;
- regularly prepares operational reports on the activities of the Platform for the media;
- brings the decision based on the results of the meeting of the thematic Platform to the attention of all members of the Association;
- prepares materials for consideration at the meeting of the Platform;
- conducts activities to attract resources for the activities of the Platform (development of projects, negotiations with potential donor institutions together with the Executive Director, search and establishment of partnerships with other relevant organizations);
- submits candidates for consideration for their inclusion in the Platform at the stage of formation and during the rotation of members of the Platform;
- initiates the exclusion of Specialists from the Platform due to the inability to properly and / or improperly perform their duties;
- participates in meetings and other relevant events of the Association.

V. ORGANIZATION OF THE PLATFORM WORK

5.1 Forms of work of the Platform

- The activities of the platforms are carried out in the form of meetings, field meetings, seminars, trainings;
- Main types of work: consultations, practical seminars, trainings, monitoring of current problems, monitoring and creation of databases of best practices, conducting analytical research, preparation of training courses, preparation of proposals for the formation and implementation of the Association's policy;
- Consultations, practices, trainings are held both at the request of amalgamated territorial communities and at the initiative of the members of the Platform;
- Strategic management of the Platform is carried out by the Chairperson of the Platform;
- Operational coordination of the Platform's activities is carried out by the Platform Expert.

5.2 Interaction of the Platform with the divisions of the Executive Staff of the Association

5.2.1 In the process of implementing the tasks, the Platform Expert interacts with:

- Executive Director;
- Financial group;
- Analytical group;
- Communication Group;
- Experts from other platforms.

5.2.2 If necessary, external experts and representatives of central executive authorities may be involved in the work of the platforms. Their involvement is carried out at the initiative of the Platform with the approval and support of the Executive Director of the Association.

5.2.3 The Platform Expert initiates the preparation of analytical reports (together with the Analytical Group), including: joint discussion of the methodology, conducting a survey of the Association's member communities in the area of the Platform's work, preparing conclusions and recommendations at the appropriate quality level and, with the consent of the Executive Director, disseminating the result of the report among the members of the Association.

VI. FINAL PROVISIONS

6.1 The Regulations on thematic and sectoral Platforms of the Association of Amalgamated territorial communities is developed by its Executive Director together with the Experts of the Platforms. Approval of the Regulations is carried out at the General Assembly of the Association. Amendments to the Regulations may be initiated by the Executive Director, Chairperson, Co-Chairpersons, Specialists, Experts of Platforms.

SIGNATURES:

Chairman of the General Assembly (Congress of Delegates) of the Association

O.O.Korinnyi

Secretary of the General Assembly (Congress of Delegates) of the Association

V.D.Poltavets