

## **JOINT WORKING GROUP GUIDELINES**

The operating guidelines will broadly articulate the role of the Joint Working Group (JWG) and provide foundation for a more detailed review of its role and responsibilities of members.

### **MEMBERSHIP**

The JWG has a maximum number of 14 members, 7 nominated members each from Kazakhstan and the Kyrgyz Republic, including representatives from Almaty and Bishkek city administrations, who will actively promote and participate in the activities of the JWG for the development of the Almaty-Bishkek Economic Corridor.

#### **Lead Member**

For each city working group, a lead member has already been designated from the Ministry of National Economy of the Republic of Kazakhstan and the Ministry of Economy of the Kyrgyz Republic.

The lead member will be the focal for facilitating decision-making, coordination work, and correspondences. Ideally, the lead member would have to be present at all JWG meetings. In exceptional instances, that the lead member will not be able to attend a JWG meeting, another member, who is able to provide direction and decisions (if needed) can be designated as the lead member. The lead member will notify his delegation of authority to an alternate lead member (from the city working group) by email to the CAREC Secretariat.

### **JOINT WORKING GROUP MEETINGS**

JWG meetings will be limited to the members of the JWG appointed by their governments. These comprise the 7 nominated members each from Kazakhstan and the Kyrgyz Republic, including representatives from Almaty and Bishkek administrations, and the CAREC Secretariat.

There should be at least 4 members, including the lead member, from each city working group to form a quorum. The JWG should always have a consensus in making decisions and agreements. Substitute members will not be encouraged aside from exceptional circumstances.

Guests, resource speakers, and other participants may be invited to join the JWG meetings as deemed necessary for specific discussions.

## **MEMBER TASKS**

- Working group members engage with each other and represent their respective governments.
- Identify important topics for discussions and contribute to planning activities and work plan.
- Advise on approaches and provide feedback on effectiveness of the working group activities.
- Review the technical content of the working papers and studies as outputs of the working group.
- Facilitate the implementation of various studies and analytical works relevant to specific sectors.
- Provide a forum for information and knowledge sharing.

## **SECRETARIAT, ADMINISTRATIVE AND TECHNICAL SUPPORT**

Within available resources, the CAREC Secretariat at the ADB will provide administrative and secretariat services.

## **WORK PLAN (OUTPUTS AND INDICATIVE TIMEFRAMES)**

- Inception workshop - March/April 2015 (**JWG2**)
- Private sector consultations/national workshops - May 2015  
Other private-sector events to be recommended by respective delegations as appropriate
- Dissemination/review/consultation workshop - July 2015 (**JWG3**)
- Dissemination/review/consultation workshop - October 2015 (**JWG4**)
- Draft Report finalization - December 2015 (**JWG5**)

## **OTHER ISSUES**

- JWG to be convened by Secretariat, but can also be at the request of either country. Generally, the JWG will be convened with at least a 4-week notice.
- JWG meetings will be documented through preparation of summary of discussions by the Secretariat and endorsed by the JWG.
- The final report of the JWG will be signed by all members before submitting to both governments.