

# **Rules of Procedure of the INTERREG IVC Monitoring Committee**

## **Preamble**

The 27 EU Member States (MS), Norway and Switzerland,

on the basis of

- Council Regulations (EC) No 1083/2006 of 11 July 2006, Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006;

and

- the INTERREG IVC Operational Programme (OP), approved by the European Commission (EC) on 11 September 2007 (Decision number CCI 2007 CB 16 3 PO 046)
- in agreement with the Région Nord–Pas de Calais (F), as Managing Authority (MA) of the programme,

decide to establish a joint Monitoring Committee (hereinafter referred to as "MC") for the implementation of the INTERREG IVC Operational Programme (OP).

## **§ 1 Tasks**

- 1) In accordance with Article 65 of Council Regulation (EC) No 1083/2006, the MC shall satisfy itself as to the effectiveness and quality of the implementation of the operational programme, in accordance with the following provisions:
  - a) it shall consider and approve the criteria for selecting the projects financed within six months of the approval of the operational programme and approve any revision of those criteria in accordance with programming needs;
  - b) it shall periodically review progress made towards achieving the specific targets of the operational programme on the basis of documents submitted by the Managing Authority;
  - c) it shall examine the results of implementation, particularly the achievement of the targets set for each priority axis and the evaluations referred to in Article 48(3) of Council Regulation (EC) No 1083/2006;
  - d) it shall consider and approve the annual and final reports on implementation referred to in Article 67 of Council Regulation (EC) No 1083/2006;
  - e) it shall be informed of the annual control report, or of the part of the report referring to the operational programme concerned, and of any relevant comments the Commission may make after examining that report or relating to that part of the report;

- f) it may propose to the Managing Authority any revision or examination of the operational programme likely to make the attainment of the Funds' objectives referred to in Article 3 of Council Regulation (EC) No 1083/2006 or to improve its management, including its financial management;
- g) it shall consider and approve any proposal to amend the content of the Commission decision on the contribution from the Funds.
- h) it shall decide on the launch of calls for proposals and the approach chosen for the project application process (e.g. one-step or two-step approach);
- i) it shall approve all individual project applications under both types of interventions on the basis of the assessment of projects and decide on the use of the available EU Structural Funds;
- j) it shall decide how the evaluation during the programming period (Article 47 of Regulation (EC) 1083/2006 ) shall be carried out;
- k) it shall examine the results of evaluations carried out during the programming period;
- l) it shall decide on the implementation of the Technical Assistance;
- m) it shall agree on the publicity and information tasks mentioned in Chapter II Section 1 of the Commission Regulation (EC) N° 1828/2006;
- n) it shall harmonise procedures with the actions for interregional cooperation under the Convergence and Competitiveness objectives;
- o) it shall liaise with other relevant Community programmes;
- p) it shall approve the work plan of the Joint Technical Secretariat;
- q) it shall examine and approve the manuals prepared by the Managing Authority/Joint Technical Secretariat.

## § 2

### Composition

1. The Monitoring Committee is made up of:
  - a) up to three representatives per country (EU 27, Norway, Switzerland). These representatives should come from both national and regional levels of the States represented to ensure efficiency and broad representation, in coherence with their administrative system and institutional organisation.
  - b) representatives of the European Commission, the Committee of the Regions (CoR), the Managing Authority, the Joint Technical Secretariat and, where necessary, the Certifying Authority and the Audit Authority in an advisory capacity.
2. The Chair shall have the right to invite guests and/or experts to the MC meetings. She/He shall inform the MC members before the meeting.

### § 3 Chairmanship and Meetings

1. The MC Chair and a Vice-Chair shall be appointed for half a year by the respective Member States as follows:

Year/Semester		Chair	Vice-Chair
2007	1 <sup>st</sup> semester	Germany	Portugal
	2 <sup>nd</sup> semester	Portugal	Slovenia
2008	1 <sup>st</sup> semester	Slovenia	France
	2 <sup>nd</sup> semester	France	Czech Republic
2009	1 <sup>st</sup> semester	Czech Republic	Sweden
	2 <sup>nd</sup> semester	Sweden	Spain
2010	1 <sup>st</sup> semester	Spain	Belgium
	2 <sup>nd</sup> semester	Belgium	Hungary
2011	1 <sup>st</sup> semester	Hungary	Poland
	2 <sup>nd</sup> semester	Poland	Denmark
2012	1 <sup>st</sup> semester	Denmark	Cyprus
	2 <sup>nd</sup> semester	Cyprus	Ireland
2013	1 <sup>st</sup> semester	Ireland	Lithuania
	2 <sup>nd</sup> semester	Lithuania	Greece
2014	1 <sup>st</sup> semester	Greece	Italy
	2 <sup>nd</sup> semester	Italy	Latvia
2015	1 <sup>st</sup> semester	Latvia	Luxembourg
	2 <sup>nd</sup> semester	Luxembourg	Netherlands

2. The Chair shall:
- convene the MC at least once a year or at the written request of one or more of its members in agreement with the Task Force as mentioned in § 5;
  - draw up a provisional agenda with reference to the specific tasks of the MC, which shall be sent together with other necessary documents to the members of the MC and their deputies at least three weeks in advance. The invitation shall be sent one month prior to the meeting if possible;
  - chair the meetings, e.g. declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings;
  - be responsible for the proper functioning of the MC.
3. In preparing the meetings, the Chair shall co-operate closely with the Vice-Chair.
4. The meetings of the MC shall, unless otherwise decided by the Committee, be hosted in the country chairing the Committee. At the request of the hosting country, the JTS shall also

assist with practical arrangements for meetings.

5. On behalf of the Chair, the JTS shall send the decision notes to the MC for comments within three weeks following the meeting. If no objections are raised within two weeks of receipt of the decision notes, they are considered as approved. If objections are raised, the JTS shall revise the decision notes accordingly, agree on a final version in consultation with the Chair and send it to the MC.

#### **§ 4 Decision-Making**

1. Each country has in principle one vote. In justified cases and with agreement of the Chair votes may be delegated to other countries. The corresponding mandate must be communicated to the Secretariat and to the Chair.
2. At any meeting of the MC, the presence of at least two-thirds of the programme area Partner States shall constitute a quorum.
3. Decisions on issues related to programme management and implementation are made in principle by consensus. In case a consensus cannot be reached, decisions should be made on the basis of a five-sixths majority of the votes expressed.
4. Decisions on projects to be financed require a two-thirds majority of the votes expressed. Any Member State can reject the participation of partners on their territory for whatever reason without rejecting the whole project proposal. Approved project proposals in which one or more partners are rejected will be requested to find suitable replacements. The new partners will have to be approved by the Member States in which the partners are located.
5. In cases where the required majority is not reached the Chair decides with a clear justification whether the motion is postponed once or defeated.
6. If a decision needs to be taken before the next MC meeting the Chair can initiate a decision-making process in writing. In this case the JTS on behalf of the Chair shall send the draft decision to all members of the MC by e-mail. Delegations of the participating states shall have three weeks from dispatch of the proposal to respond in writing.
7. If a sufficient number of written objections to the procedure or to the draft decision are raised, the matter shall be placed on the agenda of the next meeting of the MC. Delegations of the participating states can withdraw their objection at any time. If the sufficient number of objections is not reached by the specified time, the proposal is considered as approved.
8. The MS, Norway and Switzerland can propose amendments or editorial changes in the documents sent by written procedure. In consultation with the Chair the remarks proposed should be incorporated as long as they neither change the content's meaning nor have a negative impact on the Partner States' rights. In any other case either a new written procedure shall be initiated or the matter shall be placed on the agenda of the next meeting of the MC.
9. After the three weeks time limit has expired, the JTS shall immediately inform all members on whether the decision is deemed to be taken or what objections have been raised.

## **§ 5 Task Force**

The Monitoring Committee may be assisted by a Task Force composed of the previous, present and future Chairs of the Monitoring Committee (the Troika), the Commission and the Managing Authority, assisted by the Joint Technical Secretariat. The Chair may invite other participants to take part in the Task Force meetings if necessary. The Monitoring Committee will be informed about the meetings and the results of the Task Force. The Task Force can make proposals to the Monitoring Committee on issues related to programme implementation. The Task Force has no decisions rights.

## **§ 6 Impartiality**

With regard to the tasks of the MC laid down in § 1 it shall be ensured that any assessment and/or decision of the MC will be free from bias and must not be influenced by partial interest of any of the individual members of this committee. In case of partial interest the respective Member of the MC has to inform the Chair at the beginning of the meeting. The particular representative will be excluded from the item concerned.

## **§ 7 Managing Authority and Joint Technical Secretariat**

1. The MC will be supported by the INTERREG IVC JTS under the responsibility of the MA. In particular the JTS is responsible for the preparation of all documentation relating to MC meetings.
2. The MC can be contacted through the Secretariat:

INTERREG IVC JTS  
Les Arcuriales – Entrée D - 5<sup>e</sup> Etage  
45 rue de Tournai  
59000 Lille  
France  
Phone: +33 3 28144100  
Fax: +33 3 28144109  
E-mail: [info@interreg4c.eu](mailto:info@interreg4c.eu)

## **§ 8 Working language**

Working language of the MC shall be English. This rule also applies for the official documents of the MC.

## **§ 9 Revision**

After their adoption, the Rules of Procedure may be amended in accordance to the provisions laid down in § 4 above.

Adopted on 14 May 2009