

MC rules of procedure

Rules of Procedure

of the

2021-2027 Interreg Europe monitoring committee

(06 October 2022)

Preamble

The EU Member States (MS), Norway and Switzerland hereafter referred to as Partner States (PS),
on the basis of

- Regulations (EU) No 2021/1060, No 2021/1058 and No 2021/1059 of the European Parliament
udit
- of 7 January 2014

and

- the Interreg Europe Programme (IP), approved by the European Commission (EC) on 5 July
2022 (CCI 2021 TC 16 RFIR 001)
- in agreement with the Région Hauts-de-France (FR), as managing authority (MA) of the
programme,

decide to establish a joint monitoring committee (MC) for the implementation of the Interreg Europe
Programme.

§ 1

Tasks

In accordance with Articles 28, 29, 30 of Regulation 2021/1059 and the approved Interreg Europe
programme, the MC shall examine implementation of the programme and progress made towards
achieving its objectives, in accordance with the following provisions:

1. The monitoring committee shall examine:

(a) the progress in programme implementation and in achieving the milestones and targets of the Interreg
Europe programme on the basis of documents submitted by the managing authority;

(b) any issues that affect the performance of the Interreg Europe programme and the measures taken to address these issues;

(c) the progress made in carrying out evaluations, syntheses of evaluations and any follow-up given to findings;

(d) the implementation of communication and visibility actions;

(e) the progress in implementing Interreg operations of strategic importance, if applicable;

(f) the progress in administrative capacity building for public institutions and beneficiaries.

2. The monitoring committee shall approve:

(a) the methodology and criteria used for the selection of interregional cooperation projects as well as the terms of reference for each call for proposals and for the selection of the policy learning platform project (terms of reference of the platform experts' framework contract)

(b) the selection of interregional cooperation projects in accordance with article 22 of Regulation 2021/1059 and the overall budget of the policy learning platform and its workplans;

(b) the evaluation plan and any amendment thereto;

(c) any proposal by the managing authority for the amendment of the Interreg programme

(d) the final performance report.

(e) the recovery procedure of the programme in case of funds unduly paid to lead partners.

3. The monitoring committee shall also decide

(a) on changes in interregional cooperation projects that go beyond the discretionary powers of the managing authority/joint secretariat outlined below;

(b) on the implementation of the Technical Assistance.

4. It shall be informed of the annual control report, or of the part of the report referring to the Interreg programme concerned, and of any relevant comments the European Commission may make after examining that report or relating to that part of the report.

5. It shall examine actions to promote gender equality, non-discrimination and sustainable development.

7. It shall participate in the resolution of complaints in line with the programme complaint procedure laid down in the programme manual.

8. It shall approve the programme manual prepared by the managing authority/JS.

9. Regarding the management and monitoring of projects, the monitoring committee provides the MA/JS with discretionary powers regarding decisions on project changes which do not have consequences on the eligibility or the results of the project as long as the purpose and other basic features of the project concerned are not altered. The scope of this mandate is specified in the programme manual.

The monitoring committee decides in cases of doubt and in all other cases not covered by this mandate.

The managing authority/joint secretariat will inform the monitoring committee about the decisions taken for all project changes covered by the MA/JS mandate.

In cases where the managing authority exercises its right to terminate a subsidy contract, the Partner States involved in the project will be informed by email at least 1 month prior to the final decision of the managing authority to terminate this contract and given the possibility to provide their opinion. The monitoring committee will be informed of the termination of a subsidy contract during the following meeting.

§ 2

Composition

1. The MC is made up of up to three representatives per Partner State. These representatives should come from national and/or regional levels of the States represented to ensure efficiency and broad representation, in coherence with their administrative system and institutional organisation. The representatives of the MC will ensure that on the national level all relevant partners are involved in the preparation, implementation, monitoring and evaluation of the Interreg Europe programme as referred to in Article 8 of Regulation (EU) No 2021/1060.
2. Representatives of the European Commission, the Committee of the Regions (CoR) the managing authority (MA), the joint secretariat (JS) and, where necessary, the accounting body shall participate at the MC in an advisory capacity. The audit authority can participate as an independent observer.
3. 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

Chair and Meetings

1. The MC Chair and a Vice-Chair shall be appointed for half a year by the respective Partner States and in accordance to the presidency of the Council. The order of the Council presidency is set as follows:

Year/Semester		Chair	Vice-Chair
2022	1 st semester	France	Czech Republic
	2 nd semester	Czech Republic	Sweden
2023	1 st semester	Sweden	Spain
	2 nd semester	Spain	Belgium
2024	1 st semester	Belgium	Hungary
	2 nd semester	Hungary	Poland
2025	1 st semester	Poland	Denmark
	2 nd semester	Denmark	Cyprus
2026	1 st semester	Cyprus	Ireland
	2 nd semester	Ireland	Lithuania
2027	1 st semester	Lithuania	Greece
	2 nd semester	Greece	Italy
2028	1 st semester	Italy	Latvia
	2 nd semester	Latvia	Luxembourg
2029	1 st semester	Luxembourg	Netherlands
	2 nd semester	Netherlands	Slovakia
2030	1 st semester	Slovakia	Malta
	2 nd semester	Malta	

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 Vice-Chair;
 - send a draft agenda together with other necessary documents to the members of the MC and their deputies at least three weeks in advance. The invitation including a draft agenda shall be sent two months 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 and the managing authority/joint secretariat.
4. The meetings of the MC are hosted in the country chairing the Committee unless decided differently by the Chair (e.g. change of location or change to online meeting). At the request of the hosting country, the JS shall also be responsible for the practical arrangements of the meetings.
5. On behalf of the Chair, the JS shall draft and send the decision notes including the main points of the discussion 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 JS 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 Partner State has one vote. In justified cases and with agreement of the Chair votes may be delegated to other Partner States. The corresponding mandate must be communicated in writing to the Secretariat and to the Chair.
2. At any meeting of the MC, a quorum shall be made up of
- the representation (including delegated mandates) of at least 20 Partner States and
 - a presence of a minimum of 15 Partner States.
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. An abstention is not counted as a vote.
4. Decisions on projects (including pilot actions) to be financed are made in principle by consensus. In case a consensus cannot be reached, decisions should be made on the basis of a two-thirds majority

of the votes expressed.

5. In cases where the required majority is not reached the Chair decides with a clear justification whether the motion is postponed 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 JS on behalf of the Chair shall send the draft decision to all members of the MC by e-mail. Partner states shall have in principle three weeks from dispatch of the proposal to respond in writing. In justified cases, the Chair may propose a shorter response period.
7. If a sufficient number of written objections (more than 9 objections for project-related decisions and more than 4 objections for programme-related decisions) to the written procedure or to the draft decision are raised, the matter shall be placed on the agenda of the next meeting of the MC. Partner 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 Partner States 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 JS shall immediately inform the MC on whether the decision is deemed to be taken or what objections have been raised.
10. Decisions on projects will be done in two steps:
 - 1) **Eligibility assessment:** Partner States will be informed about the outcome of the eligibility assessment by the JS. Each Partner State has the right to request clarification and/or identify mistakes in the assessment made by the JS within two weeks. The JS has one further week to clarify questions raised with the Partner States concerned. Afterwards the final results will be forwarded to the MC for a decision.
 - 2) **Quality assessment:** The results of the quality assessment will be discussed during a monitoring committee meeting and decisions are taken as outlined in point 4 above.
11. Prior to the decisions on projects to be financed, the joint secretariat will make available to the monitoring committee
 - all applications received and the list of applicants
 - the outcome of the joint secretariat's impartial assessment of the project applications based on the eligibility and quality criteria approved by the monitoring committee and
 - a proposal for decision.

For the project partners located on its territory, each Partner State is in charge of checking the partners' eligibility (i.e. legal status) and, where applicable, of confirming the partners' policy relevance. This should be preferably done prior to the project approval by the monitoring committee

and at the latest within two weeks following the project approval by the monitoring committee. Any Partner State can in justified cases reject the participation of project partners on their territory without rejecting the whole project proposal. Approved project proposals in which one or more project partners are rejected will be requested to find suitable replacements. The new project partners will have to be approved by the Partner States in which the new project partners are located.

§ 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 European Commission and the managing authority, assisted by the joint secretariat. The Chair may invite other participants to take part in the Task Force meetings if necessary. The Task Force meetings are organised by the joint secretariat. 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 but has no decisions rights.

§ 6

Impartiality

With regard to the tasks of the monitoring committee laid down in § 1 it shall be ensured that decisions 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.

Any members who have a conflict of interest with respect to any subject matter up for consideration by the monitoring committee shall declare such interest to the meeting and shall not take part in the decision. Furthermore, any person paid by an approved interregional cooperation project or by the policy learning platform may not be a monitoring committee member.

§ 7

Managing authority and joint secretariat

1. The MC will be supported by the Interreg Europe JS under the responsibility of the MA. In particular the JS is responsible for the preparation of all documentation relating to MC meetings as well as for implementation and follow-up of the decisions of the monitoring committee.
2. The MC can be contacted through the joint secretariat:

Interreg Europe JS
Les Arcuriales – Entrée D - 5^e Etage
45 rue de Tournai
59000 Lille/France
Phone: +33 3 28144100

E-mail: info@interregeurope.eu

§ 8

Use of technical assistance & working language

The costs of organisation of monitoring committee and Task Force meetings (venue, catering etc.) are usually covered by the technical assistance budget. Travel and accommodation costs for partner state delegations may be covered by the technical assistance budget as part of the budget (lump sum) for “programme activities in Partner States (through PoC or others)”.

Working language of the programme and of the monitoring committee and Task Force shall be English. This rule also applies for the official MC and Task Force documents.

§ 9

Entry into force and revision

The rules of procedure enter into force on 6 October 2022.

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