

Interreg



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INTERREG ITALY-CROATIA PROGRAMME 2021 – 2027

RULES OF PROCEDURE OF THE MONITORING COMMITTEE

(VERSION N. 2 – 10/11/2022)

CCI 2021TC16RFCB038

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Taken into account of:

- Regulation (EU) No 1060/2021 of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy (hereafter CPR);
- Regulation (EU) No 1058/2021 of the European Parliament and of the Council of 24 June 2021, on the European Regional Development Fund and on the Cohesion Fund;
- Regulation (EU) No 1059/2021 of the European Parliament and of the Council of 24 June 2021, on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments (hereafter Interreg Regulation);
- Commission Implementing Decision No C(2022) 74 of 17 January 2022, setting out the list of Interreg programmes and indicating the global amount of the total support from the European Regional Development Fund and from each external financing instrument of the Union for each programme and the list of the amounts transferred between strands under the European territorial cooperation goal for the period 2021 to 2027;
- Commission Implementing Decision No C(2022) 75 of 17 January 2022, setting out the list of Interreg programme areas to receive support from the European Regional Development Fund and external financing instruments of the Union, broken down by strand and Interreg programme under the European territorial cooperation goal;
- The agreement of Members States, Italy (signed on 25 February 2022) and Croatia (signed on 1 March 2022);
- Commission Decision No C(2022) 5935 of 10 August 2022 approving Interreg Programme "VI-A Italy-Croatia" for support from the European Regional Development Fund under the European territorial cooperation goal (Interreg) in Italy and Croatia, CCI 2021TC16RFCB038;
- Commission Delegated Regulations (EU) No 240/2014 of 7 January 2014 on the European code of conduct on partnership in the framework of the European Structural and Investment Funds.

The Member States (hereafter MSs) participating in the Programme, Italy and Croatia, in agreement with the Managing Authority (hereafter MA) of the Interreg Programme, decided to establish a Monitoring Committee (hereafter MC) for the implementation of the Interreg Programme VI-A Italy-Croatia 2021-2027 (hereafter Programme); this MC, in agreement with the MA, in order to carry out its duties in accordance with the EU regulations, adopts the following Rules of Procedures (hereafter RoP).



ARTICLE 1 - MC INSTITUTION, DURATION AND TERRITORIAL COMPETENCE

The MC is competent, from the date of its establishment, over the Programme eligible area as identified in the Commission Implementing Decision No C(2022) 75 of 17 January 2022 and shall expire with the acceptance of the Programme closure by the European Commission. The MC establishment and its composition are acknowledged by the MA through its decree.

ARTICLE 2 – COMPOSITION

1. The MC composition was agreed by the MSs participating in the Programme and ensures a balanced representation of the relevant authorities and the representatives of the Programme partners referred to in art. 8 of CPR.
2. Each MSs shall be equally represented and complying with the partnership principle in managing, monitoring and evaluating the projects during all stages of the Programme implementation.
3. The MC is composed by voting members and members in advisory capacity (non-voting).
4. The MC **voting members** are designated as follows:
 - a) Italian delegation: the following Authorities will designate their members:
 - two Representatives from National level:
 - one representative of the Presidency of the Council of Ministers (Department for cohesion policy);
 - one representative for the Agency for Territorial Cohesion;
 - two representatives from Regional/local level:
 - one from Autonomous Region of Friuli Venezia Giulia;
 - one from Emilia Romagna Region;
 - b) Croatian delegation: the following Authorities will designate their members:
 - two representatives from National level:
 - one representative for Ministry of Regional Development and EU Funds;
 - one representative for Ministry of Economy and Sustainable Development;
 - two representatives from Regional/local level:
 - one from Šibensko-Kninska County (deputy from Zadarska County);
 - one from Istarska County (deputy from Ličko-Senjska County).
5. Each MS shall formally communicate to the MA the names and contact details of its designated representative(s) and one or more deputies (voting members). The MC will only be established after voting members' designation is accomplished.



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Each MC voting member can have one or more deputies, designated accordingly to its National/Regional law. In case of a representative member is not able to participate in a meeting or she/he would like to participate together with her/his deputy, she/he will communicate in writing to the Chair of the MC and to the Joint Secretariat (hereinafter referred as JS) the name of the participating deputy at least one working day before the scheduled meeting date. Should neither the designated voting member nor anyone of his/her deputies be able to participate in the meeting, the concerned Authority shall/may agree with the Chair to send a substitute representative; the name of the participating substitute shall be communicated in writing to the Chair of the MC and to the JS at least one working day before the scheduled meeting date. In no case a voting member can authorize any other voting or non-voting member to vote on his/her behalf.

6. The MC **members in advisory capacity** are designated as follows (50% Italian representative and 50% Croatian representative for each letter):
 - a) two representatives of regional, local, urban and other public authorities;
 - b) two representatives of economic and social partners;
 - c) four representatives of relevant bodies representing civil society, such as environmental partners, non-governmental organisations, and bodies responsible for promoting social inclusion, fundamental rights, rights of persons with disabilities, gender equality and non-discrimination;
 - d) two representatives of research organisations and universities.
7. The designated members and deputies in advisory capacity will be communicated:
 - for Italy, by the National Committee of the Programme that respects, in its composition and functioning, the Delegated Regulation (EU) No 240/2014 – Code of Conduct;
 - for the Republic of Croatia, by the Ministry of Regional Development and EU funds.
8. The MC also includes in advisory capacity, representatives of:
 - European Commission;
 - IPA ADRION Managing Authority;
 - Audit Authority;
 - Managing Authority;
 - Joint Secretariat, with the role of support for the Monitoring Committee.



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9. The MC Chair, on its own initiative or upon request of the MA or the MS Delegations may, upon prior written communication to the MA, invite external experts and guests to the MC meetings. The Chair shall inform the MC members at the beginning of the meeting of such presence. Their role is to provide information according to their expertise on the relevant topic.
10. As a general rule, the following bodies can always be invited:
 - MAs of other ETC Programmes operating in the area, in order to improve coordination and foster synergies in the implementation of territorial cooperation for the sustainable development of the Programme area;
 - representatives of EU Strategy for the Adriatic and Ionian Region (EUSAIR), in order to foster the macroregional strategy implementation;
 - experts responsible for the Programme evaluation.

ARTICLE 3 - TASKS AND FUNCTIONS

1. In compliance with art. 28(3) of Interreg Regulation, the MC shall meet at least once a year.
2. MC functions and tasks are ruled by the provision of art. 19, 22 and 30 of Interreg Regulation.
3. In particular, the MC shall:
 - a) establish criteria and procedures for the selection of projects in compliance with art. 22(2) (calls for proposals, application package);
 - b) apply criteria and procedures for the selection of projects, ensuring the fulfillment of art. 22(4);
 - c) pursuant to art. 22(1) select projects to be financed by the Programme;
 - d) approve projects major changes according to the “Programme Implementation Manual”;
 - e) examine and approve the Programme evaluation plan and its amendments;
 - f) examine the progress in the Programme implementation and in achieving its milestones and targets;
 - g) examine any issues that affect the performance of the Programme and the measures taken to address these issues;
 - h) examine the progress made in carrying out evaluations, syntheses of evaluations and any follow-up given to findings;



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- i) examine the implementation of communication and visibility actions;
- j) examine the progress in implementing operation of strategic importance;
- k) examine the progress of the administrative capacity building for public institutions and beneficiaries;
- l) examine and approve any proposal by the MA for the amendment of the Programme;
- m) examine and approve the final performance report.

ARTICLE 4 – CHAIRMANSHIP

1. The MC shall be chaired by a MS representative according to a rotation principle, whereas the MA shall act as a co-chair to ensure continuity.
2. The Chair shall be appointed annually as follows:

i. 2022	Italy
ii. 2023	Croatia
iii. 2024	Italy
iv. 2025	Croatia
v. 2026	Italy
vi. 2027	Croatia
vii. 2028	Italy
viii. 2029	Croatia
3. The Chair, with the MA support, shall:
 - a. draw-up provisional and definitive agendas in consultation with the MS and the MA, with the support of the JS;
 - b. perform, with the support of the JS, chairing duties during the meeting/s (e.g. declare the opening and closing of each meeting, verify the legal number of participants for the running of the meeting, facilitate the discussion, accord the right to speak, announce the decisions, summarize the decisions taken at the end of each point of the agenda, make sure that the attendance list and the declaration foreseen in art. 5 point 8 are signed by all participants and that all the points on the agenda are discussed, have control of the proceedings);
 - c. coordinate the drafting of the written synthesis (art. 5 point 9) by the JS and provide for its formal approval;



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- d. be responsible for the proper functioning of the MC meeting/s.

ARTICLE 5 - MEETINGS

1. MC meetings will be carried out in a hybrid mode, as a general rule. Only in exceptional cases they will be organized only on line.
The meeting will take place in Italy and Croatia and the venue will be decided on a case-by-case basis.
2. The MA, supported by the JS, on behalf of the MC Chair, shall convene the members of the MC at least 15 working days before the date of the meeting by a written communication sent by e-mail, indicating the day, the venue and the agenda with the scheduled times. The indicated deadline could be shortened in duly justified cases.
3. Any MC member can propose to add a new item to the agenda by a written communication to the Chair, the MA and the JS, within the following 5 working days. MC members can also propose to add additional items to the agenda at the meeting itself, subject to the approval of the MC Chair, hearing the opinion of the MA, with the exception of decisions on documents related to financial issues. If a request of changing the agenda is presented, the MA, on behalf of the Chair, communicates the definitive agenda to the MC members immediately after the expiry date mentioned above.
4. 10 working days before the scheduled meeting, the MA shall deliver the documents referring to the items to be discussed both by e-mail and through the devoted repository, communicating it to the MC members. In cases of justified urgency and only for selected items of the agenda, a shorter time is possible (but not shorter than 5 working days).
5. The Chair shall duly inform all MC members on the participation of deputies, as in art. 2, point 5.
6. MC meetings are not public.
7. In compliance with the principle “one Country, one vote”, at the beginning of each meeting, the MS Delegations have to announce to the Chair the Head of the Delegation entitled to express the MS position on the issues that will be discussed.
8. At the beginning of each meeting, the Chair will make sure that each MC member has signed the attendance list containing also a declaration that the decisions assumed are free from bias and are not influenced by any partial personal or organisational interest of any of its individual members.



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9. At the end of each meeting, the Chair shall summarize the main points discussed and the decisions taken based on a written synthesis of the decisions approved provided by the JS before the end of the meeting, duly signed by the representative of the two Delegations.
10. Draft minutes are prepared by the JS and are circulated by e-mail among MC members not later than 7 working days after the meeting has taken place. The minutes shall be a summary of the discussion and decisions taken.
11. The participants at the meeting can formulate their observations or proposals for amendments of the minutes not later than 7 working days after receiving the document.
12. If no observations are made within the mentioned deadline MC members shall be informed by e-mail that the minutes are approved with no amendments.
13. In case a MC member proposes a plain amendment of the minutes not related to a decision or not contradicting any other observation previously provided, the JS shall amend the minutes accordingly and the MC members shall be informed via e-mail that the minutes are approved.
14. In case more significant observations are proposed by a MC member, the JS, after consultation with the Chair and the MA, shall amend the minutes accordingly and send the revised minutes for approval through a written procedure (hereinafter WP).
15. Communication among MC members and between the JS and MC members shall generally be carried out by e-mail.

ARTICLE 6 - DECISION-MAKING

1. The MC is legally convened and its decisions are legally made when at least 4 voting members – 2 from each MS - are present at the meeting. The verification of the legal number of the voting members will be carried out by the Chair at the beginning of each meeting and before taking any voting decision on the points of the agenda.
2. Decisions are made in compliance with principles, values and moral conduct stated in art. 10, by consensus and through a two-step procedure:
 - a. each MS Delegation forms internally its own position. Inability to reach internal consensus implicates a negative vote of the MS Delegation. In expressing its vote, the Delegation gives evidence of how non-voting members advice has been taken into account;
 - b. according to the principle “one Country, one vote”, a decision is made when the two MS Delegations express the same vote.



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3. If consensus is not reached, the Chair decides whether the decision is postponed or rejected and provides the MC with an explanation of her/his conclusion.
4. If a decision needs to be made before the next MC meeting, the Chair, in agreement with the MA and with the support of the JS, is starting a decision-making process in writing (by a WP according to art. 7) no later than 7 working days from the meeting.

ARTICLE 7 - WRITTEN PROCEDURE

1. The MC may make decisions by a WP with the exclusion of strategic relevance issues for which decisions adopted during joint meetings are required. Decisions that can be adopted through a WP can be, indicatively, related to changes within the project life cycle, e.g.: duration or change of activities or partners, according to the rules stated in the Programme Implementation Manual.
2. The WP may be launched by the MA, on MA initiative or upon request of at least one MS Delegation.
3. In this case the MA shall send a proposal to the MC members and shall fix a deadline, giving at least 10 working days for the reply. Shorter periods are possible however not shorter than 5 working days.
4. The MS Delegations shall express their position in a written form via e-mail (according to the principle “one Country, one vote”) within the above mentioned deadline. Absence of response equals acceptance.
5. The proposal shall be adopted if no objections is raised.
6. In case of objection, the MA shall discuss the raised issue with the concerned MS Delegation. As a result three options are possible: a) the objection is withdrawn and the WP is approved; b) a new proposal is prepared by the MA in accordance with the general rules for approval of the WPs; c) the raised issue has to be inserted in the next MC agenda.

ARTICLE 8 - WORKING GROUPS

1. The MC may set up Working Groups to support Programme implementation. Their composition shall be decided according to the expertise and thematic needs and in line with the partnership principle, if relevant. The MC shall be informed about the work of such groups. Four Working Groups are pre-identified: “Evaluation”, “Capitalisation”, “Operations of Strategic Importance” and “Post 2027”.



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2. The Working Groups are convened whenever deemed necessary for the Programme implementation on Chair or MA's proposal, after consulting the MS Delegations. The Working Groups shall be convened at least 7 working days before the meeting by a written communication sent by e-mail with the agenda in attachment. The JS is always entitled to attend the meetings and has to prepare the draft minutes and circulate them via e-mail to the attendants, who may formulate observations within 5 working days after receiving the documents.
3. The Working Groups are, as a general rule, chaired by the MA or its substitute representative.
4. According to the technical work on the agenda, experts may be invited if necessary or useful to the discussion.
5. The Working Groups can make proposals to the MC on issues related to Programme implementation.
6. The Working Groups have no decision rights.

ARTICLE 9 - OFFICIAL LANGUAGE

1. English is the official working language of the Programme and of the MC, as well as of the Working Groups and any technical meetings.
2. No simultaneous interpretation will be provided for MC meetings.
3. The working documents as well as the final documentation shall be in English.

ARTICLE 10 - CODE OF CONDUCT, CONFLICT OF INTEREST AND WORKING PRINCIPLES

1. With regard to the tasks of the MC specified in art. 3, it shall be ensured that any decision of the MC will be free from bias and must not be influenced by any partial personal or organisational interests of any of its individual members.
2. Members of the MC are bound to observe the following rules of conduct:
 - to participate in all meetings as well as in WPs, when necessary;
 - to act in the interest of an efficient Programme implementation, in accordance with its scope and objectives;
 - to take decisions in the public interest and not to act in the purpose of obtaining financial advantages or other benefits for themselves or for others;



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- to declare to the Chair, at the beginning or during the meeting, any actual or potential situation of conflict of interest in which they might be with regards to the discussion on a specific issue. In this case, the member shall be excluded from discussion and decision on the issue (and leave the room/virtual room until a decision has been made);
 - to inform their organisation after each meeting and WP of the outcomes and decisions made.
3. Meetings of the MC are confidential in nature and its members are bound to confidentiality. Members are not entitled to disclose any detail of meeting discussions. This obligation shall survive after the end of their mandate.
 4. Each MC member must sign an individual declaration of confidentiality and impartiality at the beginning of his mandate, including a statement declaring the absence of conflict of interest. The MA will send the declaration form with the first MC agenda and it will be at disposal (for substitutes or guests) at the meeting reception. The declaration will be confirmed at the beginning of each meeting, as foreseen in art. 5 point 8.
 5. In case these provisions are not respected by a member, she/he may be revoked by the Chair, and shall be replaced by the concerned organisation, after a clarification has been provided.
 6. These provisions shall equally apply to voting and non-voting members, their representatives, deputies or substitutes, as well as any other expert invited.

ARTICLE 11 - JOINT SECRETARIAT

1. In compliance with art. 46(2) of Interreg Regulation, the JS shall assist and support the MC in carrying out its respective functions.
2. The JS shall in particular:
 - a) be responsible, along with the MA, for the organisation of MC meetings;
 - b) assist the MA and the MC in performing their tasks;
 - c) support the Chair in fulfilling her/his duties;
 - d) prepare all documents necessary for the running of the MC meetings (also in its Working Groups and technical meetings) as well as the written synthesis of the meeting;
 - e) prepare the minutes in coordination with the Chair and with the MA;



- f) support the MA in managing the WP;
- g) ensure the accessibility of relevant documentation to MC members;
- h) monitor the follow-up of the MC decisions;
- i) act as a contact point for the MC and for the Programme Authorities;
- j) draw up documents to support the MC in the selection of projects.

ARTICLE 12 – TRANSPARENCY

1. The MC ensures appropriate and transparent information on its activities.
2. In compliance with art. 29(2) of Interreg Regulation, the MC members shall be published on the Programme website under the MA responsibility.
3. In addition, in compliance with art. 28(4) of Interreg Regulation, the MA shall publish the present RoP and a summary of both data and information including decisions approved by the MC on the Programme website.
4. The preparatory documents submitted to the MC will be uploaded in a devoted repository, accessible to all MC members; the final version of the relevant non-sensitive documents will be available to the public on the website.

ARTICLE 13 – VALIDITY AND REVISION

1. The MC adopted these RoP by consensus during its first online meeting held on 17 October 2022.
2. The RoP are valid for the whole period of the Committee lifetime.
3. After adoption, the RoP can be revised by the MC by consensus.

