

**European Union**

European Regional  
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Special EU Programmes Body  
Foras Um Chláir Speisialta An AE  
Boord O Owre Ocht UE Projects

## **RULES OF PROCEDURE FOR THE INTERREG (2014-2020) MONITORING COMMITTEE**

### **1. Introduction**

- 1.1 In accordance with Article 47(2) of the Council Regulation (EC) No. 1303/2013, the Monitoring Committee (MC) should draw up its Rules of Procedure within the institutional, legal and financial framework of the Member States and adopt them in agreement with the Managing Authority in order to exercise its responsibilities under the Regulation.
- 1.2 This paper details the Rules of Procedure for the Cross-border Programme for Territorial Cooperation Northern Ireland, Border Region of Ireland and Western Scotland – INTERREG Programme 2014-2020.
- 1.3 The Monitoring Committee, the Managing Authority (the Special EU Programmes Body) and the Member States (the Department of Finance & Personnel, in Northern Ireland and the Department of Public Expenditure and Reform, in Ireland and the Scottish Government) agree that the Rules of Procedure in this paper shall govern the operation of the Monitoring Committee.

### **2 Appointment of the Monitoring Committee (MC)**

- 2.1 Members have been appointed by the Minister of Finance and Personnel in Northern Ireland, the Department of Public Expenditure and Reform in Ireland and the Scottish

Government following nomination from relevant partner bodies. The Members of the MC are also supported by advisors.

- 2.2 The MC operates within the institutional, legal and financial framework of the Member States.

### **3 Composition of the Monitoring Committee**

- 3.1 The composition and operation of the MC will reflect the required code of conduct on partnership as detailed in Commission Delegated Regulation (EU) No. 240/2014.

- 3.2 The MC is chaired by the SEUPB, the Managing Authority, in accordance with the North/South Co-Operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British – Irish Agreement Act 1999 and as enabled by Article 48(5) of Council Regulation No. 1303/2013.

- 3.3 The Managing Authority and Joint Secretariat will attend Monitoring Committee meetings to support and advise the Committee.

- 3.4 The European Commission will be invited to attend Monitoring Committee meetings to support and advise the Committee.

- 3.5 In accordance with Articles 5 and 48 of Council Regulation (EC) No 1303/2013, the MC includes balanced representation from across the eligible region including representatives from the Member States, economic and social partners; relevant bodies representing civil society, environmental partners, non-governmental organisations, bodies promoting social inclusion, gender equality and non-discrimination; and locally elected representatives. Particular effort has also been made to promote the balanced participation of women and men.

- 3.6 Non-Permanent Members or other relevant departments have been invited to attend in an advisory capacity, with non-voting rights and may be invited by the Chair of the Monitoring Committee to respond to specific agenda items and offer advice as required. Such advisors have the right to participate fully in the discussions of the MC and to offer advice. Other interested parties will be invited to attend as observers.

3.7 The names of the MC have been published on the SEUPB website and are included in Annex 1.

#### **4 Role of the Monitoring Committee**

4.1 As required by Article 47 of the Council Regulation (EC) No 1303/2013, this MC has been established to manage the Cross-border Programme for Territorial Cooperation Northern Ireland, Border Region of Ireland and Western Scotland – INTERREG Programme 2014-2020 established under the European Territorial Co-operation Objective.

4.2 The main functions of the MC are defined by Articles 49 and Article 110 of Regulation (EC) No.1303/2013 whereby the MC shall examine in particular;

- Any issues that affect the implementation and the performance of the Cooperation Programme (Art 49 (1), (2), (3) and (4) and Art 110(a)). In doing so it shall have regard to; financial data, common and Programme specific indicator information, including changes to result indicators and progress towards quantified target values, and milestones defined in the performance framework..
- Progress made in implementation of the evaluation plan and the follow-up given to findings of evaluations (Art 110(b));
- Implementation of the communications strategy (Art 110(1)(c));
- Implementation of major projects<sup>1</sup> (Art 110(1)(d));
- Actions to promote equality between men and women, equal opportunities, and non-discrimination, including accessibility for persons with disabilities (Art 110(1)(f));
- Actions to promote sustainable development (Art 110(1)(g));

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<sup>1</sup> As set out in Article 100 of Council Regulation (EC) No. 1303/2013, projects are regarded as ‘major’ where total eligible costs exceeds €50m or €75m in the case of those approved under Thematic Objective 7 (Promoting Sustainable Transport and removing bottlenecks in key network infrastructure). No major projects have been identified as part of the development of the project pipeline.

The MC shall examine and approve;

- The methodology and criteria used for selection of operations (Art 110(2)(a));
  - The annual and final implementation reports (Art 110(2)(b));
  - The communications strategy for the Programme and any amendment of the strategy and
  - Any proposal by the Managing Authority for any amendment to the Programme (Art 110(2)(e)).

4.3 The MC shall put in place arrangements to ensure the selection of operations by an appropriate Steering Committee(s) as enabled by Article 12 of Council Regulation (EC) No 1299/2013.

## **5. Secretariat**

5.1 The Secretariat to the MC shall be designated by the Chairperson and shall be drawn from the staff of the SEUPB. The Secretariat is responsible for facilitating meetings of the MC and for the co-ordination of documentation relating to monitoring reports, agendas and records of meetings. Other support services shall be provided by the staff of the Managing Authority as required.

## **6. Communications**

6.1 All communications relating to the business of the MC shall be addressed to the Secretariat of the MC.

## **7. Meetings of the Monitoring Committee**

7.1 In accordance with Council Regulation (EC) No Article 49 (1) of Council Regulation (EC) No. 1303/2013, meetings of the MC will be held a minimum of once per year, but the MC may meet more often as necessary. The MC will consider arranging the timing of its meetings to coincide with those of other European Programmes to facilitate attendance by the European Commission.

- 7.2 The venue for MC meetings must be accessible to all Members and not restricted to one location.
- 7.3 Times of MC meetings will be organised with due regard to professional and caring roles of Members and other participants.
- 7.4 Any Member may raise any item for inclusion in the agenda. A draft agenda with details of venue, date and time will be issued at least 20 working days prior to the meeting. The final agenda and papers will normally be issued 10 working days ahead of the scheduled meeting.
- 7.5 Papers will be issued on the Members section of the SEUPB website, with hard copies provided to Members in exceptional circumstances. The Secretariat will also be responsible for the compilation and presentation of papers to Members of the MC in a format which will enable them properly to exercise their responsibilities.
- 7.6 Following a MC meeting, the draft minutes and action points will be circulated within 15 working days. After the minutes and action points have been approved by the Committee, they will be made publicly available. The minutes should be concise, emphasising the decisions made and generally without reference to the names of individual Members.
- 7.7 The papers tabled at the meeting will be made available on the SEUPB website after the meeting.

## **8. Attendance / representation at Monitoring Committee meetings**

- 8.1 Each sector is represented by a Member or an Alternate. If neither the Member nor the Alternate is available for a particular meeting, the Member may submit written comments on any of the items of business to be considered at a MC meeting.
- 8.2 The MC will review the membership of consecutive non-attendees - where neither Member nor Alternate was present and no written comments were received for 3 consecutive meetings. It will make recommendations to the Department of Finance & Personnel (Northern Ireland), the Department of Public Expenditure and Reform

(Ireland) and the Scottish Government to address the issue, while maintaining the principles leading to the establishment of the MC including sectoral representation.

## **9. Decision Making Process**

- 9.1 The Chair will act primarily as the facilitator for MC business and, where possible, the MC will operate on the basis of consensus; with only permanent members having the right to vote.
- 9.2 Failure to reach consensus on an issue will be recorded in the minutes and presented to the Minister of Finance and Personnel (Northern Ireland) and Minister of Public Expenditure and Reform (Ireland).

## **10. Working Groups**

- 10.1 The MC will appoint Working Groups, as it deems appropriate, to consider in more detail specific areas of its responsibility. Working Groups will operate under the direction and authority of the MC.

## **11. Changes to the Rules of Procedure**

- 11.1 Subject to the normal decision making process of this MC, the MC may at any time amend these Rules of Procedure with the agreement of the Member States and the Managing Authority. The ruling of the Chair will determine any disputes in relation to the interpretation of the Rules of Procedure.

## **12. Conflict of Interest**

- 12.1 A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as a MC Member for the INTERREG Programme 2014-2020.

- 13.2 Members have a responsibility to act in terms of the public interest and must not misuse their position. Furthermore, they should not misuse any information obtained in the course of their position as member of the MC to further their professional or private interests, or those of anyone they may have a relationship with.
- 13.3 As conflicts of interest can arise in many different situations, members must be vigilant so that any such conflicts can be identified promptly and appropriate action taken.
- 13.4 Members are not permitted to receive or accept hospitality, benefits or gifts for themselves, their family or close personal relations from organisations or people with whom they might have dealings as a consequence of executing their duty as a MC Member.
- 13.5 Members are required to complete the register of conflict of interests (Annex 2). This register of interest shall be retained and held on file by SEUPB and shall be updated and completed annually.
- 13.6 It is the responsibility of the individual concerned to identify any areas they wish to register. It is also the responsibility of the individual to ensure that the register is kept updated as and when their involvement in any other interests requires them to do so.

### **13. Code of Conduct**

- 14.1 The **code of conduct** sets out the principles of **conduct** and ethics expected of the MC Members which include; **Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership**. Members are requested to review the code of conduct paper in Annex 3 and return a signed copy to the secretariat. This document will be retained by SEUPB for the full programming period.

### **14. Recommendation.**

The Monitoring Committee is requested to:

- 14.1 **Agree** the Rules of Procedure as outlined above;
- 14.2 **Review, sign and return** the Register of Interest form (provided in Annex 2);

14.3 **Review, sign** and **return** the Code of Conduct paper (provided in Annex 3).



**Annex 1 – INTERREG Monitoring Committee (2014-2020)****(Members)**

<b>Category</b>	<b>Organisations</b>	<b>Nominating Body</b>	<b>Number of representatives</b>
Chair	SEUPB	SEUPB	1
Member State Representatives	UK	DFP	1
		Scottish Government	1
	Ireland	DPER	1
Regional/Sub-Regional/ Local Government Interests	Northern Ireland	NILGA	2
	Ireland	Northern & Western Regional Authority	2
	Scotland	Scotland Europa	1
Highlands & Islands Enterprise (HIE)		1	
Cross Cutting Interests	Equality Organisations	The Equality Commission (NI)	1
		The Irish Human Rights and Equality Commission (IRL)	1
	Environmental Organisations	CNCC (NI)	1
		Environmental Pillar (IRL)	1
		Scottish Environment Protection Agency (SCO)	1
Social and Economic Partners	V & C Sector	NICVA	1
		The Wheel	1
		SCVO	1
	Trade Unions	ICTU	1
		ICTU	1
		No Nomination	0
	Business	CBI – May work in consultation with	1

		Institute of Directors, NI Chambers of Commerce, Federation of Small Businesses (NI)	
		IBEC (IRL)	1
		InterTrade Ireland	1
		Scottish Government (Innovation & Life Sciences) (SCO)	1
	Agri - Rural Development	Ulster Farmers Union (NI)	1
		Irish Rural Link (IRL)	1
		Scottish Natural Heritage (SCO)	1
Certifying Authority		SEUPB	1
<b>TOTAL</b>			<b>28</b>

*The EU Commission, the Managing Authority and Joint Secretariat will attend PMC meetings to support and advise the committee.*

### **Advisors**

Other policy / technical advisors including appropriate accountable departments and NISRA will be invited to attend and participate upon request of the Chair.

### **Observers**

The following organisations will be invited to send an observer to the meeting:

**NSMC**

**IFI**

**MEPs**

**European Commission (Belfast)**

**Annex 2**

**Special EU Programmes Body**  
**REGISTER OF INTEREST –MONITORING COMMITTEE MEMBER**

*(NOTE: THIS FORM MUST BE UPDATED ON AN ANNUAL BASIS)*

Name of Monitoring Committee member	
Year	
Organisation	
Interest	
Any other pertinent details	
Comments by SEUPB (if appropriate)	
Action taken (where appropriate)	

**Completed by Monitoring Committee Member**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Noted/Reviewed by Managing Authority of SEUPB**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Noted/Reviewed by Chief Executive Officer**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Register updated by**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annex 3****CODE OF CONDUCT**

This **code of conduct** sets out the core principles of **conduct** and ethics expected of the Monitoring Committee Members.

1. **Selflessness:** Members have a duty to take decisions solely in terms of public interest. Members must not act in order to gain financially or to gain other material benefit for themselves, family or friends.
2. **Integrity:** Members should not place themselves in situations where their honesty and integrity may be questioned. They should not behave improperly and should, on all occasions, avoid the appearance of such behaviour.
3. **Objectivity:** Members should only make decisions based on the information provided by the Managing Authority.
4. **Accountability:** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly in their role as a Monitoring Committee Member.
5. **Openness:** Members should undertake their responsibilities in an open and transparent manner.
6. **Honesty:** Members should conduct business in a truthful manner
7. **Leadership:** Members should actively promote and support the seven principles.

**Completed by the Monitoring Committee Member**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_