

# THE COMMON STRUCTURES FOR COOPERATION

to implement the **community initiative programme CADSES - INTERREG IIIB**

## V A D E M E C U M



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MA = Managing Authority = Autorità di Gestione

PA = Paying Authority = Autorità di Pagamento

SC = Steering Committee = Comitato di Gestione

MC = Monitoring Committee = Comitato di Sorveglianza

JTS = Joint Technical Secretariat = Segretariato Tecnico Congiunto

TWG = Transnational Working Group = Gruppo di Lavoro Transnazionale

LP = Lead Partner = Partner Principale

EC = European Commission

CIP = Community Initiative Programme = Programma di Iniziativa Comunitaria

## General issues

- [CC/8] The implementation of cooperation between partner States requires truly joint structures to prepare the programme, involve the parties concerned, select the operations, manage the whole, coordinate and monitor the implementation of programming and, if appropriate, the joint mechanisms for the management of measures and operations.
- The partners must state the precise conditions, arrangements and resources for the introduction and operation of the structures whose operational costs may be financed by the programmes.
- In this context, the competent authorities may consider whether it is possible to establish European Economic Interest Groupings (EEIGs).
- [note] Each Community Initiative enjoy of the support of common structures for cooperation which act to implement the programme. These structures are mainly identifiable in: one Managing Authority and one Monitoring Committee. The complexity of some programmes is so that these structures should be enjoy of the support of further eventual common structures with specific tasks.
- [GR/(47)] The responsibilities of the Managing Authority should primarily include collecting data on outcomes and reporting this data to the Commission, ensuring sound financial implementation, organising evaluations and complying with obligations relating to publicity and Community law; in this framework there should be provision for regular meetings between the Commission and the Managing Authority to monitor the assistance.
- [note; CC/30] The Managing Authority could be assisted by the Joint Technical Secretariat in the implementation of its tasks, in particular, it will accept, consider and give a preliminary assessment of operations proposed for financing. Moreover, in order to keep separated the different functions and to guarantee a transparent management of the assistance, shall be designed a Paying Authority purposed to submitting payment applications and receiving payments from the Commission.
- [GR/(48)] The Monitoring Committee is body appointed by the Member States supervising assistance, checking on how it is being managed by the Managing Authority, ensuring compliance with its own guidelines and implementing rules and reviewing evaluations.
- [note] In order to support the Monitoring Committee, could be appoint a Steering Committee for the selection of operations and the monitoring of their.
- [CIP/6.3] Each Member State shall nominate a representative of the national responsible authority (Cadses Contact Point) to act as a contact person for matters relating to this programme.
- [CC/25] The common structures for cooperation designed for the CIP Cadses are the following:
- one Managing Authority;
  - one Paying Authority at programme level (and, if necessary, subsidiary paying authorities);
  - one Joint Technical Secretariat for the operational management of the CIP (in particular to assist the Managing Authority in its tasks, such as to accept, to consider and to give a preliminary assessment of operations proposed for financing);
  - one Monitoring Committee for the whole of the programme;
  - one Steering Committee for the joint selection of operations and the coordinated monitoring of their implementation.
- [CIP/6]
- (where needed) Cadses Contact Points as a first contact for project applicants in the respective countries (in particular assist the project applications and their implementations, and support the dialog with regional, social and economic partners);
  - Transnational Working Groups in order to produce synergy effects between similar projects.
- [CC/38] The Monitoring Committee, the Steering Committee, the Joint Technical Secretariat and, where appropriate, the Managing Authority will be set up with the participation of representatives of the third countries participating in the CIP.
- Where a joint managing authority is not possible, representatives of the third countries will participate in the actives of the Managing Authority within the limits of their respective competencies.
- [GR/8] In application of the principle of subsidiarity, the implementation of assistance shall be the responsibility of the Member States, at the appropriate territorial level, according to the arrangements specific to each Member State.
- [note] With the support of common structures for cooperation the Member States jointly provide to make effectiveness the assistance and to secure the use of the Community funds conforming to principles of sound financial management. For this reason, the implementation of assistance is organised around three key actions:
- monitoring on sound and effectiveness implementation of the assistance (financial implementation and progress in the implementation of the assistance);
  - financial control of assistance;
  - evaluation on effectiveness of assistance (ex-ante, mid-term, ex-post *evaluation*).

In order to monitor the assistance, the Managing Authority and the Monitoring Committee to make use of *monitoring indicators* (statistical and financial) defined in the Programme.

#### The annual implementation report for the monitoring

[SM/C] As part of its management responsibilities, one of the duties of the Managing Authority is to prepare, each year, the programme's *annual implementation report*. This document is of fundamental importance in ensuring that the assistance is unfolding smoothly and making progress in achieving its targets. Each year's document is forwarded to the European Commission, which can examine the main outcomes of the previous year and monitor the programme's progress. The Commission can, moreover, make observations direct to the Member States and to the Managing Authority or request certain changes to the programme.

The implementation reports play a significant part in ensuring sound programming; they must set out:

- the financial implementation of assistance (with, for each measure, a record of expenditure paid and a record of payments received from the Commission);
- the progress in the implementation of priorities and measures in relation to their specific targets;
- indications of any change in the general conditions which may be of relevance to the implementation of the assistance (socio-economic trends; changes in national, regional or sectoral policies, etc.);
- the steps taken to ensure the effectiveness of implementation (monitoring, financial control and evaluation measures, any adjustments in management, the use made of technical assistance, etc.);
- the steps taken to ensure compatibility with Community policies (notably rules on competition, the award of public contracts, environmental protection, the promotion of equality between men and women, etc.).

#### The control systems

[SM/E] The Managing Authority and the Paying Authority are generally responsible for controlling and correcting irregularities. They check that financial flows are transparent and operations are correct. The States must, furthermore, take the necessary measures to check that these two authorities actually do fulfil their duties in this area by, for example, requiring them to establish internal audit departments, or resort to some equivalent procedure, with a view to securing the required assurance regarding the effectiveness of their financial systems and procedures. Alternatively, it could appoint auditors who are independent of each authority and who could give the State the same assurance and confirm the legality of the requests submitted to the Commission. This is the only means for the States to give the European Commission effective assurance that the requests for funds are justified.

On completion of an assistance measure, a person or department independent of the Managing Authority – the auditor, for example – must assess the validity of the final payment request. Also, in all cases, the responsible authorities must keep available for the Commission, for three years following payment of the balance, all the supporting documents relating to expenditure and control of assistance implementation. This information must be comprehensive and readily available.

The responsibility of the Commission is, above all, to verify the effectiveness of the control systems. To this end, it may carry out on-the-spot checks, in collaboration with the relevant States, or request the States to carry out these checks. In either case, at least once a year, the Commission and the State jointly examine the results from the checks carried out, the financial impact of the irregularities noted, the corrective measures already taken or still outstanding and, if relevant, changes to the management and control systems.

#### The evaluation

[SM/C] *Evaluation* is a fundamental principle to ensure good decision-making, sound management of assistance, and therefore good use of the available resources. Evaluation exercises take place throughout the programming, to check both that the measures are running smoothly and that they are yielding results. Notwithstanding additional evaluations, in particular "thematic" exercises focusing on specific issues, they take place at mid-term and at the end of the programming period. The Managing Authority is responsible for establishing a reliable system for collecting statistical and financial data for evaluation purposes.

The *mid-term evaluation* – which must be completed before 31 December 2003 – is primarily the responsibility of the Member States. The evaluation must be organised by the Managing Authority but is carried out by an independent assessor. It is designed to examine the initial results of the assistance, the use of financial resources and the operation of monitoring and implementation.

An *ex-post evaluation* is also to be carried out once the assistance comes to an end, under the main responsibility of the Commission. It is also carried out by an independent assessor. Its purpose is to assess the use made of resources, the effectiveness of assistance and its impact. It will therefore highlight the factors contributing to success or failure in implementation and make it possible to optimise the assistance provided in the future.

## MANAGING AUTHORITY

[SM/C] Complete management of the programme financed by the ERDF is always the responsibility of the Member States which appoints a Managing Authority designed for this aim.

First of all, the Managing Authority adopts the Programme Complement and then, if necessary, amends it. It also handles the selection of projects, for example through calls for proposals.

[CC/30] In the implementation of its tasks, the Managing Authority is assisted by the Joint Technical Secretariat (where it does not assume the secretariat function itself).

In addition to its responsibilities below indicated, the Managing Authority is responsible for organising the preparation of the decisions to be taken by the Monitoring and Steering Committees: in particular, it will accept, consider and give a preliminary assessment of operations proposed for ERDF financing, or will coordinate such tasks.

[SM/C] This is the authority that organisations (local authorities, firms, associations, etc.) wishing to receive support from the ERDF must approach.

### Functions and tasks

[GR/34] The Managing Authority, without prejudice to the principle of subsidiarity, shall be responsible for the efficiency and correctness of management and implementation, and in particular for:

- setting up a system to gather reliable financial and statistical information on implementation (for the *monitoring indicators* and for *midterm/expost evaluation*) as well as forwarding this data using computer systems permitting the exchange of data with the Commission;
- adjustment and implementation of the Programme Complement;
- drawing up and submitting to the Commission the *annual implementation report* (after obtaining the approval of the Monitoring Committee);
- organising the *mid-term evaluation* (in cooperation with the Commission and the Member States);
- ensuring that those bodies taking part in the management and implementation of the assistance maintain either a separate accounting system or an adequate accounting code for all transactions relating to the assistance;
- ensuring the correctness of operations (projects and actions) particularly by implementing internal controls (in keeping with the principles of sound financial management) and acting in response to any observations or requests for corrective measures;
- ensuring compliance with Community policies (award of public contracts, notably rules on competition, environmental protection, promotion of equality between men and women, etc.);
- compliance with the obligations concerning information and publicity.

The Managing Authority shall, at the request of the Monitoring Committee or on its own initiative, adjust the Programme Complement, without changing the total amount ERDF granted to the priority concerned nor its specific targets. After approval by the Monitoring Committee, it shall inform the Commission of the adjustment within one month.

When the *annual implementation report* is submitted, the Commission and the Managing Authority shall review the main outcomes of the previous year.

### Organization

[CIP/6.3] The Member States formally appoint the Italian Ministry of Infrastructures and Transports as Managing Authority. The seat of the Managing Authority will be:

Ministry of Infrastructures and Transports  
General Direction Responsible for Spatial Co-ordination (DiCoTer) – Div. IV  
Via Nomentana 2  
I-00161 Rome

The operational management and the day-to-day-work of the Managing Authority is carried out by the Joint Technical Secretariat in Dresden.

The functions of the Ministry of Infrastructures and Transports - DiCoTer - (Rules for the services, rights and duties of the Ministry) acting as Managing Authority, shall be laid down in detail in the "Agreement between the EU-Member States and the Ministry of Infrastructures and Transports". The Agreement will be signed and enter into force upon approval of the Programme.

In case of every single Non Member State a Memorandum of Understanding will be signed between the Authority responsible for CadSES programme management in the concerned Non Member State and the Managing Authority. The

objective of this agreement is to lay down the common objectives, duties and responsibilities of all the partners related to the implementation of the Cadses programme. For the Non Member States, the signing of this agreement is a pre-condition of receiving full membership within the programme.

In the concerned Non Member States all technical, financial and administrative aspects of implementation are in the responsibility of the national Management Authority for Interreg. The link between the Cadses Contact Point and national Management Authority for Interreg has to be ensured by each Non Member State.

## PAYING AUTHORITY

- [GR/9] The Paying Authority is designated for the purposes of drawing up and submitting payment applications and receiving payments from the Commission.
- [CIP/6.4] The Paying Authority is guided by the Managing Authority and fulfils the decisions of the Steering Committee.
- [SM/D] The tasks of the Paying Authority are distinct from those of the Managing Authority. Its role is to check that the expenditure complies with Community rules, to submit requests for payment to the European Commission, and to receive those payments. It carry out their operations in batches, three times a year.
- In practice, the Managing Authority and the Paying Authority can be part of the same governmental body, but the principle of separating functions implies that they must belong to distinct departments.
- [SM/E] The Managing Authority and the Paying Authority are generally responsible for controlling and correcting irregularities. These check that financial flows are transparent and operations are correct.
- [GR/32] The Member States shall designate the authorities empowered to issue the certificates and declarations following:
- the *mid-term evaluation*;
  - the *final report on implementation* shall summarise the conclusions of the checks carried out during previous years and shall assess the validity of the application for payment of the final balance.

### Organization

- [CIP/6.4] The function of the Paying Authority will be carried out by the Italian Ministry of Infrastructures and Transports. The seat of the Paying Authority will be:

Ministry of Infrastructures and Transports  
General Direction Responsible for Spatial Co-ordination (DiCoTer)  
Via Nomentana 2  
I-00161 Rome

The functions of the Ministry of Infrastructures and Transports - DiCoTer - acting as Paying Authority, shall be laid down in detail in the "Agreement between the EU-Member States and the Ministry of Infrastructures and Transports – DiCoTer". The Agreement will be signed and enter into force upon approval of the programme.

Taking into account that this Authority has no competence to check the proper utilisation of the Community funds on the territory of the other partners, the partners shall take the necessary measures based on common Rules of Procedures to be agreed by partners to control the utilisation of the funds on their territory. The result of their actions shall be reported to the authority responsible for the overall financial control.

### Financing

- [CC/47] The Interreg III Community Initiative is jointly financed by the Member States and the Community.
- [CC/50] To implement the Interreg III Initiative the ERDF will finance measures for rural development eligible under the EAGGF, for the development of human resources eligible under the ESF and for the adaptation of fisheries structures eligible under the FIG.
- [CC/26] When the Commission approves the Cadses programme, it will grant a single contribution from the ERDF without financial breakdown by Member State.
- [GR/28] A maximum contribution from the ERDF shall be set for each priority in the assistance.
- [SM/B] The Programme Complement describes in detail the measures already indicated and summarised in the Programme. A precise budget is earmarked for each measure, which the programme managers use to finance individual projects. The ERDF co-financing rates are not the same for all regions and may be varies from measure to measure.
- [GR/29] The contribution from the ERDF shall be calculated in relation to either the *total eligible cost*, or the *total public eligible expenditure* / or similar (national, regional or local, and Community) under Cadses assistance. The co-financing rates are the following:
- regions covered by objective 1: < 75% of the total cost and > 50% of public expenditure<sup>\*</sup>
  - areas covered by objective 2 or 3: < 50% of the total cost and >25% of public expenditure

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<sup>\*</sup> The contribution may rise to a maximum of 80 or 85% of the total eligible cost for regions located in a Member State covered by the Cohesion Fund, for the outermost regions and for the outlying Greek islands.



[SM/B] The regulations also encourage the use of part of the Community finance in a form other than direct assistance, such as, for example, repayable assistance, interest-rate subsidies or venture capital holdings. In such cases, the ceilings provided for can be increased by 10%.

[CC/52] Within the programme, specific technical assistance measures may be foreseen to the conception, the financing and the implementation of the programme, in particular with a view to the creation and development of common structures. In this regard, the normal co-financing rates will apply in all cases where technical assistance is undertaken at the request of a Member State. [see also: GR/2-23-29; CC/51]

Exceptionally, if such a technical assistance measure is taken at the initiative of the Commission because it would be of benefit to more than one Member State, it could be financed at up to 100%.

[CC/53] Within the programme, specific assistance measures may be foreseen in order to further exchanges of experience and good practice, in particular through networking actions linked to experience gained under strands A, B and C of Interreg III.

The normal co-financing rates will apply when such measures are requested by the Member States.

If, however, such measures are taken on the initiative of the Commission, they could be financed at up to 100%.

In this context, the Commission will establish an Observatory for cross-border, transnational and interregional cooperation, which will be fully funded by the Community.

[CC/54] Funding at 100% undertaken on the initiative of the Commission and falling within the definition of the two types of technical assistance, including the funding of the Observatory, will account for no more than 2% of the total ERDF contribution, fixed at 4'875 M€ for the initiative Interreg III (at 1999 prices).

#### System of financial management to transfer the Fund

[CC/31] The ERDF contribution will be paid to a single bank account in the name of the Paying Authority.

[CC/25] It is also preferable to transfer the respective national co-financing arrangements to the same account.

[nota] Nevertheless, the Italian national contribution to co-finance the assistance will be allocated in the same account (*Fondo di rotazione*).

[CC/31] The Paying Authority, on the basis of decisions concerning the selection of projects, will then make the payments to the final beneficiaries. The final beneficiary will be the partner in charge of the operation which will undertake financial management and co-ordinate the various partners in the operation. This partner in charge will bear financial and legal responsibility to the Managing Authority. The partner in charge will establish with these partners, possibly in the form of an agreement, the division of the mutual responsibilities.

[CC/25] To ensure the rapid and transparent forwarding of the contribution to the final beneficiaries, the joint arrangements may include signature of an agreement between the various authorities of the countries participating in the programme; as well as an obligation on the various partners, at project level, to also sign an agreement concerning their mutual financial and legal responsibilities.

[SM/D] The financial procedure is based on reimbursing expenditure carried out and on checking the eligibility of this expenditure before payment is made. The Paying Authority must certify all expenditure included in requests for payment; for this reason, it assumes a large responsibility to ensure that the payments are legal and correct.

To that end, the Paying Authority should therefore even be empowered to undertake whatever verification measures may be necessary vis-à-vis the Managing Authority. Similarly, they must keep accounts of expenditure and verifiable evidence.

In principle, the Paying Authority forwards the evidence of expenditure to the Commission in batches, three times a year. The Commission makes the corresponding payments within two months of the request being received.

[GR/32] In order for assistance to proceed effectively, the Paying Authority shall ensure that final beneficiaries receive payment of their contribution from the ERDF as quickly as possible and in full.

#### Eligibility of expenditure to the ERDF contribution

[GR/30] Expenditure in respect of operations (actions and projects realised by final beneficiaries) shall be eligible for a contribution from the ERDF only if these operations form part of the Cades assistance.

Expenditure may not be considered eligible for a contribution from the ERDF if it has actually been paid by the final beneficiary before the date on which the application for assistance reaches the Commission. That date (5<sup>th</sup> April 2001) shall constitute the starting point for the eligibility of expenditure.

[SM/A] The operations coming from economic and social partners and other relevant competent bodies, as well as public administrations, should be ever related to a specific measure foreseen in the Programme.

Account also needs to be taken of the fact that it may not be possible for all of the expenditure on a project to be financed by the ERDF. In principle, the national regulations relevant to government support apply to the ERDF, with the exception of certain specific cases provided for by a special regulation.

#### Budget commitments

- [GR/31] Community budget commitments shall be effected annually. The first commitment shall be made when the Commission lays down its decision approving the assistance. Subsequent commitments shall be effected as a general rule by 30 April each year.
- [SM/D] As regards budgets, Commission commitments in respect of the allocation of assistance shall be carried out on an annual basis throughout the financing period. If the commitment in question, "n", is not subject to an acceptable payment application by the Member State by the end of the second year following the year of commitment ("n+2"), the assistance is automatically decommitted, and cannot usually be recommitted. Exceptions to this rule include a force majeure or administrative or legal appeals, of which the Commission must be kept informed.
- [GR/32] The payments, by the Commission, shall be posted to the earliest open commitment.

#### Payment on account

- [GR/32 - SM/D] When the first commitment is made (the Programme is adopted) the Commission shall make a payment on account to the Paying Authority. This payment on account shall be 7% of the contribution from the ERDF to the assistance. This "advance payment" is designed to enable the programme to get under way (but must be repaid if no expenditure has been declared within 18 months).
- [VM/5.2] The payment on account is held throughout the period of the assistance and will be used by the Paying Authority to disburse the Community contribution to expenditure actually paid and declared to the Commission. It may also be used to pay advances to final beneficiaries.
- [GR/32] If any interest is earned on the payment on account it shall be allocated by the Paying Authority to the form of assistance concerned.

#### Interim payments

- [GR/32] Throughout the lifetime of assistance the Commission will make interim payments to reimburse expenditure actually paid from final beneficiaries as certified by the Paying Authority.
- [GR/32 - VM/5.2] Member States may submit payment applications several times a year; although, for practical management reasons, the application should as far as possible be grouped and forwarding to the Commission three times a year, the last application being presented no later than 31 October each year. The two months period remaining enables the Commission to charge the payments to the current financial year.

The Commission shall make interim payments within no more than two months of receipt of an acceptable payment application.

The payments shall be calculated at the level of each measure on the base of co-financing rates provided for the assistance contained in the financing plan of the Programme Complement. The payments are made at the level of the programme and are always charged to the earliest open commitment.

The Paying Authority will declare to the Commission expenditure incurred by computer, giving the breakdown at the level of the measure of the different fund sources. In the case of inconsistencies with the financial plan of the Programme a Commission decision is required to adapt this plan in order to continue payments.

Table 8 provides an illustration of the type of a scheme of data needed for a payment request. The amounts in this table may not exceed the corresponding amounts in the financial table of the Programme Complement (Table 6). If necessary a revised version of the financial table of the latter may be sent to the Commission for information to enable payments to be made.

- [VM/5.3] No later than 30 March of each year, the Managing Authority consulting the Paying Authority shall send the Commission their updated forecasts of applications for payment for the current year and the forecast for the following year. Table 9 provides a model for this exercise

#### Final balance

[GR/32] The final balance of the assistance shall be paid if:

- the Paying Authority submits to the Commission, within six months of the deadline for payment at issue, a certified statement of expenditure actually paid;
- the *final report on implementation* has been submitted to and approved by the Commission;

- the Member State has sent the Commission a declaration, drawn up by a person or department having a function independent of the designated Managing Authority, shall summarise the conclusions of the checks carried out during previous years and shall assess the validity of the application for payment of the final balance, as well as the legality and regularity of the transactions covered by the final certificate of expenditure.

## MONITORING COMMITTEE

[SM/C] The Monitoring Committee is in close contact with the European Commission and is thus in a position to guarantee the smooth running of the programming

[GR/35] In principle, the Monitoring Committee shall be chaired by a representative of a Member State or the Managing Authority. A representative of the Commission shall participate in the work of the Monitoring Committee in an advisory capacity.

### Functions and tasks

[GR/35] Its function is to satisfy itself as to the effectiveness and quality of the implementation of assistance. To that end:

- it shall confirm or adjust the Programme Complement (including the physical and financial indicators to be used to monitor the assistance) made to it by the Managing Authority, and it may also request an adjustment. The approval of the Programme Complement by the Monitoring Committee must be obtained before any further adjustment is made;
- it shall consider and approve the criteria for selecting the operations financed under each measure (within six months of approval of the assistance);
- it shall periodically review progress made towards achieving the specific objectives of the assistance;
- it shall examine the results of implementation (particularly achievement of the targets set for the different measures) and the mid-term evaluation before it is forwarded to the Commission;
- it shall consider and approve the *annual implementation* and *final implementation reports* before they are sent to the Commission;
- it shall consider and approve any proposal to amend the contents of the Commission decision on the contribution of the Fund;
- it may in any event propose to the Managing Authority any adjustment or review of the assistance likely to make possible the attainment of the objectives or to improve the management of assistance.

[CC/39] The Monitoring Committee for the Cadses assistance and the Joint Cooperation Committee (art.7 of the Phare-CBC Regulation) could be form a single committee, hereinafter referred to as the Interreg/Phare-CBC Monitoring Committee.

The Interreg/Phare-CBC Monitoring Committee will include representatives of the competent authorities in the Member States and the third countries concerned and of the Commission and where appropriate the EIB. It is the responsibility of this committee to confirm the Programme Complement or approve modifications to it.

### Organization

[CIP/6.1] The Monitoring Committee is composed of up to 4 representatives of each Partner State, from both national and regional level to ensure efficiency and broad representation. Broader involvement of the regional and local level, as well as economic and social partners and non-governmental organisations will be secured through the National Committees to be established in all Partner States.

The Managing Authority will attend the Monitoring Committee meetings. The Joint Technical Secretariat participates at the Monitoring Committee meetings with a supportive function. Some representatives of the European Commission (DG Regio, DG Enlargement, etc.) will be members in an advisory capacity in reference to Structural Funds Regulation, to PHARE and to CARDS fund. The chairman of the Monitoring Committee can invite others to attend the meetings as observers or advisors.

The members of the Monitoring Committee shall be appointed by the respective governments within 30 days of the approval of the CIP. In case of the Non Member States the proposed members of the Monitoring Committee should be appointed in the application for the full membership or in a letter of intent. The Monitoring Committee shall have a chairman and a co-chairman, representing the national authorities. The chairman and co-chairman shall be nominated for a period to be defined in the Rules of Procedure and alternate between the Member States and the Partner States with full right member status.

The Monitoring Committee shall meet at least once a year. Decision-making in the Monitoring Committee will be by consensus among the national delegations (one vote per delegation). Decisions may be taken via written procedure. At its first meeting, the Monitoring Committee shall establish its own Rules of Procedure, including any appropriate organisational arrangements.

The Monitoring Committee will be assisted by the Joint Technical Secretariat. It will be responsible for the preparation of all documentation relating to the meetings. In principle the documents required for the Monitoring Committee shall be available three weeks before the date of the meeting.

## STEERING COMMITTEE

- [CC/29] The joint selection of operations (actions and projects) and the coordinated monitoring of their implementation will be carried out by a Steering Committee for the operations. This committee will be constituted on the same principles of cooperation and partnership as the Monitoring Committee.
- [CC/40] The operations and projects will be selected on the basis of their eligibility for Interreg III by the Steering Committee or by the Interreg/Phare-CBC Monitoring Committee acting as steering committee.
- [CC/41] Approval of the operations or projects to be financed under the Cadses Programme will follow the specific rules of the ERDF and of any other financial instrument contributing to the Programme.

### Organization

- [CIP/6.2] The Steering Committee is composed of up to 2 representatives of each Partner State, from both national and regional level to ensure efficiency and broad representation. Broader involvement of the regional and local level, as well as economic and social partners and non-governmental organisations will be secured through the National Committees to be established in all partner states.

The Managing Authority will attend the Steering Committee meetings. The Joint Technical Secretariat participates at the Steering Committee meetings with supportive function. Representatives of the European Commission may attend as observers. The chairman of the Steering Committee can invite others to attend the meetings as observers on behalf of the Steering Committee.

The Steering Committee will be set up within three months of approval of the CIP. The members of the Steering Committee shall be appointed by the respective governments within 30 days of the approval of the CIP. In case of the non Member States the proposed members of the Steering Committee should be appointed in the application for the full membership or in the letter of intent.

The Steering Committee shall have a chairman and a co-chairman. The chairman and co-chairman shall be nominated for a period to be defined in the Rules of Procedure and alternate between the partner states. The Steering Committee shall meet at least twice a year. Decision-making in the Steering Committee will be by consensus among the national delegations (one vote per delegation). Decisions may be taken via written procedure.

The Steering Committee shall establish its own Rules of Procedure, including any appropriate organisational arrangements, to be approved by the Monitoring Committee. The Steering Committee will be assisted by the Joint Technical Secretariat. The secretariat will be responsible for the preparation of all documentation relating to the meetings. In principle the documents required for the Steering Committee shall be available three weeks before the date of the meeting.

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\* In Germany the federal ministry responsible for spatial planning.

# JOINT TECHNICAL SECRETARIAT

[CC/30] The Joint Technical Secretariat assists the Managing Authority in the implementation of its tasks (by where it does not assume the secretariat function itself).

## Organization

[CIP/6.5] The Joint Technical Secretariat shall have international staff, preferably from both Member States and Non-Member States. The number and qualification of staff shall correspond to the tasks defined below and to national weights. It will be contracted by the Managing Authority on the basis of an international call for tender. The terms of reference for the international tender and the definitive contract between the Managing Authority and the Joint Technical Secretariat have to be approved by the Monitoring Committee or, in case that the Monitoring Committee not yet has been set up, by the Member States.

The office of the Joint Technical Secretariat will be located at:

Rathaus (Town hall)  
Dr.- Kütz- Ring 19  
D- 01067 Dresden

The Joint Technical Secretariat shall be funded from the technical assistance budget. The annual work plans of the Joint Technical Secretariat have to be approved by the Steering Committee.

The Joint Technical Secretariat cooperates closely with the National Committees and the Cadses Contact Points. This cooperation is of high importance for a smooth action of the multi-level interaction of the committees and of the related organisations of the European, national, regional and local level in the framework of the programme.

## Functions and tasks

[CIP/6.5] The main tasks of the Joint Technical Secretariat are:

- to support the Managing Authority in meeting its tasks, in particular : a) elaboration of drafts of annual reports, as defined in the agreement between the member states and the Ministry of Infrastructures and Transports - DiCoTer (MA) ; b) to prepare and implement decisions of the Monitoring and the Steering Committee including running written procedures; c) to monitor commitments and payments of ERDF funds at programme level; d) to liaise with the implementing authorities and other INTERREG III B co-operation areas;
- to support the Paying Authority in meeting its tasks as defined in the agreement between the member states and the Ministry of Infrastructures and Transports - DiCoTer (PA);
- to fulfil the usual work of a secretariat, i.e. organisation of meetings, drafting of minutes etc.;
- to manage the project application process (incl. drafting the terms of reference for the calls for proposals, carrying out the calls for proposals, information and advice to applicants, checking and assessment of applications, while taking into account the contributions of the respective National Committees and advising partners of decisions);
- to provide advice and assistance to transnational projects regarding implementation of activities and financial administration;
- to monitor progress made by projects through collecting and checking project monitoring reports, monitoring outputs, results and financial implementation;
- to support transnational project development and implementation;
- dealing with information and publicity on the programme and its projects;
- to co-operate with National Committees or Cadses Contact Points;
- to co-operate with advisory groups as decided by the Monitoring Committee and Transnational Working Groups/ Thematic networks;
- to support co-operation between EU and Non EU Member States as well as between Non EU Member States;
- to co-operate with organisations, institutions and networks relevant for the objectives of the programme in the space.

## CADSES CONTACT POINTS

[CIP/6.6] The rules for administration of public financing and the responsibilities for spatial planning policy are not homogenous among Partner States in CadSES area. Therefore, each Partner State has to decide the respective arrangements to be set up for co-operation and division of responsibilities, within the respective State, fulfilling the different obligations in programme implementation procedures. Information about organisational structures at the national level has to be provided to the Managing Authority.

Complexity of the programme and size of the CadSES space give rise to particular organisational arrangements to ensure a successful programme implementation. Therefore, the activities of the Joint Technical Secretariat shall be complemented by CadSES Contact Points.

### Organization

[CIP/6.6] The CadSES Contact Point, which will be set up in each Member State, either might be a contact person within a natural or regional public authority or a separate unit within a public or private institution. However, the German CCP shall be located in the premises of the JTS.

The CCPs shall be funded from the Technical Assistance budget. The personal costs of the CCP shall be kept to a minimum. Therefore, normally one person per CCP shall be co-financed. However, specific tasks to be fulfilled in Athens and Vienna are concerned, the staff of these CCPs shall be complemented accordingly.

Co-operation between Member and Non-Member States – as well as between Non-Member States – at the programme and the project level under the geographic and political circumstances of the CadSES area requires particular support. To provide this support the CadSES Contact Points in Athens and in Vienna fulfil additional tasks. They offer to assist the participating countries on project development, including facilitating Interreg/PHARE and Interreg/CARDS co-operation for applicants of all participating countries (until approval by the SC) and if needed to support thematic networking of projects in Transnational Working Groups during the implementation phase. Thus these activities should contribute to the quality of the programme.

### Functions and tasks

[CIP/6.6] The main tasks of the CadSES Contact Points are:

- to assist to the project application and implementation process for all projects;
- to contribute to information and publicity within the respective country;
- to serve as a first contact point for project applicants.

Thus, the activities of the CCPs are important for project development and information about the programme within the Partner States. Furthermore, they are of high importance for a smooth operation of multi-level interaction of the committees and of the related organisations of the European, national, regional and local level in the framework of the programme.

The additional tasks of the CadSES Contact Points in Athens and in Vienna are the following:

- in Athens: to support of transnational projects development in the Stability Pact area (until approval by SC).
- in Vienna: to support of co-operation between EU and Non-EU partners mainly outside the Stability Pact Area as well as between Non-EU countries in the fields of transnational project development (until approval by SC), co-ordinating efforts to improve the regulatory EU framework for the participation of Non –EU partners, Transnational Working Groups; including information and publicity related to these activities.

## NATIONAL COMMITTEES

[CIP/6.7] The involvement of regional and local authorities and other relevant institutions, which are responsible for regional and local development and spatial planning on the regional and local level, both in the planning phase (mainly as providers of project ideas) and the implementation phase (as project developers and for co-financing) of the CIP, as well as the involvement of the economic and social partners and non governmental organisations, is of great importance especially as a pre-condition of a sustainable, spatially and thematically proper and smooth programme implementation.

National Committees in CEECs countries shall include representatives of national authorities responsible for PHARE funding. Each Partner State shall inform the Management Authority about the setting up of the committee and provide information about its composition and rules of procedure.

The National Committees, as integrated part of the transnational programme implementation, have advisory and supporting status. Before the meetings of the Monitoring Committee and Steering Committee, the National Committees meet them in order to bring their points of view about the meeting issues. They may decide themselves on their specific tasks. However, as they have an important role in carrying out the proactive approach (i.e. through information, support to project generation and development and to project assessment) close links will be established between the Joint Technical Secretariat and the National Committees.

In the Non-Member States national authorities responsible for co-operation with Cadses programme will have to fulfil further tasks related to the specific criteria of the funding instrument they use co-financing the Cadses programme. Launching the programme, assessing the project, contracting the concerned project parts, approving payment claims, monitor the implementation will be carried out in close co-operation with the Joint Technical Secretariat.

## TRANSNATIONAL WORKING GROUPS

[CIP/6.8] Transnational Working Groups might be established due to decisions of the Steering Committee. They are composed by the Lead project partners of the respective projects and experts for certain fields of intervention. Support is given by the Joint Technical Secretariat. Costs for this set up will be financed by technical assistance, but the participation in Transnational Working Groups is financed within the project budgets like as eligible costs.

The task of the Transnational Working Groups is to co-ordinate between similar projects and help to stimulate new projects in order to produce synergy effects and to support the development and implementation of the projects. The working groups inform the Monitoring and the Steering Committee about their activities and progress in the development and implementation of projects.



**Table 6: Financial table\* for programme complement by priority and measure**

Commission Reference N° of the related CIP: \_\_\_\_\_

Title: \_\_\_\_\_

Last Commission Decision of the related CIP: \_\_ of \_\_/\_\_/\_\_

(in euro)

Priority/Measure**	Field of intervention***	Total Cost	Public							Private	PHARE Fund	CARDS Fund	Other financial instruments (to be specified)	EIB loans
			Total	Community participation	National public participation				Other (specified)					
				Total ERDF	Total	Central	Regional	Local						
Priority 1														
Measure 1.1	..													
Measure 1.2	..													
etc.														
Priority 2														
Measure 2.1	..													
Measure 2.2	..													
etc.														
Priority 3														
etc.														
Technical assistance														
Total ERDF related	..													
etc.	..													
<b>Total</b>														
Total ERDF related														
<b>of which****</b>														
Regions not receiving transitional support														
Regions receiving transitional support														

\* Only eligible costs should be included in the financial plans

\*\* An indication for each measure should appear whether the contribution from the Structural Funds is calculated in relation to the total eligible cost, or the total public/similar eligible expenditure

\*\*\* The field of intervention should be coded for each measure using the standard classification on the level of 3 digits; where needed (in case of heterogeneous measures) more than one code should be given with the corresponding estimated share

\*\*\*\* Only for objective 1 and 2 and where applicable

**Table 8: Financial table\* attached to payment request by priority and measure**

Commission Reference No of the related CIP: \_\_\_\_\_

Title: \_\_\_\_\_

Date: / /

Priority/Measure	Total Actually Paid and Certified Eligible Expenditure															
	2000				...				2008				Total			
	Public		Private	Expenditure	Public		Private	Expenditure	Public		Private	Expenditure	Public		Private	Expenditure
	Community	Other Public			Community	Other Public			Community	Other Public			Community	Other Public		
Priority 1 Measure 1.1 Measure 1.2 etc.																
Priority 2 Measure 2.1 Measure 2.2 etc.																
Priority 3 etc.																
Technical assistance Total ERDF related etc.																
Total Total ERDF related																
Priority/Transitional support**																
Priority 1 Regions not receiving transitional support Regions receiving transitional support																
Priority 2 Regions not receiving transitional support Regions receiving transitional support																
Priority 3 etc.																
Technical assistance Regions receiving transitional support Regions receiving transitional support																

\* More detailed forms per year to be used to request payments are in preparation by the Commission

\*\* Only for objective 1 and 2 and where applicable

**Table 9: Forecasts of applications for payments for Programme Complement**

Commission Reference No of the related CIP: \_\_\_\_\_

Title: \_\_\_\_\_

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

(in euro)

	Total Estimated Eligible Expenditure		Cofinancing of Structural Funds	
	Year n	Year n+1	Year n	Year n+1
Total ERDF related				

## **Bibliography**

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