

# Rules of procedure of the Monitoring Committee for the Implementation of the Interact 2021-2027 Interreg Programme

Version 1.0

## P R E A M B L E

The Member States of the European Union and the partner states Norway and Switzerland (hereinafter referred to as “participating countries”), on

the basis of

- Regulation (EU) 2021/1060 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
- Regulation (EU) 2021/1059 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
- Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund  
Commission Delegated Regulation (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 and

the Interact Programme, approved by the European Commission on 27 July 2022, Decision number C(2022)5519, CCI 2021TC16RFIR002,

have decided to establish a Monitoring Committee for the implementation of the Interact Programme (hereinafter referred to as “Programme”).

The Rules of Procedure have been adopted by the MC in agreement with Bratislava Self Governing Region, as Managing Authority (hereinafter referred to as “MA”) of the Programme, in compliance with Article 28 (1) of Regulation (EU) No 2021/1059.

**ARTICLE 1**  
**NAME AND COMPETENCES**

- (1) The Monitoring Committee will hereinafter be entitled "Monitoring Committee" or "MC".
- (2) The competencies of the MC concern the Interact Programme that shall run in the Structural Funds period 2021-2027 and expire with the transmission of the closure letter by the European Commission.
- (3) The MC has the competence to create subcommittees, working groups or similar bodies. In this case the rules of procedures shall apply accordingly, whereas their composition shall be determined on a case by case basis. Working groups shall report to and be responsible towards the MC .

**ARTICLE 2**  
**TASKS**

- (1) In accordance with Articles 28, 29 and 30 of Regulation (EU) No 2021/1059, the MC shall examine the implementation of the programme and progress made towards achieving its objectives, in accordance with the following provisions:
  - a) it shall examine the progress in programme implementation and in achieving the milestones and targets of the Programme;
  - b) it shall examine any issues that affect the performance of the Programme and the measures taken to address these issues;
  - c) it shall examine the progress made in carrying out evaluations, syntheses of evaluations and any follow-up given to findings;
  - d) it shall examine the implementation of communication and visibility actions;
  - e) it shall examine the progress in implementing Interreg operations of strategic importance;
  - f) it shall approve the annual work plan;
  - g) it shall approve the evaluation plan and any amendment thereto;
  - h) it shall approve any proposal by the MA for the amendment of the Programme;
  - i) it shall approve the final performance report.
- (2) The MC will be supported in executing its mission and tasks by the MA and the Interact Secretariat (hereinafter referred to as "IS").

### ARTICLE 3 COMPOSITION

- (1) The Monitoring Committee is composed of the following members and representatives:
  - a) Members: 1-3 representatives per participating country (EU Member States, Norway and Switzerland);
  - b) Participants in an advisory capacity are: representative(s) of the European Commission, representatives of the Managing Authority, representatives of the Interact Secretariat, representatives of the Interact Offices, representative(s) of the European Committee of the Regions;
  - c) Independent observers: representatives of the Paying Authority and representatives of the Audit Authority.
- (2) 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 Programme as referred to in Article 8 of Regulation (EU) No 2021/1060.
- (3) The members of the MC shall be appointed within three months of the date of the notification of the Programme’s approval by the respective authorities or institutions that shall in the aim of gender equality promote the balanced participation of women and men in the MC.
- (4) The members have the right to appoint deputies and send substitutes to the meetings. The deputies will be kept informed of work progress. They receive all documents drafted and circulated to the MC and may participate in the meetings.
- (5) The observers stated in Article 3(1)(c) will be kept informed of work progress. They receive all documents drafted and circulated to the MC.
- (6) The MC may invite representatives of national and European institutions or persons (e.g. representatives of other interregional programmes – ESPON, Interreg Europe, URBACT – experts or study teams working on studies launched by Interact) to meetings of the MC in the capacity of observers.
- (7) Exceptionally, representatives of other countries, such as the member countries of the Council of Europe, the IPA or NDICI countries, may be invited to participate as observers in the Monitoring Committee. In such cases, a member will make a proposal to the other members of the MC three weeks before the respective MC meeting.
- (8) In compliance with Article 29(2) of Regulation (EU) No 2021/1059 the list of members of the MC and their deputies shall be published by the MA on the Programme website.
- (9) All preparatory and final documents including the final minutes shall be made available for the MC via Interact information system in compliance with Article 11(c) and (d) of Commission Delegated Regulation (EU) No 240/2014.
- (10) Information on MC meetings and decisions by the MC will be provided to the general public at the Programme website.

## ARTICLE 4 DECISION - MAKING

- (1) Decision-making in the MC will be by consensus among the members represented in the meeting. Each participating country shall have one vote. Members who object to a proposal but do not wish to block the approval can have their non-blocking dissenting opinion recorded in the minutes. In these cases, the minutes should record the number of approving votes expressed. If delegations wish to raise their concerns or object proposed decisions in advance, they can do so in writing, no later than 1 working day before the day of the meeting.
- (2) Decisions can be made when at least two thirds of the members are present directly or via the delegation of the vote and the quorum is recorded/noted at the meeting. If the decision needs to be taken before the next MC meeting or if the quorum is not reached, the Chair can initiate a decision-making process in writing (hereinafter referred to as "written procedure").
- (3) Members unable to attend a MC meeting may send in advance a notice of agreement, comments and feedback to the Chair or delegate their vote to another member.
- (4) When required, decisions may be taken via written procedure. In this case the Chair shall send the draft decision to all members of the MC and their deputies by e-mail message. Members shall have 15 working days from dispatch of the proposal to respond in writing. If necessary, the MA may ask for a shorter response time, provided that proper justification is given and there is a prior consensus of the MC to shorten the response period. If a written objection to the procedure or the draft decision is raised the matter shall be placed on the agenda of the next meeting of the MC, unless the member raises only a non-blocking dissenting opinion. Members can withdraw their objection at any time. If no written objection to the procedure or draft decision has been received by the end of the written procedure, the decision is deemed to be taken by the MC ("tacit consent"). After the given time limit has expired, the MA shall immediately inform all members of the procedure's result.
- (5) Any review and/or decision of the MC has to be free from bias and must not be influenced by partial interest of any of the individual members of the MC. According to this principle each MC member has to declare before the discussion if he or she is compromised because of any reasons involving family, emotional life, political or national affinity, economic interest or other shared interest with the bodies concerned with the decision.
- (6) Without prejudice to EU and national rules on access to information, the discussion of the MC as well as related information included in working documents and internal sections of the programme's information system have to be treated confidentially.
- (7) In case the MA has profound objections concerning the compliance of a decision taken by the MC with regards to the legal basis of the programme, the decision shall be suspended until the MA in cooperation with the MC Chair could clarify the matter. If the MA in cooperation with the MC Chair cannot clarify the legal basis of the decision or finds that the decision does not comply with the legal basis of the programme, the respective decision will not come into force. The MA will notify the MC in writing of the result, which will have to incorporate those findings into a new decision.

**ARTICLE 5**  
**CHAIRMANSHIP AND MEETINGS**

- (1) The MC shall have a Chair and a Co-Chair. The duration of the chairmanship is six months.
- (2) The Chair is a representative of the Member State holding the outgoing EU-presidency as follows:

Period	Chair	Co-Chair
July-December 2022	France	Managing Authority
January-June 2023	Sweden	
July-December 2023	Czech Republic	
January-June 2024	Spain	
July-December 2024	Belgium	
January-June 2025	Hungary	
July-December 2025	Poland	
January-June 2026	Denmark	
July-December 2026	Cyprus	
January-June 2027	Ireland	
July-December 2027	Lithuania	
January-June 2028	Greece	
July-December 2028	Italy	
January-June 2029	Latvia	
July-December 2029	Luxembourg	
January-June 2030	Netherlands	
July-December 2030	Slovakia	

- (3) The Co-Chair is a representative of the MA for the full period of the Programme.
- (4) The MC shall as a general rule meet twice a year.
- (5) The meeting of the MC shall, unless otherwise is decided, be hosted by the country chairing the MC or in Brussels. The meeting can also take place virtually, via video conference or another appropriate online tool. The meeting can also take place in a hybrid format, however only in the case of an urgent need. The MA is responsible for the practical arrangements of the meetings.

The Chair shall:

- a) convene the MC;
  - b) send the invitation (indicating the day and location of the meeting) to the meeting two months prior if possible;
  - c) draw up – in collaboration with the MA – a draft agenda, which shall be sent together with the necessary documents to the members of the MC and their deputies at least 15 working days in advance (in exceptional cases also shorter periods are possible);
  - d) perform Chair's duties during the meetings e.g. declare the opening and closing of each meeting, announce that the quorum is ensured, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, objections or dissenting opinions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings;
  - e) be responsible for the proper functioning of the MC.
- (6) Any request to put an item on the agenda on which a decision is considered as necessary must be communicated by the members of the MC to the Chair and in parallel to the MA 10 working days before the date of the meeting.
  - (7) If a request to change the draft agenda is made, the MA on behalf of the Chair communicates the revised agenda including all items on which a decision shall be taken to the members of the MC at least 5 working days before the scheduled meeting.
  - (8) The MA in agreement with the Chair circulates the documents referring to items on the agenda to the members of the MC at least 15 working days before the date of the next meeting. In exceptional cases documents may be sent out shortly before the meeting.
  - (9) Members of the MC may propose to the Chair to invite guests or experts to the meetings of the MC.
  - (10) In preparing the meeting, the Chair shall co-operate closely with the MA.
  - (11) Draft minutes will be taken by the MA, in consultation with the Chair of the MC, and circulated to the members of the MC not later than 15 working days after the meeting has taken place.
  - (12) The participants of the meeting can formulate their observations or proposals of amendments concerning the minutes no later than the following 10 working days after receipt of the document.
  - (13) If no observations are made within this period, the minutes are deemed to be approved. If observations are made, the MA amends the minutes according to the comments of the members of the MC. The MA will send the final text of the minutes to the members of the MC or inform them that no amendments have been proposed.

**ARTICLE 6**  
**MANAGING AUTHORITY AND INTERACT SECRETARIAT**

- (1) The Monitoring Committee is supported by MA and IS, as defined in the Interact Programme.
- (2) The MA and IS are responsible for the organisation and the preparation of all documentation relating to the MC meetings, and for ensuring the follow-up of the decisions and recommendations of the MC (including minutes drafting).
- (3) The Monitoring Committee shall be contacted through the MA and/or IS:

Interact Programme Managing Authority/Interact Secretariat  
Sabinovská 16

P.O. Box 106

820 05 Bratislava 25, Slovakia

Phone: +421 2 48264 130

Email: [hello@interact.eu](mailto:hello@interact.eu)

**ARTICLE 7**  
**COMMUNICATION AND LANGUAGE**

- (1) In compliance with the working language of the Interact Programme being English, the English language is adopted as working language of the MC and working groups set up in accordance to Article 1(3). Thus, any documents have to be submitted in English.
- (2) In exceptional cases, the Chair of the MC may use consecutive interpretation, at its own expense.
- (3) Communication among the members of the MC and between the MA (and/or the IS) and the members of the MC shall generally be done by e-mail or via the Interact information system. Any document, which shall be sent to the members of the MC or the MA (and/or the IS), must be transmitted by e-mail or stored in the information system.
- (4) Documents supporting items on the agenda of MC meetings will be uploaded into the Interact information system by the MA and the IS, which shall be accessible for all members of the Monitoring Committee. Each member of the MC will inform the MA on email address to which MA will send confidentially a password for entering the Interact information system via the IS.

**ARTICLE 8**  
**REVISION**

- (1) These rules of procedure and any amendment thereto will be published on the programme website.
- (2) After the adoption these rules of procedure may be amended by consensus of the current membership.

**Adopted on 20 September 2022.**