

Rules of Procedure of the Programming Committee

IPA Cross-Border Cooperation Programme

Interreg Greece-Republic of North Macedonia 2021-2027

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Preamble

The EU Member-State Hellenic Republic and IPA beneficiary country the Republic of North Macedonia,

on the basis of:

- Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal;
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006;
- Regulation (EU) 231/2014 of the European Parliament and of the Council of 11th of March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);
- Commission Implementing Regulation (EU) 447/2014 of the 2nd of May 2014 on specific rules for Implementing Regulation 231/2014 on IPA II.
- 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;
- The EC legal framework regarding the 2021-2027 Programming Period, the Multiannual Financial Framework, the draft Regulations and other relevant EC working documents;
- The IPA CBC Programme INTERREG “Greece-Republic of North Macedonia” 2014-2020 (CCI 2014TC1615CB009);
- The 301213/ MA 2696/28.5.2020 Decision of the Greek Deputy Minister of Development and Investments for the establishment of the Greek Part of the Programming Committee for the IPA CBC Programme between Greece and the Republic of North Macedonia for the period 2021-2027,
- The electronic message of 8-7-2020 by the Ministry of Local Self Government for the nomination of the members from the Republic of North Macedonia

and in agreement with the Managing Authority (hereafter referred to as MA) and the National Authority of the IPA beneficiary country, have decided to establish a Programming Committee (hereinafter referred to as PC) for the effective planning, development and adoption of the above mentioned IPA Cooperation Programme.

The PC of the IPA Cross-Border Cooperation Programme “Interreg Greece-Republic of North Macedonia 2021-2027” adopts the following Rules of Procedure.

Article 1:

Establishment of the Programming Committee

1. The PC for the IPA Cross-Border Cooperation Programme “Interreg Greece-Republic of North Macedonia 2021-2027” (hereinafter referred to as the “Programme”) is a partnership structure, without legal personality, with a strategic decision-making role in the development and adoption of the Programme.
2. The present Rules of Procedure establish the composition, the tasks, the organization and functioning principles of the PC.
3. The duration of the PC will be effective from the date of its establishment until the approval of the Programme.
4. The PC Rules of Procedure have to be adopted by its members at the 1st meeting.
5. The Joint Secretariat of the current Programme undertakes the secretarial support of the PC.

Article 2:

Functions

The PC shall satisfy itself as to the effectiveness and quality of the strategic planning and programming for the future implementation of the [name of the Programme 2021-2027], in this spirit, it shall function as the main decision-making body for the programming process.

The PC performs the following tasks:

1. Approves and revises, when necessary, its own Rules of Procedure,
2. Decides on the methodology of the programming process, the geography of the programme area, and the scope of the Cooperation Programme, notably: Strategy,

Priority Axes, and relevant allocations of financial resources and Programme resources in general.

3. Debates on specific issues related to EU strategies and, in particular, on issues and decisions linked to the Strategies for the Western Balkans and the Adriatic Ionian Region (EUSAIR).
4. When necessary, provides its feedback on the work of the external experts responsible for the drafting of the Programme document(s)
5. Plans the activities needed
6. Approves the final draft of the Programme before its submission to EC.
7. Examines the potential observations and requests formulated by the European Commission, following the submission by the MA of the final Programme for approval;
8. Approves the minutes of its meetings
9. Informs the Joint Monitoring Committee of the IPA CBC 'Interreg Greece-Republic of North Macedonia 2014-2020' Programme regarding the programming and development of the new Programme
10. Takes any other decision concerning the content of the new Programme.

Article 3:

Composition

1. The PC is a collective body, which consists of representatives of Greece and the Republic of North Macedonia.
2. The members of the PC shall be established with the official nomination of the Partner States. The members represent the relevant authorities of the Programme's eligible territory in a balanced and effective manner.

The PC of the Programme consists of the following members, under the Partnership Principle:

From Greece

Voting Members

NUTS III Regions:

1. Representative from the Region of Central Macedonia
2. Representative from the Region of Western Macedonia

Central Governmental Bodies:

3. Representative from the Ministry of Development and Investments / Special Secretary for the Management of Sectoral OP funded by ERDF , CF and ESF
4. Representative from the Ministry of Development and Investments / National Coordination Authority

Others:

5. Representative from the Union of Greek Municipalities

Advisors to the PC (Non-Voting Members)

1. Representative from the Ministry of Interior - Sector of Macedonia & Thrace
2. Representative from the Ministry of Civil Protection - General Secretariat for Civil Protection
3. Representative from the Ministry of Environment and Energy
4. Representative from the Ministry of Health
5. Representative from the Ministry of Culture
6. Representative from the Ministry of Tourism
7. Representative from the Ministry of Infrastructure and Transport
8. Representative from the Ministry of Foreign Affairs
9. Representative from the Technical Chamber of Greece (TEE)
10. Representative from the Association of Exporters of Northern Greece (SEVE)
11. Representative from the Hellenic Industries Association (SBE, ex SBBE)
12. Representative from the Association of Greek Tourism Enterprises (SETE)
13. Representative from the National confederation of disabled people (ESAmA)
14. Representative of the Presidium of the Summit of Research Committees of University Institutions

From the Republic of North Macedonia

Voting Members

NUTS III regions:

1. The Center for Development of the Pelagonija Planning Region

Central governmental bodies:

2. Secretariat for European Affairs
3. Ministry of Local Self Government

Others:

4. Municipality of Resen
5. Municipality of Veles

Advisors to the PC (Non-Voting Members)

1. Ministry of Foreign Affairs
2. Ministry of Environment and Physical Planning
3. Ministry of Economy
4. Ministry of Culture
5. Ministry of Finances
6. Customs Administration of the Republic of North Macedonia
7. Audit Authority For Audit Of Instrument For Pre-Accession Assistance
8. The Centre For Development of the South-East Region
9. Municipality of Dojran
10. Municipality of Struga
11. Municipality of Valandovo
12. Municipality of Demir Kapija
13. Department for Cooperation with Non-Governmental Organizations, Government of North Macedonia

1. The Representative(s) of the European Commission participate in the meetings in an advisory capacity.
2. Other observers/experts may be invited by the PC to take part in its meetings and activities when appropriate.
3. The Managing Authority / Joint Secretariat (including the JS antennas, if any) actively support the PC work and participate in PC meetings and actively support the works of the Programming Committee. The MA/JS have no voting rights.
4. A balanced representation of women and men shall be envisaged in the composition of the PC.
5. The membership in the PC is an honorary office.

Article 4:

Chairmanship

1. The PC is chaired by Greece and the Republic of North Macedonia in general on a rotation basis.
2. The PC Chair shall be appointed for half a year as follows:

Year/Semester		Chair	Vice-Chair
2020	2nd semester	Greece	Republic of North Macedonia
2021	1st semester	Republic of North Macedonia	Greece
2021	2nd semester	Greece	Republic of North Macedonia
2022	1st semester	Republic of North Macedonia	Greece

3. The Chairperson for Greece is a representative of the Ministry of Development & Investments / Special Secretariat of the ERDF, C.F. & ESF Programmes
4. The Chairperson for the Republic of North Macedonia is a representative of the Ministry of Local Self Government
5. The Chairperson shall:
 - a. be responsible for the proper functioning of the PC;
 - b. convene the meetings of the PC, as often as deemed necessary and at the request of one or more of its members or of the European Commission;
 - c. cooperate with the Managing Authority/Joint Secretariat for the organization of the PC meetings;
 - d. perform chairperson duties during the meetings (declares the opening and closing of each meeting, facilitates the discussions, invites representatives of the Programme Bodies to present preparatory documents and provide the necessary information and clarifications to the PC members, gives the floor to the members of PC, puts questions to the vote, announces the decisions, etc.);
 - e. sign the decisions and conclusions of the meetings

- f. chair the meetings of the PC
- g. support the decision-making process by striving to reach consensus among the members of the PC;
- h. sign on behalf of the PC the correspondence, the decisions and the minutes of the PC meetings.

In duly justified cases, the chairing can be delegated to a deputy (or to the Managing Authority).

Article 5:

Meetings

1. The PC shall meet as frequently as it deems necessary for the proper strategic planning document and programming of the new Interreg Programme, tailored to the indicative time schedule of the PC meetings and related tasks to be performed or as agreed. During the PC meeting, the indicative date of the next meeting may be agreed.
2. The Joint Secretariat, on behalf of the Chairperson, shall send the invitations to the PC members by email, together with the draft agenda, ten (10) calendar days prior to the date of the meeting.
3. The supporting documents shall be submitted by the JS, in agreement with the Chairperson, preferably at least five (5) calendar days before the date of the meeting.
4. In exceptional circumstances, the notice of a meeting may be set earlier than ten calendar days, as stipulated under point 2, but no less than five days, together with the submission of the supporting documents.
5. Meetings can be held online in case of force majeure. The rules applicable to physical meetings are also applicable to online meetings.

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Article 6:

Rights and duties of the Voting Members, Non-Voting Members, Members with Advisory Capacity, and Observers/Experts

The PC members have the following rights and duties:

- a) To attend the PC meetings and to participate in the decision-making procedures regarding the programming process of the Programme;

- b) To participate in the written decision-making procedure, according to the Rules of Procedure;
- c) To contribute to the objectives and tasks decided by the PC, in accordance with their responsibilities.

Travel and accommodation expenses of the voting members as well as other operational costs **may** be reimbursed from the Technical Assistance budget of the IPA CBC Programme INTERREG “Greece-Republic of North Macedonia” 2014-2020.

Article 7:

Decision-making procedure

A quorum is achieved when at least 50% + 1 of the PC members with voting right from each delegation are represented at the meeting.

Decisions of the PC shall be taken by consensus of the two national delegations. A proposal shall be considered adopted if no objections are raised against it.

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Each National delegation will have one vote, which will be drawn up and submitted after an internal consultation of the voting members (“one county one vote”).

The position of each national delegation is ideally established by unanimity. In case of any differences within a delegation, the respective chairperson shall use all appropriate channels to achieve consensus within the delegation.

In case it is not possible to adopt a position by consensus within a national delegation, the position of each country will be formed by voting between the voting members.

In the case of voting, the positions of the national delegations are adopted by a simple majority. In case of a tie in the Greek Delegation, the vote of the Greek Chairperson prevails. In case of a tie in the Delegation of the Republic of North Macedonia, the vote of the respective Chairperson prevails.

Decisions of the PC shall be made public via the Programme website.

Article 8

Written Procedure

1. Decisions may be adopted by written procedure. The Chairperson asks the JS to initiate a Written Procedure, based on a well-founded request of the PC voting member(s), the National Authorities, or a proposal of the Managing Authority.
2. In case of a Written Procedure, the MA, through the JS, in consultation with and on behalf of the Chairpersons, shall send the draft Decision to the PC members and shall set a deadline for a reply, allowing at least ten (10) calendar days. In case of exceptionally urgent cases, the deadline may be set at five (5) calendar days.
3. The PC members shall express their opinion in writing. No response within the set deadline shall be considered as approval.
4. It is preferable that a written procedure be not used in the month of August and in the period time between December, 24th and January 2nd, unless the co-Chairpersons agree to do so.
5. The JS records the comments and objections to a written procedure or to a draft Decision. An objection can be withdrawn at any time. If no objection to the procedure or to the draft Decision has been received by the JS in the specified deadline, the Decision is adopted by the Programming Committee.
6. In case of objection(s), a new Written Procedure may be initiated, in accordance with paragraphs 1 and 2. Alternatively, the relevant topic shall be placed on the agenda of the next meeting of the Programming Committee.
7. After the deadline of the Written Procedure has expired, the JS shall immediately inform all PC members on whether the Decision is adopted or what objections have been raised;

Article 9

Working Language and Communication

1. The official working language of the PC is English
2. Communication among the members of the PC and between the PC and the Managing Authority/JS for the drafting of the Programme, shall generally be done by e-mail.

Article 10

Code of Conduct

Members of the PC are bound to observe the following rules of conduct:

1. The members of the PC shall make decisions in the public interest and not act in the purpose of obtaining financial advantages or other benefits and privileges for themselves or others.
2. Before a meeting, every PC member shall declare any conflict of interest in which they might be in, concerning the works and decisions of the PC. In case of a conflict of interest, the Co-Chairs decide if the affected PC member(s) are barred from the relevant discussions and decision making.

Article 11

Revision

After their adoption the rules of procedure may be amended by consensus.

Article 12

Entry into force

These Rules of Procedure shall enter into force on the day of their approval by the PC members.

Approved by the 1st Programming Committee via teleconference on July 13, 20120