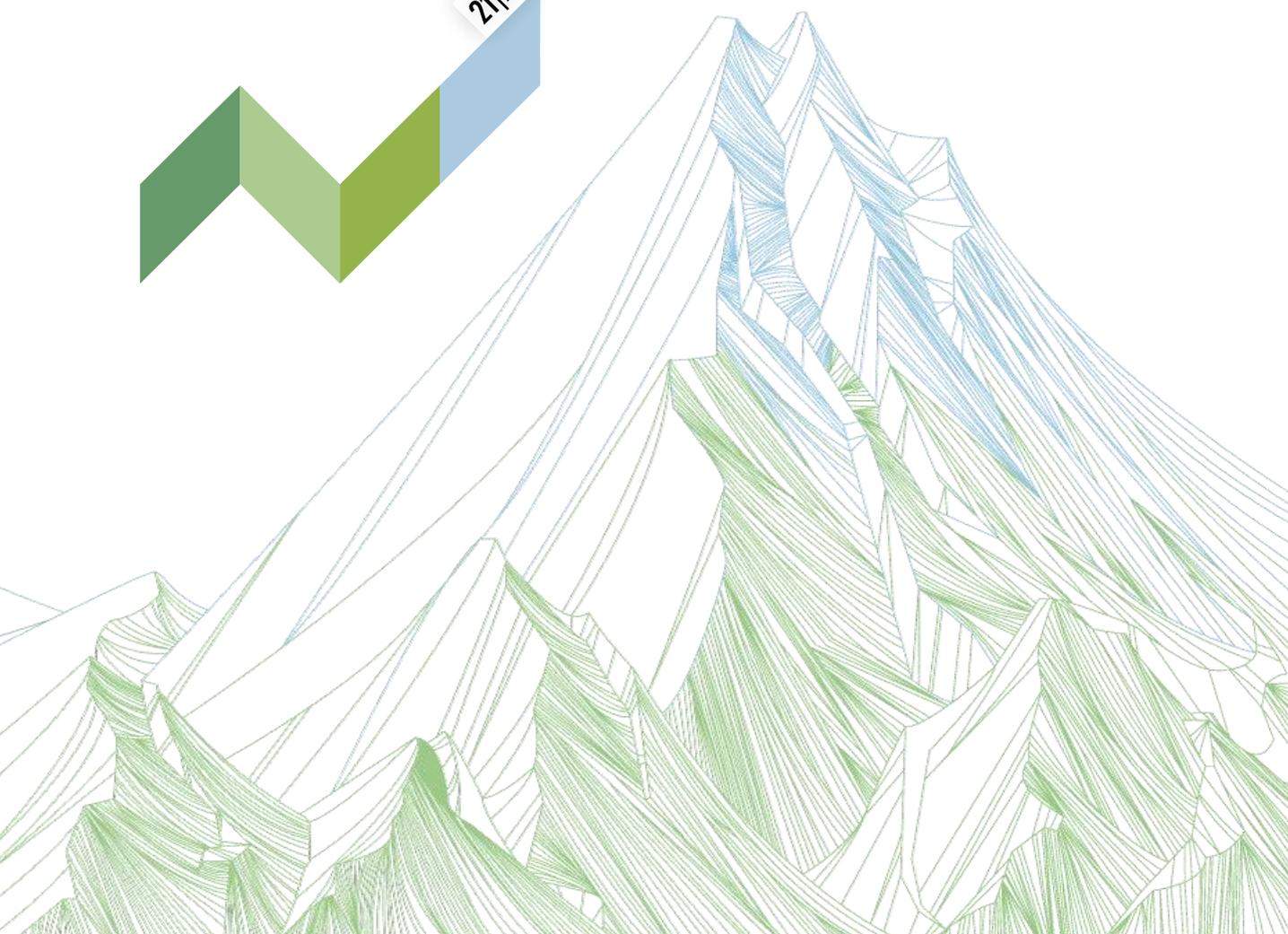
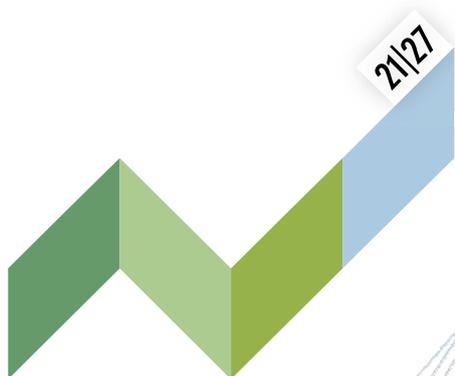




# Programme Committee Rules of Procedure

Version 2 as approved in the PC meeting of July 12<sup>th</sup>/13<sup>th</sup> 2022

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## Preamble

In accordance with article 38 pp of Regulation (EU) No 2021/1060 of the European Parliament and of the Council 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, article 28 pp of Regulation (EU) No 2021/1059 of the European Parliament and of the Council on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments and the Commission Delegated Regulation (EU) No 240/2014 on the European code of conduct on partnership in the framework of the European Structural and Investment Funds the partner states Austria, France, Germany, Italy, Liechtenstein, Slovenia and Switzerland have established a joint committee for the implementation of the Interreg programme "Alpine Space" 2021-2027. This committee has adopted the following rules of procedure.

### Rule 1

#### *Name and Competences*

- (1) The partner states have established a monitoring committee as referred to in article 28 of Regulation (EU) No 2021/1059 for the implementation of the Interreg programme "Alpine Space". The name of this committee is "programme committee" or "PC". The same committee selects the projects for co-funding and thus no steering committee as referred to in article 22 of Regulation (EC) No 2021/1059 has been set up.
  
- (2) The competences of the programme committee concern the Interreg programme "Alpine Space" that will run in the period 2021-2027 and expire with the closure of the programme.



## Rule 2

### *Tasks*

- (1) The programme committee is responsible for strategic steering of the programme implementation process. It shall satisfy itself as to the effectiveness and quality of the implementation of the interreg programme and progress made towards achieving its objectives. In particular, the programme committee shall:
- examine the progress in programme implementation and in achieving the programme's milestones and targets,
  - examine any issues that affect the performance of the programme and the measures taken to address these issues,
  - examine the progress made in carrying out evaluations according to the evaluation plan and its amendments as approved by the PC, syntheses of evaluations and any follow-up given to findings,
  - examine the implementation of communication and visibility actions,
  - examine actions taken by the programme during its preparation, implementation, monitoring, reporting and evaluation activities to ensure equality between men and women, gender mainstreaming and the integration of a gender perspective, to prevent any discrimination, to ensure accessibility for disabled persons and to promote sustainable development as set out in article 9 of Regulation (EU) No 2021/1060,
  - establish subcommittees, task forces or similar bodies to deal with specific issues, such as specific thematic topics, issues related to EUSALP, evaluation issues, calls for proposals. When establishing such bodies the PC shall give indications about the issues to be treated, the time of operation, available resources, expected outputs and the composition of these bodies;
  - examine information given by managing authority (MA) or joint secretariat (JS) on issues of specific interest such as planned or recent major activities of MA, JS or Alpine Space contact points (ACP), selected project news and achievements,
  - decide on any proposal by the MA for the amendment of the programme or the performance framework,
  - decide on the use of the technical assistance budget along the single budget lines,
  - approve the programme manual,
  - approve the methodology and criteria that shall be used for selecting projects to be co-funded by the programme, including any changes thereto, after notifying the European Commission,



- decide on the launch of calls for proposals and the approach chosen for the project selection process (e.g. one-step or two-step approach) and approve the terms of reference for these calls,
- select projects for co-funding according to the approved selection procedure and criteria, taking into account the provisions of article 22 (4) of Regulation (EU) No 2021/1059, considering the recommendations made by the JS and ensuring that reasons for acceptance or rejection or recommendations related to projects are clearly set out in the respective PC decisions,
- decide on requests for substantial project changes, i.e. as regards changes in the project partnership or major changes in the project content;
- decide on any other issue related to project selection and implementation brought to its attention by the MA.

### Rule 3

#### *Composition*

- (1) The partner states of the programme aim at an appropriate number of PC members to ensure an efficient accomplishment of its tasks on the one hand and an adequate representation of men and women and partners as referred to in article 8 of Regulation (EU) No 2021/1060 on the other hand.
- (2) The PC shall in principle be composed of up to four representatives from national and (where applicable) regional level per partner state. Each partner state has one voice and one vote. Votes cannot be delegated to other countries. PC members have the right to substitute their representatives both by appointment of deputies or by sending substitutes to the meetings.
- (3) In bearing the overall responsibility for the implementation of the programme a representative of the managing authority is member of the PC in an advisory capacity.
- (4) A representative of the European Commission is a member of the PC in a monitoring and advisory capacity.



- (5) Representatives of the JS and ACP may take part in the PC meetings as support with no voting right. In the exceptional case that a partner states sends an ACP as substitute to a meeting the ACP has a voting right in this function.
- (6) Representatives of transnationally organised non-governmental bodies (NGOs) and Alpine organisations and networks, especially the Alpine Convention, can be members in an advisory capacity if the PC decides to invite them to do so.
- (7) The MA will ask the partner states and the bodies, organisations and networks as mentioned in paragraph 6 to nominate their representative(s) in the PC as well as respective substitutes and to communicate these persons as well as any changes to the JS which is responsible for keeping all contact details of the PC members updated and publishing the list of PC members. The members of the PC representing the partner states shall be appointed by the respective authorities of each partner state.
- (8) If considered appropriate with regard to the agenda the chairperson may invite guests or experts to the meetings of the programme committee and shall inform the PC members about that before the meeting. Subject to prior notification and to the approval of the chair, members of the PC may be accompanied by an observer respectively expert.
- (9) To avoid any conflict of interest and recalling the European code of conduct on partnership in the framework of the European Structural and Investment Funds the members of the PC should not act in their individual capacity as project applicant or beneficiary. If they do, they shall not vote or influence any decision taken by the PC on or related to these projects. Moreover, the PC may exclude representatives of organisations as set out in paragraph 6 of this rule from discussions and decisions on certain aspects, especially decisions on projects.



## Rule 4 *Chairperson*

- (1) The programme committee shall have a chairperson. The chairperson shall be appointed for one year at a time by the respective partner state as follows, whereby the appointed person shall stem from representatives nominated by the partner state for the PC and the rotation sequence restart in 2028.

Year	Partner state
2021	Switzerland
2022	France
2023	Germany
2024	Liechtenstein
2025	Italy
2026	Austria
2027	Slovenia

- (2) The chairperson shall:
- convene the programme committee at least once a year or at the written and substantial request of one or more of the partner states represented in the PC;
  - draw up - in collaboration with MA and JS - an agenda, which shall be sent together with the invitation and the necessary documents to the members of the programme committee in a way as set out below in rule 5;
  - chair the meetings, especially by steering and summarising discussions, put questions to the vote, announce the decisions taken and by monitoring follow-ups of the meetings;
  - make the respective provisions for the proper functioning of the programme committee.
- (4) In preparing and post-processing the meetings the chairperson will be supported by the MA and JS.



## Rule 5

### *Procedures for the running of the meetings*

- (1) The JS on behalf of the chairperson of the PC convenes the members of the PC at least four weeks before the date of the meeting, in exceptional cases within a shorter period, but no less than two weeks before, with a written communication indicating the location, day and hour of the meeting and a draft agenda.
- (2) 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 PC to the chairperson and in parallel to the MA and JS two weeks before the date of the meeting. If there is evidence of urgency the members can propose to add other items to the agenda at the meeting itself.
- (3) If a request to change the provisional agenda is made, the JS on behalf of the chairperson communicates the definite agenda including all items on which a decision shall be taken to the members of the PC ten days before the scheduled meeting.
- (4) The JS in agreement with the chairperson circulates the documents referring to items on the agenda to the members of the PC at least two weeks before the date of the meeting, in urgent cases at least one week before the meeting. The PC members will inform the JS about the participating persons one week before the meeting at the latest.
- (5) The meetings of the programme committee should, if possible, be hosted by the country chairing the PC. The PC shall meet physically at least once a year, if sanitary conditions allow it. Upon notification of a delegation which shall be done at least one week ahead of the meeting it can be run in a hybrid format, if the hosting country can provide respective technical features. To ensure regular exchanges and if agreed by all partner states meetings can also take place solely online as videoconferences.
- (6) Without prejudice to Community respectively national rules on access to information discussions of the PC meetings shall be strictly confidential.



- (7) Draft minutes are taken by the JS, in consultation with the chairperson (supported by the MA), and circulated to the members of the PC not later than seven working days after the meeting has taken place. The minutes shall be a summary of the discussions, results and decisions taken and need not reflect all details of the discussion. If a member of the PC wishes to have a certain statement expressly laid down in the minutes he/she shall ask for that right in the meeting.
- (8) The participants of the meeting can formulate their observations or proposals for amendments of the minutes no later than the following ten working days after receipt of the document.
- (9) If no observations are made within this period the minutes are deemed to be approved. If observations are made, the JS, after consultation of the chairperson (supported by the MA), amends the minutes according to the comments of the members of the PC. The JS sends the final text of the minutes to the members of the PC or informs them without delay that no amendments have been proposed.

## Rule 6

### *Decision-Making*

- (1) Decisions by the programme committee can be made when at least five partner states are represented at the meeting. Decision-making is made by consensus of the countries present.
  - (2) At the well-founded request of one of the members or if the chairperson him-/herself considers that a decision needs to be taken before the next PC meeting, a written decision-making process can be launched. In this case the JS on behalf of the chair shall send the draft decision to all the members entitled to vote and shall, in consultation with the chairperson, fix a deadline. The deadline for reply is a minimum of ten working days; in urgent and duly justified cases it might be shorter but never less than three working days.
  - (3) If an objection to the procedure or to the draft decision is raised the matter shall be placed on the agenda of the next meeting of the programme committee. An objection can be withdrawn at any time.
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- (4) If no objection to the draft decision has been received by the specified time the decision is deemed to be taken by the programme committee. The PC members can propose amendments or editorial changes in the documents subject to written procedure. In consultation with the chair the remarks proposed should be incorporated as long as they do not change the document's meaning. In case of an unclear result of the procedure it is up to the chairperson to make a proposal for the further proceeding which could e.g. be to put the issue on the agenda of the next meeting or to start a new written procedure.
- (5) After the time limit has expired the JS shall inform all members on the result.
- (6) In case the MA has profound objections concerning the compliance of the decision with relevant legal provisions or aspects of general programme management, the decision shall be taken with reservation until the MA could clarify the issue. The MA will communicate the result to the members of the PC and in case the decision cannot come into operation a new decision has to be taken by the PC.
- (7) If appropriate the PC will take its decision on project changes at the occasion of a meeting. Otherwise, these decisions can be taken via written procedure.

## **Rule 7**

### *Secretariat*

The programme committee will be supported and can be contacted through the JS. The JS is responsible for the submission of documents to the PC, the invitation and follow-up of PC meetings and the publication of the rules of procedure and a summary of both, the data and information, including decisions, approved by the PC on the programme's website according to article 28 (4) of Regulation (EU) No 2021/1059.



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## Rule 8

### *Communication and Language*

- (1) Communication among the members of the PC and between JS and the members of the PC shall generally be done by e-mail whereby ACP shall be set in copy. Transmission of documents will be either done by e-mail or by making them accessible through the programme's electronic information system.
- (2) Aiming at assuring an efficient and rapid communication among the members of the PC English is adopted as working language.

## Rule 9

### *Revision*

- (1) These rules were adopted by consensus by the programme committee.
  - (2) After the adoption these rules of procedure may be amended by consensus of the current membership.
  - (3) If not otherwise agreed by the subgroup set up by the PC the present rules of procedure shall be applied by them in analogy.
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