

Cooperation Programme INTERREG VI Italy-Slovenia 2021-2027

TASK FORCE

Rules of Procedure

(version 1/2019)

Preamble

On the basis of Proposal of:

- Regulation COM(2018) 374 of the Parliament and the Council (hereinafter referred to as the “INTERREG Regulation”) and subsequent amendments and its Annex containing the template for Interreg Programmes;
- Regulation COM(2018) 375 of the Parliament and the Council (hereinafter referred to as the “CPR” - Common Provisions Regulation”) and subsequent amendments;
- Regulation COM(2018) 372 of the Parliament and the Council (hereinafter referred to as the “ERDF and CF Regulation”) and subsequent amendments;
- Regulation COM (2018) 373 of the Parliament and the Council (hereinafter referred to as the “CB Mechanism Regulation”) and subsequent amendments;
- Commission delegated Regulation (EU) No 240/2014 (hereinafter referred to as “European code of conduct on Partnership”) and subsequent amendments;
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 (the 2014-2020 “CPR” - Common Provisions Regulation”), article 59

the Member States, Republic of Italy and Republic of Slovenia, have decided to establish a Task Force for the preparation of the Interreg Programme for the period 2021 - 2027 on the basis of a conclusion adopted at the 12th Monitoring Committee meeting of the Cooperation Programme Interreg V-A Italy-Slovenia 2014-2020 on September 25th-26th, 2019.

(1) Setting up and members

1. The responsible Member States Institutions, namely Government Office for Development and European Cohesion Policy, Slovenia and the Presidency of the Council of Ministers- Department for the Cohesion Policy, Italy, appoint their representatives - full members and deputies (if they wish to) - within the Task Force and communicate the nominations to the Programme Managing Authority 2014-2020 (hereinafter MA).
2. The Task Force will consist of:
 - a. Members with voting right:
 - up to 6 representatives from Republic of Slovenia (Slovene Delegation);
 - up to 6 representatives from Republic of Italy, out of which at least 3 from Regional level, -autonomous Region Friuli Venezia Giulia and Veneto Region- (Italian Delegation);
 - b. Members in advisory capacity:
 - the European Commission;

- the INTERREG IT-SI 2014-2020 Managing Authority and its staff;
 - on a case-by-case basis by informing the Chair in advance, regional/national experts and observers (i.e. macro-strategies, mainstream Programmes, S3 experts, economic-social representatives parties, etc.).
3. Each Member State Delegation will appoint its Head.
 4. Task Force voting members - full and deputies - have the same rights, duties and mandate to take decisions that are binding for the Member State.
 5. The Task Force is technically supported by the INTERREG IT-SI 2014-2020 Managing Authority/Joint Secretariat (hereinafter, JS) and by external expert/s, where contracted for the scope.

(2) Tasks

1. The mandate of the Task Force is to prepare the programming documents for INTERREG Italy-Slovenia 2021-2027. The MA assists the Task Force in this task.
2. The mandate is carried out through the performance of the following main activities:
 - a. analysis of the territorial needs and existing territorial framework in the Programme area;
 - b. determination of the common challenges and the common strategies and identification of the strategic and operational responses in terms of Objectives, Priorities and Actions;
 - c. definition of relevant indicators;
 - d. allocation of resources for Priorities and Objectives;
 - e. identification of the method for integrating Programme funds;
 - f. identification of types of operations and of territorial instruments to be implemented for the Programme scope (ITI, EGCT, CLLD, SPF);
 - g. establishment of the Programme Authorities and Structures;
 - h. definition of the strategy of involvement of stakeholders in accordance with art. 6 of CPR and taking into consideration the European Code of Conduct on Partnership;
 - i. coordination and supervision of the drafting process of Programme documents.

(3) Chair and meetings

1. The meeting is valid when at least three out of six of the voting members per Delegation are present. Both Italian Regions shall be represented.
2. As long as the prospective MA for the 2021-2027 is not identified, the Task Force shall have the 2014-2020 Managing Authority as its Chair. The identified 2021-2027 MA shall then take over the chairmanship of the Task Force.
3. As a general rule, the Task Force meets according to a provisional Work Plan/Roadmap and upon invitation by the Chair. The meeting shall be hosted by each MS, on a rotational basis.
4. At each meeting the Task Force shall decide on the date, place, provisional agenda of its next meeting.
5. The work of the Task Force should be arranged according to principles of effectiveness and efficiency.
6. The Chair supported by the JS shall:
 - a. elaborate a provisional agenda in consultation with the two Member State Delegations;
 - b. verify the availability of proper support documents;
 - c. perform chairing duties during the meetings;

- d. be responsible for the proper functioning of the Task Force;
- e. provide a summary of outcomes at the conclusion of each meeting.
7. Communication among members of the Task Force and with the Chair shall be done by e-mail.
8. As a general rule, the working language of Task Force meetings is English.
9. Documents and written communications will be drafted and revised only in English.
10. Upon decision of the Task Force, the final official version of Programme documents shall be translated into Slovene and Italian language.
11. In exceptional and justified circumstances, Task Force meetings can be followed via conferencing system.

(4) Meetings organization

1. The 2014-2020 JS supports the organization of the meeting and it is in charge:
 - a. on the basis of the provisional Work Plan/Roadmap and on behalf of the Chair, to send the invitation and provisional topics of the agenda at least 15 working days before the date of the meeting. In exceptional cases, meetings may be convened in a shorter period;
 - b. to circulate the final agenda to the Task Force members at least 5 working days before the meeting;
 - c. to circulate all supporting documents to the Task Force members and/or to upload them in the Task Force repository at least 5 working days before the meeting;
 - d. to draft the short minutes, which consists of the list of decisions taken and synthesis of their motivations/relevant positions expressed by the two Delegations for each point of the agenda, to be circulated not later than 7 working days after the meeting has taken place, together with documents revised as outcome of the meeting.
2. Any request to add an item on the provisional agenda not implying the drafting of new documents and/or elaboration of further analysis or any document/presentation to be proposed for discussion on the items of the agenda shall be sent by the two Delegations to the Chair not later than 6 working days before the meeting.
3. If a request of change on the provisional agenda is made, the JS, on behalf of the Chair, shall immediately circulate the final agenda to the Task Force members.
4. The participants at the meeting can formulate their observations or proposal of amendments to the minutes and supporting documents no later than the following 7 working days after receipt. Silence within the set deadline is interpreted as consensus and the final short minutes are sent back to Task Force members.
5. In case of no compromise on revisions to the minutes, the JS shall revise and circulate the minutes, which shall be object of decision on the following meeting, as first point of the agenda.
6. All possible efforts shall be made in order to ensure the correctness and effectiveness of communication.
7. The Chair shall report to the 2014-2020 Monitoring Committee on the status of development of the work done by the Task Force.

(5) Decision-making

1. Decisions within the Task Force will be taken by consensus on the basis of principle “One country one vote” expressed by the Head of each of the two Delegations.
2. Decisions can be taken when at least three out of six of the voting members per Delegation are present. Both Italian Regions shall be represented.

3. The Chair, upon a justified request by one Task Force's Member State Delegation or upon its choice according to the Work Plan/Roadmap, can initiate a **written procedure-decision-making**, with 10 (or 5 in exceptional cases of urgency) working days for the reply, according to the same efficiency principles applied to the meetings. Silence within the set deadline is interpreted as consensus.

(6) Impartiality

1. With regard to the responsibilities of the Task Force laid down in Art. (2) it shall be ensured that any assessment and/or decision by the Task Force shall be free from bias and must not be influenced by a conflict of interest by any of its member.
2. In case of conflict of interest on one item in the agenda, the relevant member has to inform the Chair at the beginning of the meeting and will be excluded from the decision making on the item concerned.

(7) Costs

1. Meetings organization costs and costs for external experts contracted for supporting the Task Force for the drafting of the Programme documents shall be covered by the 2014-2020 Technical Assistance budget, by 2014-2020 Monitoring Committee's approval.

(8) Revision

1. These Rules of Procedure are adopted by the Task Force by consensus in line with Art. (5) at its first meeting.
2. After adoption, the Rules may be amended complying to art. (5).

(9) Duration

1. The Task Force shall be in place until the final approval of the Cooperation Programme INTERREG VI IT-SI 2021-2027 by the European Commission and could be prolonged by the Task Force itself until the establishment of the 2021-2027 Monitoring Committee, to help a smooth and effective Programme start up.

Annex:

1. List of the Task Force members