



**Rules of Procedure**  
of the  
**Programme Monitoring Committee**  
for the Implementation of  
**the Community Initiative Programme "INTERREG III B Northern Periphery"**

*Preamble*

For the Member States; Finland, Scotland and Sweden

on the basis of

- Council Regulation (EC) No 1260/1999;
- the guidelines for the INTERREG III Community Initiative (OJ C 143/2000);
- the Community Initiative Programme "INTERREG III B Northern Periphery", approved by the European Commission on 14 December 2001 ;

in consultation with the Non Member States of the INTERREG III B Northern Periphery partnership;

having agreed to build on the experience of the implementation structures of the Article 10 Northern Periphery programme;

decide to establish a joint Programme Monitoring Committee for the implementation of the Community Initiative Programme "INTERREG III B Northern Periphery" supported by the INTERREG III B Northern Periphery Joint Programme Secretariat (hereinafter entitled "JPS").

*Rule 1*

*Name, Seat and Competences*

The Monitoring Committee shall be known as the Programme Monitoring Committee for the Implementation of the Community Initiative Programme INTERREG III B Northern Periphery (hereinafter entitled "PMC.")

The official seat of the PMC will be at the JPS in Copenhagen. This shall not prejudice the places of the meetings of the PMC, which will be fixed by the PMC on the previous meeting.

The competences of the PMC cover the area of the Community Initiative Programme during the implementation of the CIP (2001-2008).

## Rule 2

### *Tasks*

The PMC will be set up in accordance with Article 35 of Council Regulation (EC) no 1260/1999. The PMC shall also perform the functions of a Steering Committee (INTERREG Guidelines, point 29).

The PMC will supervise the programme. Its overall task is to ensure the quality and effectiveness of implementation and accountability of the programme operations.

The main tasks of the PMC acting as *Monitoring Committee* will be:

- to confirm and adjust the programme complement, including the physical and financial indicators to be used to monitor the assistance. Its approval must be obtained before any further adjustment is made. It shall make later amendments to the programme or the programme complement.
- to consider and approve the project selection criteria within six months of the approval of the CIP
- to periodically review progress made towards achieving the specific objectives of the assistance
- to examine the results of implementation particularly the achievement of the targets set for the different measures and the midterm evaluation (article 42)
- to consider and approve the annual and final reports before they are sent to the Commission - to consider and approve any proposal to amend the content of the Commission decision on the contribution of the Funds
- it may propose any adjustment or review of the assistance likely to aid the attainment of the objectives described in Article 1 or to improve the management of assistance in accordance with Article 34 3
- to decide on technical assistance measures within the budget agreed in the CIP and taking into account Rule 11 of Commission Regulation (EC) No 1685/2000
- to co-ordinate with other Community programmes and policies
- to approve the working plan of the Joint Programme Secretariat
- to adopt information/publicity plans

The tasks of the PMC acting as *Steering Committee* will be:

- to select individual project applications on the basis of the assessment of projects carried out by the Joint Programme Secretariat and the Regional Advisory Groups and to decide on the allocation of programme funds.

## Rule 3

### *Membership*

The PMC shall have a limited number of representatives from both national and regional level of all partner states to ensure efficiency and broad representativity. The Committee shall have representation of both men and women. Broader involvement of the regional and local level, as well as economic and social partners and non-governmental organisations will be secured

through the Regional Advisory Groups (RAG) to be established in all partner states/areas.

More specifically, the PMC shall be composed of:

- three representatives from each Member State (including, as a minimum requirement, a representative of the national authority responsible for the implementation of the programme)
- three representatives from Norway
- two representatives from Iceland and
- 1-2 representatives each from the Faroe Islands and Greenland (including, as a minimum requirement, a representative of the national authority responsible for the implementation of the programme)

One representative of the NORA secretariat shall have permanent observer status. The chairman of the PMC can also invite others to attend the meetings as observers. Particular attention will be paid to inviting representatives of environmental authorities, as appropriate. Each participating country may have one observer at the meetings. However, prior notification for the chairman and for the JPS is needed.

The European Commission and the European Investment Bank, will be represented in an advisory capacity. When the PMC is acting as the Steering Committee, the Commission and the EIB will have the role of observer, rather than advisor.

Representatives of Västerbotten CA (MA/PA) and the JPS shall take part in the PMC meetings.

#### Rule 4

##### *Chairmanship and Meetings*

The PMC shall have a chairman and a co-chairman, representing the national authorities responsible for the administration of INTERREG in the Member States. They shall be appointed for one year at a time by the respective Member States as follows:

	Chairman	Co-chairman
2002	UK/Scotland	Finland
2003	Finland	Sweden
2004	Sweden	UK/Scotland
2005	UK/Scotland	Finland
2006	Finland	Sweden
2007	Sweden	UK/Scotland
2008	UK/Scotland	Finland

The Chairman shall:

- convene the PMC at least twice each year, of which at least once a year in the programme area, or at the written and substantial request of one or more of its members;
- draw up a provisional agenda, which shall be sent together with the invitation and the necessary documents to the members of the PMC at least three weeks in advance;
- perform Chairman's duties during the meetings e.g. declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these Rules, have control

- of the proceedings;
- be responsible for the proper functioning of the PMC.

The Chairman shall have the right to invite guests to the meetings of the PMC. Subject to prior notification and to the approval of the Chairman, members can be accompanied by an observer.

In preparing the meetings, the Chairman shall co-operate closely with the Co-chairman. If they so agree, the Chairman and the Co-chairman may share some of the Chairman's duties during meetings.

The meetings of the PMC shall, unless otherwise is decided by the Committee, be hosted by the country chairing the Committee. Any practical arrangements including related expenses will be covered by the hosting country. At the request of the hosting country, the JPS can also assist with practical arrangements for meetings.

Draft minutes shall be sent out for comments to members of the PMC within three weeks after a meeting. The members of the PMC have two weeks to comment the draft minutes. The JPS and the Chairman have two weeks to compile, edit and circulate the final minutes for the PMC members.

### Rule 5

#### *Decision-Making*

At any meeting of the PMC no less than four delegations of participating states must be present.

All members of the PMC as well as others listed in Rule 3 above or invited by the chairman shall have a right to speak at meetings.

Decision-making in the PMC will be by consensus among the delegations of the participating states (one vote per delegation). In case of opposition by more than one delegation the motion is either postponed or defeated.

If a decision needs to be taken before the next PMC meeting the Chairman can initiate a decision-making process in writing. In this case the Chairman shall send the draft decision to all members by facsimile or e-mail message. Delegations of the participating states shall have fifteen working days from dispatch of the proposal to respond in writing.

If a written 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 PMC. Delegations of the participating states can withdraw their objection at any time.

If no written objection to the procedure or to the draft decision has been received by the specified time the decision is deemed to be taken by the PMC.

In any case, after the fifteen-days time limit has expired, the JPS shall immediately inform all members on whether the decision is deemed to be taken or what objections have been raised.

### Rule 6

### *Conflict of interest*

When members of the PMC, acting as Steering Committee, have an interest in a project application they must declare this interest and restrict their participation in the assessment and decision making concerning the project.

### *Rule 7*

#### *Delegation of tasks*

The Programme Monitoring Committee may decide to set up advisory groups or decide on other organisational arrangements as well as to delegate certain decisions to the JPS or to other groups in order to support the implementation of the programme.

### *Rule 8*

#### *Secretariat*

The PMC will be supported by INTERREG III B Northern Periphery Joint Programme Secretariat (JPS).

The PMC can be contacted through the secretariat:

Northern Periphery Programme Secretariat  
Hovedvagtsgade 8, 2 sal  
DK-1103 Copenhagen K

Phone: +45 33 32 00 66

Fax: + 45 33 93 85 75

E-mail: [northernperiphery@npp2.net](mailto:northernperiphery@npp2.net)

### *Rule 9*

#### *Official languages*

The official language of the PMC shall be English. This rule applies for the official documents of the PMC as well.

### *Rule 10*

#### *Revision*

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

Adopted in Savonlinna, 12 June 2003.