

Cross-border Cooperation Programme Italy-Slovenia 2014 - 2020 Task Force

Rules of Procedures

Preamble

On the basis of Proposal of:

- Regulation COM (2013) 246 of the Parliament and the Council (hereafter referred to as the “CPR-Common Provisions of the Regulation”), and subsequent amendments;
- Regulation COM (2011) 614 of the Parliament and the Council (hereafter referred to as the “ERDF Regulation”), and subsequent amendments;
- Regulation COM (2011) 611 of the Parliament and the Council (hereafter referred to as the “ETC Regulation”), and subsequent amendments.

The Republic of Italy and the Republic of Slovenia have decided to establish a Task Force for the preparation of the Programme for the programming period 2014 - 2020.

Rule 1

Setting up the Task Force and Members

(1) The responsible respective Ministries, namely the Department for Development and Economic Cohesion, Italy and the Government Office for Development and European Cohesion Policy, Slovenia, shall communicate the nominations of the Task Force representatives based on the internal decision of the Partner States.

The Task Force will consist of:

(a) Members with voting right:

- Up to 2 Representatives from National level – Italy;
- Up to 5 Representatives from National level – Slovenia;
- Up to 3 Representatives from Regional level- Italy;

In reference to Regional level – Italy, 1 member represents Autonomous Region Friuli Venezia Giulia, 1 member represents Veneto Region and 1 member will be appointed jointly by both Autonomous Region Friuli Venezia Giulia and Veneto delegations, through a rotation system before every Task Force meeting.

(b) Members in advisory capacity:

- the European Commission.

The members of task force have mandate to decide and decisions are considered as binding for the member state.

(2) Task Force members have the right to substitute their representatives both by appointment of deputies or by sending substitutes to the meeting.

(3) The Task Force has the competence to establish Working groups.

(4) According to the agenda, the chair of the Task Force may invite others (experts, Representatives of the Economic and Social Partnerships, etc.) to attend the meeting as Observers or in an advisory capacity.

(5) The Joint Technical Secretariat of the CBC Programme Italy-Slovenia 2007-2013 (hereinafter, JTS) will assist the work of the Task Force and Working Groups and support their functioning. Further professional support for the drafting of the Programme documents will be provided by external experts who will be contracted on a tendering basis. All these costs will be covered by the 2007-2013 Technical Assistance budget.

Rule 2

Tasks

(1) The main task of the Task Force is to prepare the Italy-Slovenia Cross-Border Cooperation Programme for the 2014-2020 period.

(2) The Task Force has the mandate:

- a) to develop an evidence-based analysis of the territorial needs and challenges of a future Programme area;
- b) to involve the relevant partners of the participating Countries in the preparation process in accordance with art. 5 of CPR and taking into consideration the European Code of Conduct on Partnership (SWD(2012) 106 final);
- c) to supervise and coordinate the work of the external experts;
- d) to coordinate the work of the Working groups established by consensus.

Rule 3

Language

(1) The working languages of the meetings of Task Force are Italian and Slovene, the documentation presented before the meeting and during the meetings must be in English.

(2) Only the final version of official written documentation must be drafted or translated in both Slovene and Italian language, after a working exchange of documentation in English as stated in point 1 of the present point.

3) English language could also be used among members in order to handle the informal discussion or other working groups meetings without the translation services support or whenever agreed by members.

Rule 4

Chair and meetings

(1) The Task Force shall have a chair representing alternatively one of the national authorities identified on a rotation principle.

(2) The Task Force shall, as a general rule, meet upon invitation of the chair.

(3) As a general rule, The Task Force shall be hosted by the country chairing the meeting. Until 31.12.2013, if the chair which convenes the meeting so wishes, the Task Force meeting may take place in Trieste at the premises of Region Friuli Venezia Giulia.

(4) The expenditure for the organization of the meetings may be covered by the 2007-2013 programme.

(5) The Chair shall:

- a) elaborate a provisional agenda in consultation with the Partner State;
- b) perform chairing duties during the meetings;
- c) be responsible for the proper functioning of the Task Force;
- d) coordinate the drafting of the short minutes by the JTS and provide for its formal approval.

Rule 5

Meeting organization

(1) The JTS supports the organization of the meeting and it is in charge:

- a. to convene the members on behalf of the chair of the Task Force at least 15 working days before the date of the meeting with a written communication indicating the day, place and hour of the meeting. In exceptional cases, with agreement of all members, meetings may be convened in a shorter period;
- b. to circulate the draft agenda and all supporting and explanatory documents to the members of the Task Force at least 5 working days before the date of the meeting;
- c. To take short minutes, in consultation with the chair of the Task Force, to be circulated to the members of the Task Force not later than 7 working days after the meeting has taken place.

(2) Any request to add an item on the agenda on which a decision is considered as necessary must be communicated by the members of the Task Force to the chair 5 working days before the date of the meeting. The members can propose to add other items to the agenda at the meeting itself, subject to approval of its members.

(3) If a request to change the provisional agenda is made, the JTS on behalf of the Chair shall communicate the final agenda including all items on which a decision shall be taken to the members of the Task Force immediately.

(4) Any necessary practical arrangements will be taken by the chair of the meeting with the Managing Authority of 2007-2013 programme.

(5) The participants of the meeting can formulate their observations or proposals of amendments concerning the minutes and supporting documents no later than the following 7 working days after receipt.

(6)-If no objections are raised within this period, the minutes are considered as approved. In case of objections by one or more members, the JTS shall revise the minutes accordingly and send the revised minutes for approval under Written Procedure. If again no agreement is reached only the

item/s on which no agreement was reached, will be discussed in the next Task Force meeting, while the rest is considered approved.

Rule 6
Decision-Making

(1) Decision-making in the Task Force will be by consensus on the basis of principle "One country one vote".

(2) Decisions can be made when the representative of both countries are present at the meeting and when at least more than half of the nominated voting members of each country are present.

(3) The Chair, following a well justified request of one or more of the Task Force members, can initiate a written decision-making process. In this case the JTS, on behalf of the Chair, shall send the draft decision to the voting members and shall fix a deadline, giving the addressees at least 10 (or at least 5 in case of exceptional urgent cases) working days time for reply.

Rule 7
Impartiality

(1) With regard to the responsibilities of the Task Force laid down in § 1 it shall be ensured that any assessment and/or decision of the Task Force will be free from bias and must not be influenced by a conflict of interest of any of its single members.

(2) In case of direct conflict of interest the respective member of the Task Force has to inform the Chair at the beginning of the meeting. The particular representative will be excluded from the decision making on the item concerned.

Rule 8
Communication

(1) Communication and exchange of documents among the members of the Task Force and between the JTS support and the members of the Task Force shall generally be done by e-mail.

(2) All possible efforts shall be made in order to ensure the correctness and effectiveness of communications.

Rule 9
Revision

(1) These rules are adopted by unanimous decision by the Task Force.

(2) After their adoption, the Rules of Procedure may be amended by consensus in line with the art. 6.

Rule 10
Duration

(1) Unless a specific decision is made previously, the Task Force shall be automatically dissolved at the approval of the Programme by the European Commission.