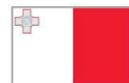


# Rules of Procedure 2014 – 2020

Operational Programme II  
Investing in Human Capital to Create More  
Opportunities and Promote the Well-being of Society

## Monitoring Committee Meeting

13<sup>th</sup> March 2015



European Union  
European Structural and Investment Funds



## Article 1 – Meetings

- The MC will be convened at least once a year by the Chairperson in order to review the programme/s and progress made towards the achievement of programme objectives in line with Article 21 (1);
- The Chairperson may also invite ad hoc experts in the meetings of the MC to give clarifications/make presentations on particular issues in relation to the OPI.

## Article 2 – Agenda

- The Agenda is to be drawn up by the Secretariat at the request of the Chairperson;
- The Agenda shall be sent to all Members at least 15 working days prior to the meeting;
- Members have 5 working days from circulation of the Agenda to notify the Secretariat to have an item included on the Agenda;
- Supporting Documentation shall be circulated to all Members 10 working days prior to the meeting;
- Documents approved by the MC will be published on the Managing Authority's website.

## Article 3 – Written Proceedings

- When an item of substance requires an outcome prior to the next meeting of the MC, the Chairperson may give its approval for adoption by written procedure;
- Members will be asked to give their opinion in writing within 10 working days;
- Should no comments be received, the Secretariat will assume that there is agreement on the motion;
- The decision is also valid if the Secretariat receives approval of the motion by at least a simple majority of the Members;
- The Chairperson shall inform the MC of decisions taken by Written Procedure in the subsequent meeting, for information purposes.

## Article 4 – Minutes

- A record of each meeting of the MC shall be kept and produced by the Secretariat. Draft minutes will be circulated to the MC Members within 20 working days of the meeting;
- MC Members shall provide any comments to such draft minutes within 10 working days from circulation;
- Formal approval of the minutes and any amendments will be on the Agenda of the subsequent meeting.

## Article 5 – Decisions and Conclusions

- All Members, other than those in an advisory role, have an active vote;
- The MC shall endeavour to reach consensus;
- In cases when a vote needs to be taken, decisions will be adopted by a simple majority.

## Article 6 – Changes to the Rules of Procedure

- These rules of procedure can be amended by the Committee at any time, in line with Article 5 of the Rules of Procedures;
- The ruling of the Chair will determine any disputes in relation to the interpretation of the rules of procedure.

## Article 7 – Final Provisions

- The provisions laid down shall enter into effect from today from the approval date by this Monitoring Committee.

## Contact Details:

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