Annex 03 to INTERREG IVC Annual Implementation Report 2015 and Final Report

**Programming/Monitoring Committee/ Task Force meetings, decisions in written procedure**

| **Meetings/ Written procedure** | **Date & Location/**  **Approval date** | **Main issues** |
| --- | --- | --- |
| Monitoring Committee | 11 September 2007 | * Approval of the Rules of Procedure for the Monitoring Committee * Approval of the Agreement between EU Member States, Norway and Switzerland, the Managing Authority and the Certifying Authority on the implementation of the INTERREG IVC Programme * Information on the set up of the Joint Technical Secretariat * Approval of the Technical Assistance Budget 2007 and the related contribution of national funds from the Member States * Presentation of the draft Communication Strategy * Decision on the time schedule for the first call for proposals and the involvement of external experts in the assessment of applications * Principal agreement on the application pack for the first call for proposals |
| Written procedure | 25 March 2008 | * Technical assisstance: Approval of the expenditure report 2007 and of the budget 2008 |
| Monitoring Committee | 24 April 2008, Ljubljana, Slovenia | * Approval of the subsidy contract for projects * Agreement to allow the Information points to be involved in the assessment procedure * Confirmation of the results of the eligibility assessment * Approval of six capitalisation projects * Information on implementation of financial control systems and mandate to the Managing Authority to contract an external audit firm following a European wide tender * Agreement on date of next Partner search event and period for the second call |
| Written procedure | 27 June 2008 | * Approval of the annual report 2007 |
| Monitoring Committee | 18/19 September 2008,  Marseille, France | * Agreement to update the Subsidy contract based on requirements of the Auditing Authority * Approval of the updated operational programme * Decision to open a new assistant position * Update given on implementation of the financial control and audit system * Agreement that assessment sheets should remain confidential until the decision is taken by the MC on the proposals submitted * Agreement on procedure for approval of projects * Approval of 35 Regional initiative project proposals * Proposal by the JTS for additional requirements for the second call were rejected * Decision to set up a working group to propose changes in the rules of procedure and the requirements for the second call |
| Written procedure | 10 October 2008 | * Approval of the updated application pack (programme manual, application form and co-financing statements) |
| Written procedure | 17 October 2008 | * Agreement of the updated rules of procedure and reinforced communication concerning the application process and the assessment of applications |
| Written procedure | 12 December 2008 | * Rejection to limit the involvement of the same organisation to a maximum of five. The programme manual had been updated to reflect the rejection mentioned. |
| Task Force | 8 April 2009,  Lille, France | * Description of the outcome of the second call * Explanation of the assessment procedure * Proposal for a strategy for further calls |
| Written procedure | 16 April 2009 | * Technical assisstance: Approval of the expenditure report 2008 and of the budget 2009 |
| Monitoring Committee | 14/15 May 2009, Prague, Czech Republic | * Update of the rules of procedure to include minor precisions on the wording. * Agreement on limited third call for proposals for capitalisation projects. A maximum budget of EUR 15 million was provided. Call to be opened in December 2009. * Agreement on decision making process for the second call applications. |
| Written procedure | 29 June 2009 | * Approval of the annual report 2008 |
| Task Force | 22 September 2009,  Brussels, Belgium | * Lessons learnt from second call for proposals * Country specific implementation problems * Draft terms of reference of the third call for proposals * Programme capitalisation and evaluation |
| Monitoring Committee | 4/5 November 2009, Stockholm, Sweden | * Agreement to update the Subsidy contract in order to clarify the requirements for projects concerning the publicity rules * Requirement to change the lead partner of Italian led projects in case that the italian first level control was not set-up by end of 2009. * Suspension of payment to Portugese partners in case that the respective share of Portugal on translation cost is not paid by end of 2009. * Approval of 74 projects proposals with a quality assessment score of 2.83 and above. * Approval of the terms of reference for the third call for prposals limited to capitalisation projects. * Agreement to launch an experimentation on programme capitalisation. * Set-up of a task force for the programme evaluation |
| Written procedure | 2 March 2010 | * Technical assisstance: Approval of the expenditure report 2009 and of the budget 2010 |
| Task Force | 2 March 2010,  Brussels, Belgium | * Concerning the intermediate programme evaluation, agreement was reached to propose the MC * Time plan * Evaluation plan * Amendment on the content |
| Written procedure | 26 March 2010 | * Approval of evaluation time schedule and evaluation plan |
| Written procedure | 13 April 2010 | * Approval of updated evaluation plan and terms of reference |
| Written procedure | 24 June 2010 | * Approval of annual report 2009 |
| Monitoring Committee | 28/29 June 2010  Madrid, Spain | * Information on state of play of the programme implementation * Project presentation and update on running projects * Decision on third call proposals * Interim report of the intermediate programme evaluation * Presentation of final report of the thematic programme capitalisation experiementation in the subtheme ‘Innovation, Research and technology development’ * Agreement on time schedule for fourth call for proposals * First reflection on future cohesion policy 2014-2020 |
| Monitoring Committee | 25/26 October 2010, Bern, Switzerland | * Update on programme related issues * Agreement of updated programme manual * Project presentation and update on running projects * Agreement on the precision of the mandate of the JTS to approve changes * Agreement on final draft report of the intermediate programme evaluation * Agreement on the terms of reference on the fourth call * Presentation of proposal for the simplification of administration cost reporting |
| Written procedure | 12 November 2010 | * Approval of simplification of administration cost reporting |
| Task Force | 25 November 2010,  Brussels, Belgium | * Proposal for the MC on the generalisation of the thematic programme capitalisation |
| Monitoring Committee | 02 February 2011  Budapest, Hungary | * Approval of technical assistance expenditure 2010 * Approval of the principles and the purpose of thematic programme capitalisation. * Approval of recommendations of the programme evaluators. * Update of the MC on financial control and audit, the financial situation of the programme and the decommitment risk |
| Written procedure | 15 February 2011 | * Technical assistance: Approval of the budget 2011 |
| Monitoring Committee | 15-16 June 2011  Oslo, Norway | * Information on the state of play of programme implementation (human resources, financial issues, fourth call for proposals, running projects and a project presentation) * Approval of the 2010 annual report * Approval of the communication strategy * Approval to start thematic programme capitalisation * Follow-up on recommendations of the mid-term evaluation for the future programme * First reflections on the future interregional cooperation programme 2014-2020 |
| Written procedure | 03 August 2011 | * Update of MC Rules of procedure * Clarifications on reaching a quorum * Reinforcement of impartiality rules |
| Written procedure | 09 September 2011 | * Approval of the updated operational programme |
| Written procedure | 25 October 2011 | * Agreement with Norway and Switzerland on a financial contribution to the cost of thematic programme capitalisation activities |
| Written procedure | 25 November 2011 | * Agreement on partnership change in the project SuPorts |
| Monitoring Committee | 15/16 December 2011  Warsaw, Poland | * General strategy – programme update on management issues, results of past written procedures, JTS and IP activities * Communication activities * Online reporting form * Finances – update TA budget and expenditure, national contributions, decommitment risk, control and audit, quality check * Project presentation and added value of capitalisation projects for regions – example Provincie Noord Brabant * Update on project implementation * Fourth call – metholology of the quality assessment, strategy and final approval of project proposals * Thematic programme capitalisation – thematic topics and next steps * Programming future |
| Written procedure | 30 March 2012 | * Technical assistance: Approval of expenditure 2011 and budget 2012 |
| Task Force | 16 April 2012  Brussels, Belgium | * Setting up a programming committee * Strategic outline of the programme * Time-line of programming * Update of the mid-term evaluation |
| Written procedure | 30 May 2012 | * Updated Programme Manual |
| Programming Committee | 25/26 June 2012  Copenhagen, Denmark | * Set-up of the Programming Committee * Rules of procedure of the Programming Committee * First discussion on the strategic orientation of the future programme * Consideration on programming and ex-ante evaluation. |
| Monitoring Committee | 26 June 2012  Copenhagen, Denmark | * Update on communication activities * Approval of the 2011 annual report * Agreement to launch a call for an update of the mid-term evaluation in accordance with the evaluation plan * Update on the state of play of the thematic programme capitalisation * Update on the financial and project implementation |
| Task Force | 12 October 2012  Brussels, Belgium | * Update on the requirements for programming * Further reflection on the strategic orientation * Procedure for the selection of a managing authority * Time-line of information points * Reflections on conducting the Programming and Monitoring Committee meetings |
| Programming Committee | 29/30 November 2012  Larnaca, Cyprus | * Further reflections on the strategic orientation * Current programme achievements * SWOT analysis on the current programme * Mission statement for the future programme * Reflections on the thematic focus of the future programme * Agreement on the procedure for selection of a management authority for the future programme * Approval of the terms of reference of the calls for tender for the programming and the ex-ante evaluation for the future programme |
| Monitoring Committee | 30 November 2012  Larnaca, Cyprus | * Update on the latest programme developments * Impact of IP closure * Presentation and discussion on the findings of the mid-term evaluation update concerning the programme management |
| Task Force | 28 January 2013 Brussels, Belgium | * Reflections with EC on future programme * Thematic prioritisation |
| Programming Committee | 27 February 2013  Brussels, Belgium | * Update Rules of procedure * Joint mission statement * Thematic concentration * Selection of an MA * Ex-ante Evaluation & Programming |
| Monitoring Committee | 28 February 2013 Brussels, Belgium | * Update communication activities * Request for change DE-LAN project * Thematic programme capitalisation * Technical assistance: Approval of expenditure 2012 and budget 2013 * Mid-term evaluation update |
| Task Force | 8 April 2013  Brussels, Belgium | * Implementation strategy * Thematic concentration |
| Programming Committee | 25 April 2013  Lille, France | * Implementation provisions * Thematic concentration * Agreement PS and MA |
| Monitoring Committee | 26 April 2013  Lille, France | * Mid-term Evaluation update * Finances |
| Task Force | 4 June 2013  Brussels, Belgium | * Implementation provisions * Types of interventions * Financial allocation of funds to TOs * Agreement between PS and MA * Programme Management und Structures * Workshop on first level control |
| Programming Committee | 26/27 June 2013  Dublin, Ireland | * First draft CP * Selection of investment priorities * Financial allocation of funds to TOs * Implementation provisions * Agreement PS and MA |
| Monitoring Committee | 27 June 2013  Dublin, Ireland | * Update on communication activities * Update on the state of play of the thematic programme capitalisation * Approval of the 2012 annual report * Mid-term Evaluation update – follow-up * Finances update |
| Programming Committee | 24 - 26 September 2013  Druskininkai, Lithuania | * Second draft CP and related ex-ante evaluation * Types of interventions * Financial allocation to TOs & co-financing rates for projects * National contact points * TA budget * Agreement PS – MA * Decision for INTERREG EUROPE as programme name |
| Monitoring Committee | 26 September 2013  Druskininkai, Lithuania | * Impact of new COCOF guidance on Sampling Methods * National contributions to the IVC TA budget 2013, 2014, 2015 |
| Programming Committee | 9 – 11 December 2013  Vilnius, Lithuania | * Final draft CP, ex-ante evaluation and SEA * Proposed actions * Public consultation * TA Budget * Agreement PS-MA |
| Monitoring Committee | 11 December 2013  Vilnius, Lithuania | * Thematic programme capitalisation – results and continuation |
| Monitoring Committee | 5 March 2014,  Athens | * Communication Plan 2014 * Approval TA expenditure 2013 and budget 2014 * Update on financial situation of the programme, decommitment risk and Group of Auditors meeting |
| Programming Committee | 5/6 March 2014,  Athens | * Technical Assistance Budget (including national contributions to TA) * Agreement – update on draft agreement text * Programme branding * Update on the programme Intervention logic * Information on the Investment for Growth and Jobs programmes * Mapping of programme stakeholders |
| Programming Committee | 6/7 May 2014  Lille | * Private involvement / co-financing rates * Technical Assistance budget, including contact point financing * Public consultation * Ex-ante Evaluation/Strategic Environmental Assessment * Finalisation of Cooperation Programme |
| Written procedure | 26 May 2014 | * Interests raised with the help of national contributions on the INTERREG IVC TA account to allocate to the INTERREG EUROPE programme |
| Monitoring Committee | 18 June 2014  Thessaloniki | * Update communication activities * Upcoming communication activities * Projects * Thematic programme capitalisation * Annual Report 2013 * Finances * Programme closure |
| Programming Committee | 18/19 June 2014  Thessaloniki | * Update latest programme developments * Reminder on the programme rationale for MAs of Growth and Jobs programmes present * Interregional Cooperation Projects * Policy Learning Platforms * Involvement of MAs of Growth and Jobs Programmes |
| Written procedure | 26 June 2014 | * Approval of Annual Report 2013 |
| Programming Committee | 15/16 October 2014  Rome | * Update on programme development * Preparing programme start * Draft communication strategy * Draft programme manual * First call for proposals: principles * Application form * Set-up Policy Learning Platforms * Update on Bologna event |
| Programming Committee | 4 December 2014  Bologna | * Update on programme development * Preparing programme start * Programme manual - second draft * Draft baseline survey * First call for proposals |
| Programming Committee | 10/11 February 2015  Zagreb, Croatia | * Observations of EC on / finalisation of Interreg Europe cooperation programme * Programme Manual update * First call for proposals – application pack * Platforms * Rules of Procedure * Communication |
| Monitoring Committee | 11 February 2015  Zagreb, Croatia | * TA expenditure 2014 / TA budget 2015 * National contributions to the TA budget * Financial situation of the programme & decommitment risk 2014+2015 * Audit * Programme closure |
| Programming Committee/ Interreg Europe Monitoring Committee | 16 June 2015  Riga, Latvia | * Update on programme development and Monitoring Committee setup * MC Rules of Procedure * Approval of Programme Manual update * Approval of the first call for proposals and its application pack * Update on information campaign and assistance to applicants * Platforms – update on procurement procedure * Presentation of the new Certifying Authority * TA budget 2015 |
| Monitoring Committee | 17 June 2015  Riga, Latvia | * Updated on project achievements * Annual Report 2014 * Thematic programme capitalisation * Financial update/Audit |