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 2010Madrid, 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 2011Oslo, 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 2011Warsaw, 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 2012Brussels, 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 2012Copenhagen, 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 2012Copenhagen, 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 2012Brussels, 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 2012Larnaca, 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 2012Larnaca, 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 2013Brussels, 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 2013Brussels, Belgium | * Implementation strategy
* Thematic concentration
 |
| Programming Committee | 25 April 2013Lille, France  | * Implementation provisions
* Thematic concentration
* Agreement PS and MA
 |
| Monitoring Committee | 26 April 2013Lille, France | * Mid-term Evaluation update
* Finances
 |
| Task Force  | 4 June 2013Brussels, 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 2013Dublin, Ireland | * First draft CP
* Selection of investment priorities
* Financial allocation of funds to TOs
* Implementation provisions
* Agreement PS and MA
 |
| Monitoring Committee  | 27 June 2013Dublin, 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 2013Druskininkai, 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 2013Druskininkai, Lithuania | * Impact of new COCOF guidance on Sampling Methods
* National contributions to the IVC TA budget 2013, 2014, 2015
 |
| Programming Committee | 9 – 11 December 2013Vilnius, Lithuania | * Final draft CP, ex-ante evaluation and SEA
* Proposed actions
* Public consultation
* TA Budget
* Agreement PS-MA
 |
| Monitoring Committee | 11 December 2013Vilnius, 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 2014Lille | * 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 2014Thessaloniki | * Update communication activities
* Upcoming communication activities
* Projects
* Thematic programme capitalisation
* Annual Report 2013
* Finances
* Programme closure
 |
| Programming Committee | 18/19 June 2014Thessaloniki | * 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 2014Rome | * 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 2014Bologna | * Update on programme development
* Preparing programme start
* Programme manual - second draft
* Draft baseline survey
* First call for proposals
 |
| Programming Committee | 10/11 February 2015Zagreb, 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 2015Zagreb, 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 2015Riga, 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 2015Riga, Latvia | * Updated on project achievements
* Annual Report 2014
* Thematic programme capitalisation
* Financial update/Audit
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