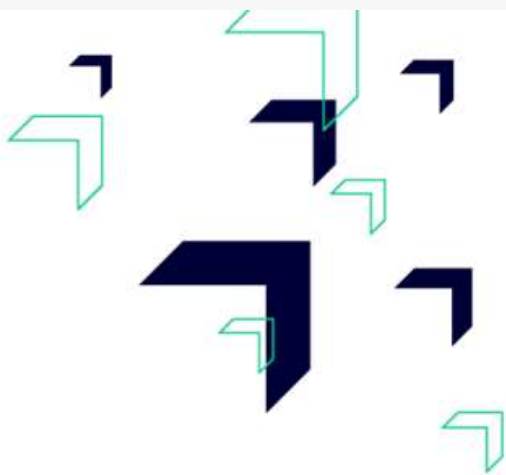




PROGRAMMING OF EUROPEAN UNION FUNDS
FOR MALTA
2021-2027

Rules of Procedure

Monitoring Committee Meeting
24th January 2023



**Co-funded by
the European Union**

Article 1 – Meetings

- The Chairperson will convene the MC at least once annually, either physically, virtually or in hybrid mode, according to exigencies, and the MC shall review all issues that affect the progress of the programmes towards achieving its objectives.
- The Chairperson may invite ad hoc experts in the meetings of the MC (or parts thereof) to give clarifications and/or make presentations on particular issues related to the implementation of the Programmes.

Article 2 – Agenda

- At the request of the Chairperson, the Secretariat shall draw up the agenda of the meetings.
- The Secretariat may request supporting documentation from any of its Members.
- The agenda shall be sent to all members not less than ten (10) working days prior to the date of the meeting.
- Following the circulation of the agenda, Members shall be allowed five (5) working days to notify the Secretariat with a proposed new item to be included under “Other Business”.

Article 2 – Agenda

- The supporting documentation relating to the MC shall be sent to all Members not less than ten (10) working days prior to the date of the meeting, with the exception of any supporting documentation relating to the new item as proposed by the Members for inclusion on the agenda, which shall be circulated at least five (5) working days prior to the date of the meeting.
- Documents approved by the MC will be published on the website in line with Article 49 of CPR on the website.

Article 3 – Written Proceedings

- With the approval of the Chairperson, an item of substance which requires an outcome prior to the next meeting of the MC may be submitted to the Committee for adoption by written procedure.
- Members shall give their opinion in writing within ten (10) working days or where the matter is deemed to be urgent, within five (5) working days.
- If no comments are received, the Secretariat will assume that the Members are in favour of the motion. Such a decision is also valid if the Secretariat receives a standpoint in favour of the motion by at least a simple majority of all Members of the Committee.

Article 3 – Written Proceedings

- The absence of a written objection from a Member of the Committee shall be taken to indicate approval of the course of action recommended.
- The Secretariat, under the direction of the Chairperson, shall communicate to the Members the outcome of the decision taken through written procedures.
- The Chairperson shall inform the MC Members on the outcome of decision taken through written procedure in the subsequent MC, for information purposes.

Article 4 – Minutes

- The Secretariat shall produce a record of each MC meeting.
- The draft minutes shall be issued to the Members within twenty (20) working days of the meeting.
- Members should provide any comments or suggestions to the Secretariat on the draft minutes as circulated within ten (10) working days from date of circulation.
- The draft minutes of a meeting together with any proposed amendments, shall be placed on the agenda for formal approval of the Committee.

Article 5 – Decisions and Conclusions

- All members other than those in an advisory role shall have a vote.
- The chairperson shall have a vote and a casting vote.
- The MC shall endeavour to achieve consensus.
- Only in cases where no consensus can be reached, a vote cast is to be taken in order to reach a decision. In such instances, a decision is adopted by a simple majority of those Members present who hold a voting right, provided that at least 60 per cent of all the Members of the Committee with voting rights are present for the vote.

Article 6 – Changes to the Rules of Procedure

- Subject to the principles set in the Common Provision Regulations and Programmes, the Committee may, at any time, amend these Rules of Procedure in line with Article 5 of these Rules of Procedures, after seeking the opinion of the Managing Authority.
- The ruling of the Chair will determine any disputes in relation to the interpretation of the Rules of Procedure.

Article 7 – Final Provisions

- These provisions enter into effect upon their approval by the Monitoring Committee.

Contact Details

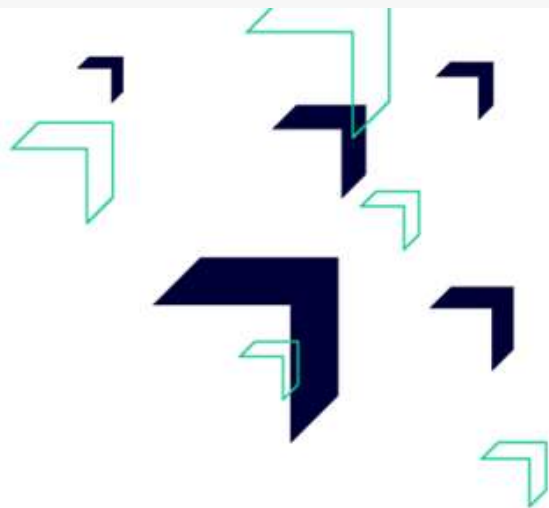
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Thank you



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