

**RULES OF PROCEDURE FOR THE PEACE III (2007-2013) MONITORING
COMMITTEE.**

1. Introduction.

- 1.1 Under Council Regulation (EC) No 1083/06, Article 63 (2) the Programme Monitoring Committee should draw up its Rules of Procedure within the institutional, legal and financial framework of the Member States and adopt them in agreement with the Managing Authority in order to exercise its responsibilities under the Regulation.
- 1.2 This paper outlines draft Rules of Procedure for the EU Programme for Peace and Reconciliation Northern Ireland and the Border Region (2007-2013).

2 Purpose

- 2.1 As required by Article 63 of the Council Regulation (EC) No 1083/2006, this Monitoring Committee has been established to manage the EU Programme for Peace and Reconciliation Northern Ireland and the Border Region (2007 -2013) established under the European Territorial Co-operation Objective.
- 2.2 The main duties of the Monitoring Committee, as defined by Article 65 of the Regulation, are to;
 - a) within six months of the approval of the Operational Programme consider and approve selection criteria for activities, and revise as necessary (Art. 65(a);

- b) Periodically review progress towards programme targets, on the basis of documents submitted by the Managing Authority (Art 65(b));
- c) Examine the results of implementation, particularly the achievement of priority targets and progress evaluations (Art 65(c));
- d) Consider and approve annual and final implementation reports (Art 65(d));
- e) Be informed of the annual control report and any relevant comments made by the Commission (Art 65(e));
- f) Propose to the Managing Authority any changes or review to improve management or implementation (Art 65(f); and
- g) Consider and approve any proposal to amend the financial profile of the Programme (Art 65(g)).

2.3 In addition to the duties arising from Article 65 of Council Regulation (EC) No 1083/2006 described above, the Monitoring Committee shall put in place arrangements to ensure the selection of operations by an appropriate Steering Committee(s) in accordance with Article 19 of Council Regulation (EC) No 1080/2006.

2.4 The Monitoring Committee, the Managing Authority (the Special EU Programmes Body) and the Member States (the Department of Finance & Personnel, in Northern Ireland and the Department of Finance, in Ireland) agree that the Rules of Procedure in this paper shall govern the operation of the Monitoring Committee.

2.5 The Committee operates within the institutional, legal and financial framework of the Member States.

2.6 The membership of the Monitoring Committee is set out in the Annex 1. Members are appointed by the Minister of Finance and Personnel in Northern

Ireland and Department of Finance in Ireland following nomination from relevant partner bodies. The Members of the Committee will be supported by advisors.

- 2.7 Members of the Committee have the right to participate in decision making. Those present in an advisory capacity have the right to participate fully in discussions of the Monitoring Committee and to offer advice.
- 2.8 Each sector is represented by a Member or a Deputy. If neither the Member nor the Deputy is available for a particular meeting, the Member may submit written comments on any of the items of business to be considered at a meeting. The Member may also nominate a further alternative to attend in an observer capacity.
- 2.9 Non-Permanent Members from the Member States or other relevant organisations may be invited by the Programme Monitoring Committee to attend Monitoring Committee meetings in response to specific agenda items. Implementing bodies and other interested parties will be invited to attend as observers.
- 2.10 The Committee will review the membership of consecutive non-attendees - where neither Member nor Deputy was present and no written comments were received. It will make recommendations to the Department of Finance & Personnel (Northern Ireland) and Department of Finance (Ireland) to address the issue, while maintaining the principles leading to the establishment of the Monitoring Committee including sectoral representation.

3. Chairperson

- 3.1 The Chief Executive of the Special EU Programme Body shall Chair the Monitoring Committee. In the event of the nominated Chair being unable to attend for all or part of a Monitoring Committee meeting, he/she may delegate his/her responsibility to a deputy within SEUPB.

4. Secretariat

4.1 The Secretariat to the Monitoring Committee shall be designated by the Chairperson and shall be drawn from the staff of the SEUPB. The Secretariat is responsible for facilitating meetings of the Committee and for the co-ordination of documentation relating to monitoring reports, agendas and records of meetings. Other support services shall be provided by the staff of the Managing Authority as required.

5. Communications

5.1 All communications relating to the business of the Committee shall be addressed to the Secretariat of the Monitoring Committee.

6. Meetings of the Committee

6.1 Meetings of the Committee will be held a minimum of twice per year, but the Committee may meet more often as necessary. The Committee will consider arranging the timing of its meetings to coincide with those of other European Programmes to facilitate attendance by the European Commission.

6.2 The venue for meetings must be accessible to all Members and not restricted to one location.

6.3 Times of meetings will be organised with due regard to professional and caring roles of Members and other participants.

6.4 Agenda and supporting documents will normally be issued by e-mail 15 working days in advance of scheduled meetings. The Secretariat will also be responsible for the compilation and presentation of papers to Members of the Committee in a format which will enable them properly to exercise their responsibilities.

6.5 Any Member may raise any item for inclusion in the agenda. A draft agenda with details of venue, date and time will be issued at least 30 working days prior to the meeting. The final agenda and papers will normally be issued 15 working days ahead of the scheduled meeting.

6.6 Following a meeting, the draft minutes and action points will be circulated within 15 working days. After the minutes and action points have been approved by the Committee, they will be made publicly available. The minutes should be concise, emphasising the decisions made and generally without reference to the names of individual Members.

7. Committee Papers

7.1 All papers submitted by Members must be lodged with the Secretariat to enable issue within the time limits (15 working days before the meeting).

7.2 Papers should be brief and concise and avoid (where possible) the use of acronyms. If used, acronyms must be clearly explained and any acronyms used in the minutes will be defined in an accompanying glossary.

8. Decision Making Process

8.1 The Chair will act primarily as the facilitator for Committee business and, where possible, the Committee will operate on the basis of consensus; with only permanent members having the right to vote.

8.2 Failure to reach consensus on an issue will be recorded in the minutes and presented to the Minister of Finance and Personnel (Northern Ireland) and Minister of Finance (Ireland).

9. Working Groups

9.1 The Monitoring Committee will appoint Working Groups, as it deems appropriate, to consider in more detail specific areas of its responsibility.

Working Groups will operate under the direction and authority of the Monitoring Committee.

10. Changes to the Rules of Procedure

10.1 Subject to the normal decision making process of this Committee, the Committee may at any time amend these Rules of Procedure with the agreement of the Member States and the Managing Authority. The ruling of the Chair will determine any disputes in relation to the interpretation of the Rules of Procedure.

11. Recommendation.

The Monitoring Committee is requested to:

- **Agree** the Rules of Procedure as outlined above.

Annex 1 - PEACE Monitoring Committee 2007-2013 (Members)

Category	Organisations	Nominating Body	Member	Deputy		
1.	Chair	Special EU Programmes Body	SEUPB	Pat Colgan	Adrian McNamee	1
2.	Member State Representatives	UK	Department of Finance and Personnel (DFP)	Bill Pauley	Martin Tyrrell	2
		Ireland	Department of Finance (DoF)	Niall MacSweeney	Annette Connolly	
3.	Regional/Sub-Regional/Local Government interests	Northern Ireland:	NILGA	Cllr Charlie Casey (Sinn Fein)	Cllr Brenda Chivers (Sinn Fein)	4
				Cllr Bob Stoker (UUP)	Cllr Roberta Dunlop (UUP)	
				Cllr Sammy Brush (DUP)	Cllr Jenny Palmer (DUP)	
				Cllr Tim Attwood (SDLP)	None nominated at this time	
	Ireland	Border Regional Authority	Cllr. Gerry Crawford	Cllr. Danny Brady	4	
			Matt Donnelly	Terry Savage		
4.	Cross Cutting Interests	Equality Organisations	The Equality Commission	Grainia Long	Paul Noonan	2
			The Equality Authority	Carol Baxter	Rachel Mullen	
	Environmental Organisations	Council for Nature Conservation and the Countryside	John Anderson	Dr Lucinda Blakiston-Houston	2	
			Comhar	Noel Casserly		Lisa Ryan
5.	Voluntary and Community Sectors	NI Council for Voluntary Action	Frances McCandless	Sean Kelly	2	
			Community Workers Co-operative	Angela Holohan		Sean Regan
	Business	Joint Business Council	Denis Galway	Reg McCabe	2	
			Brian Callanan	William Poole		
	Trade Unions	ICTU	Frank Vaughan	Unable to nominate deputy	2	
			Pamela Dooley	Unable to nominate deputy		
	Agriculture, Rural Development and Fisheries	Agriculture/Rural Development.	None nominated at this time	None nominated at this time	2	
Irish Rural Link			Martin Smyth	Cora Horgan		
6.	Independent Expert			Kenneth Bush		1
7.	Certifying Authority		SEUPB	Gina McIntyre	Andrew Walker	1
			TOTAL			25

Secretariat

SEUPB