



PROGRAMMING OF EUROPEAN
FUNDS FOR MALTA

2014 2020

18th December 2015



OFFICE OF THE DEPUTY PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

European Agricultural Fund for Rural Development (EAFRD)

EAFRD Monitoring Committee 2014- 2020 Terms of Reference

“Europe investing in rural areas”

Article 1: Functions of the MC

The role of the MC is to satisfy itself as to the performance of the rural development programme and the effectiveness of its implementation. To this effect, in addition to the functions stipulated in Article 49 of Regulation (EU) No 1303/2013 the MC shall:

- (a) Be consulted and shall issue an opinion, within four months of the decision approving the programme, on the selection criteria for financed operations, which shall be revised according to programme needs
- (b) Examine the activities and outputs related to the progress in the implementation of the evaluation plan of the programme
- (c) Examine, in particular, actions in the programme relating to the fulfilment of ex ante conditionalities, which fall within the responsibilities of the Managing Authority, and be informed of actions relating to the fulfilment of other ex ante conditionalities
- (d) Participate in the national rural network to exchange information on programme implementation
- (e) Consider and approve the annual implementation reports before they are sent to the Commission

Article 2: Duties of Members

- Members of Monitoring Committee will avoid any conflict of interest during the execution of their functions as listed under Article 1

The MC members have the following tasks:

- (a) participate in the MC meetings and in the decision-making process
- (b) ensure that statements and/or recommendations made are in the interest of the effective and efficient implementation of the Rural Development Programme. Participation in the Monitoring Committee shall not be of any personal gain to any participant
- (c) shall bring in for discussion only the relevant matters related to the implementation of the RDP

Article 3: The Chairperson

- The Chairperson shall chair the meetings, mediate and ensure successful and timely conclusion of the issues brought to the attention of the MC
- The Chair may, in duly justified cases, suspend the debates
- In the event of the Chairperson being unable to attend a meeting, he/she shall delegate his/her tasks to a member of the Managing Authority
- The ruling of the Chair shall determine any disputes in relation to the interpretation of the rules of procedure

Article 4: Secretariat

- The Secretariat to the MC will be provided by the Managing Authority.
- The Secretariat's responsibilities include:
 - (i) The preparation of written documents submitted to MC meetings (including distribution of documents to the Members of the MC)
 - (ii) Technical and organisational issues and administration activities for MC meetings
 - (iii) Keeping the minutes of meetings
 - (iv) Any request for information from members and observers in relation to the MC activity shall be addressed to the Secretariat, in electronic version or on paper support

Article 5: Meetings

- The Chairperson will convene the MC at least once annually and the MC shall review the implementation of the programme and progress made 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 deliver presentations on particular issues related to the implementation of the Operational Programme
- The Secretariat shall convoke the meetings and shall send the invitations at least **ten (10) working days before** the meeting date
- The MC meetings are not public

Article 6: 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 at least **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”
- The supporting documentation relating to the MC shall be sent to all Members at least **ten (10) working days** prior to the date of the meeting, with the exception of any supporting document to be provided by Members relating to any new item for inclusion for the agenda which they may propose, or in exceptional circumstances, shall be circulated at least **five (5) working days** prior to the date of the meeting
- Documents approved by the MC will be published

Article 7: 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**
- 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
- The Secretariat under the direction of the Chairperson shall communicate to the Members the outcome of decision taken through written procedure in the subsequent MC, for information purposes.

Article 8: Minutes

- The Secretariat shall produce a record of each meeting of the MC. Draft minutes shall be issued to the Members within **fifteen (15) 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 the next meeting for formal approval of the Committee

Article 9: Decisions and Conclusions

- All Members other than those in an EU Observer member role and ad hoc experts and other persons in the meetings of the MC appointed by the chairperson to give clarifications and/or make presentations on particular issues related to the implementation of the Rural Development Programme as per Article 5 (2) above shall have a vote. The Chairperson shall have 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 50% of all the Members of the Committee with voting rights are present for the vote.

Article 10: Changes to the Rules of Procedures

- Subject to the principles set in the Common Provision Regulation, the EAFRD Regulation and the Rural Development Programme, the Committee may, at any time, amend these rules of procedure in line with Article 9 of these Rules of Procedures, after seeking the opinion of the Managing Authority.

Article 11: Code of Conduct

- The MC members and observers shall guide their activities in compliance with the principles of the Code of Conduct (Annex 1) that is an integral part of these Rules.

Article 12: Final Provisions

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

Contact Details:

Secretariat to the EAFRD Monitoring Committee

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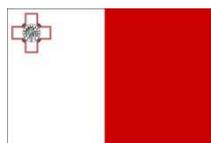
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Thank You for your attention



European Agricultural Fund for Rural Development
Co-Financing Rate: 75% EU Funds 25% Beneficiary's
Funds



Europe investing in rural areas