



PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND EU FUNDS
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA, MALTA

ISF Monitoring Committee Mandate and Terms of Reference

16th November 2015



Internal Security Fund
2014-2020

Co-financing rate: 75% EU Funds 25% Beneficiary's Funds
Sustainable Management of Migration Flows





Legal Basis: The ISF Monitoring Committee

- Commission Decision C (2015) 5129 of 29th July 2015 approved the Malta's National Programme for the Internal Security Fund for 2014-2020
- Article 12(4) of Regulation (EU) No 514/2014 lays down as one of the general provisions to the Internal Security Fund the setting up of a Monitoring Committee to support the implementation of the ISF National Programme.



The Terms of Reference

In view of art 12(4) of Regulation No 514/2014 the mandate of the MC and its rules of procedure are hereinafter laid down:

- Article. 1: Functions
- Article. 2: Duties of Members
- Article. 3: The Chairperson
- Article. 4: Secretariat
- Article. 5: Meetings
- Article. 6: Agenda
- Article. 7: Written Proceedings
- Article. 8: Minutes
- Article. 9: Code of Conduct



Article. 1: Functions of the Monitoring Committee

- The role of the MC is to support the implementation of the Internal Security Fund National Programme for Malta, in accordance with Article 12 of Regulation (EU) 514/2014. In view of this the following functions are being hereby enlisted:
 - *Shall review the implementation of the programme and the progress made towards achieving its objectives. In doing so, it shall have regard to the financial data, common and programme-specific indicators, including changes in the value of result indicators and progress towards quantified target values.*



Article 1: Functions of the Monitoring Committee

- Shall examine all pertinent issues that affect the performance of the programme;
- Shall be informed on any amendment of the programme proposed by the Responsible Authority;
- Shall be made aware of the activities and outputs related to the evaluation activities of the programme and;
- Shall be informed of the information submitted to the European Commission in the annual implementation report as from 31st March 2016.



Article 2: Duties of Members

The MC members have the following tasks:

- Shall participate in the MC meetings;
- Members shall ensure that their inputs are made in the interest of the effective and efficient implementation of the Internal Security Fund National Programme.
- Shall bring in for discussion only the relevant matters related to the implementation of the Internal Security Fund National Programme.



Article 2: Duties of Members (cont.)

The membership shall end when the person appointed to the MC finds himself/herself in the following situation:

- The person no longer holds the capacity under which she/he was appointed in the relevant institution. Members shall be responsible for informing the secretariat in such cases;
- The person has been appointed as project leader on a project being part-financed through the programme.
- There is a breach of duty as Member or the provisions of the Code of Conduct (Annex 1).



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 Responsible 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 Responsible 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.



Article 5: Meetings

- The Chairperson will convene the MC at least once annually.
- 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 ISF National Programme.
- The Secretariat shall convoke the meetings and shall send the invitations at least **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 so deemed by the Chairperson, shall be circulated at least five (5) working days prior to the date of the meeting.
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Article 7: Written Proceedings

- With the approval of the Chairperson, an item that requires consultation prior to the next meeting of the MC may be submitted to the Committee by written procedure.
- In such cases Members shall be given **ten (10) working days** to make their submissions in writing.



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: 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.



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Thanks for your Attention



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