

**URBACT**



**Co-funded by  
the European Union**  
Interreg

European Regional Development Fund 2021 - 2027

European Territorial Cooperation  
CCI 2021TC16FFIR001

**URBACT IV**  
**Monitoring Committee Rules of Procedures**

**Adopted on 29<sup>th</sup> November 2022  
in Brno, Czech Republic**

**Published on the URBACT website on 15 May 2023**

Content:

Article 1 Subject ..... 3

Article 2 Tasks of the Monitoring Committee ..... 3

Article 3 Composition..... 4

Article 4 Chairpersonship ..... 5

Article 5 Task Force ..... 6

Article 6 Organisation of the Monitoring Committee meetings ..... 6

Article 7 Decision making ..... 7

Article 8 Modification of the rules of procedure..... 8

## **Article 1 Subject**

To ensure clear and transparent arrangements for managing the URBACT IV Cooperation Programme, the Member States, Partner States and participating IPA countries, in agreement with the managing authority, shall set up a Monitoring Committee (MC). This Monitoring Committee shall be set up within three months of the date of notification of the decision adopting the Programme, according to Article 28 (1) of Regulation (EU) No 2021/1059.

## **Article 2 Tasks of the Monitoring Committee**

The URBACT IV Monitoring Committee, assisted by the Joint Secretariat, shall be responsible for:

- Making all decisions on Programme level activities and reviewing the implementation of the Programme and progress towards achieving its objectives, milestones and targets;
- Examining any issues that affect the performance of the URBACT IV Programme and the measures taken to address these issues;
- Approving the scope and thematic coverage of each call for proposals;
- Approving the methodology and criteria used for the selection of operations, transparent selection procedure and terms of reference for the calls for proposals;
- Deciding on the projects to be selected after proposal by the Managing Authority, considering the recommendations of an External Assessment Panel;
- Approving the evaluation plan and any amendment thereto;
- Examining the progress made in carrying out evaluations, syntheses of evaluations and any follow-up given to findings;
- Examining the implementation of communication and visibility actions;
- Examining the progress made in the NUPs set up and the implementation of their activities;
- Examining the progress in administrative capacity building for public institutions and beneficiaries;
- Approving any proposal by the Managing Authority for the amendment of the URBACT IV Programme;
- Approving the Final Performance Reports.

The representatives of the Monitoring Committee will ensure that on the national level all relevant partners are involved in the preparation, implementation, monitoring and evaluation of the cooperation Programme.

Under justified cases, the Monitoring Committee may establish advisory sub-committees in order to prepare its work on specific topics.

The Monitoring Committee may make recommendations to the managing authority, including on measures to reduce the administrative burden for beneficiaries.

With regard to the tasks of the Monitoring Committee it shall be ensured that decisions of the Monitoring Committee will be free from bias and must not be influenced by partial personal and/or organisational interest of any of the individual members of this committee. Any members who have a conflict of interest in respect of any subject matter up for consideration by the Monitoring Committee shall declare such interest to the meeting and shall not take part in the decision.

### **Article 3 Composition**

The Monitoring Committee shall be composed of two representatives maximum from each Member State<sup>1</sup> (EU 27), from Partner States (Norway and Switzerland) and from the 5 IPA participating countries designated in each country by the ministry in charge of urban, regional or cohesion policy. The representatives may be those of the State, of a city, of a city network, or of another local or regional public authority. Each Member, Partner States and IPA participating country can also nominate up to two deputy members who can replace the full representatives in case of absence.

Two representatives of the Committee of the Regions (CoR), two representatives of the Council of European Municipalities and Regions (CEMR) as well as representatives of the Managing Authority and URBACT IV Joint Secretariat shall also attend with no voting rights. The audit authority can also participate as an independent observer.

Representatives of the European Commission shall participate in the work of the Monitoring Committee in an advisory capacity.

In view of ensuring complementarity with the European Urban Initiative, the EUI secretariat will be invited to observe the Monitoring Committee meetings. Other EU bodies, programmes, European associations of cities and representatives of the civil society may be invited to attend wherever appropriate (in particular those that have been taking part in the Programme preparation, e.g. Eurocities).

The list of the URBACT Monitoring Committee members shall be published on the URBACT website.

---

<sup>1</sup> In the case of Belgium, the duties of Member State authorities in respect of URBACT shall be fulfilled by specially designated authorities. This applies to all references in this document to member-State authorities or national authorities.

The MA will aim to promote equality between men and women in the Monitoring Committee. Each member will be asked to sign a confidentiality and non-conflict of interest statement.

In view of the specificities of the URBACT IV Cooperation Programme, representatives of Lead or Project Partner cities may be invited to attend the meetings of the Monitoring Committee without the right to vote.

#### **Article 4 Chairpersonship**

During the last Monitoring Committee meeting of each year, the Chairperson of the Monitoring Committee for the following year shall be appointed by the Monitoring Committee members by consensus decision chosen among the 2 EU rotating presidencies of the year in question.

Chairperson shall serve in that capacity for one year and his/her appointment shall not be renewed thereafter.

The main duties of the Chairperson are the following:

- to draw up a provisional agenda with reference to the specific tasks of the Monitoring Committee, which shall be sent together with the invitation and other necessary documents to the members of the Monitoring Committee and their deputies at least fifteen working days in advance;
- to chair the meetings, e.g. declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order and, pursuant to these rules of procedure, have control of the proceedings. The Chairperson can ask the Managing Authority to chair the meeting in duly justified cases;
- be responsible for the proper functioning of the Monitoring Committee.

In the execution of his/her duties, the Chairperson shall be assisted by the URBACT IV Joint Secretariat.

## **Article 5 Task Force**

Whenever deemed relevant, the Chairperson may be assisted by a Task Force composed of representatives of the trio EU Presidencies, the previous Chairperson, representatives of the European Commission, representatives of the Managing Authority, assisted by the URBACT IV Joint Secretariat.

The Chairperson may invite representatives of Partner States and other participants to take part in the Task Force meetings wherever considered appropriate.

The Task Force can make proposals to the Monitoring Committee on issues related to the Programme implementation. The Task Force has no decision rights.

## **Article 6 Organisation of the Monitoring Committee meetings**

The Monitoring Committee shall generally meet twice a year, preferably face-to-face. To fulfil the Programme low carbon objectives, any additional meeting, which would be needed by the URBACT IV Programme cycle of activities, would be organised online. In general, the physical meeting(s) will be organised in the rotating presidency countries.

The Monitoring Committee shall be convened by its Chairperson. The convocation shall indicate the issues on the agenda and shall include the preparatory documents (Monitoring Committee Dossier). These documents shall be available to the members and deputy members on the Monitoring Committee dedicated space of the collaborative platform uses by the URBACT IV Programme. The time limit for the convocation is at least fifteen working days in advance.

All the members, including deputies, shall have the right to speak during the meetings. However, members may not speak before being called upon to do so by the Monitoring Committee Chair. Monitoring Committee members commit themselves to be short and constructive in their intervention.

In line with the URBACT III Monitoring Committee Survey carried out in September-October 2019, the MA of URBACT IV will strive for better collaboration, interactivity and joint decision making in the Monitoring Committee through co-creation, transparency, adaptability, flexibility and ambition. Monitoring Committee meetings will be designed with space for exchanges on strategic direction and on content related to urban issues with network presentations, in-depth discussions on thematic capitalisation topics, site visits. Shared management means that the MC members have the opportunity to give

their own view, not only about URBACT IV implementation, but also about needs of cities, thematic priorities, Programme links with EUI and cohesion policy in their respective countries and at European level.

The Monitoring Committee may ask to hear the Lead Partners of the URBACT networks, experts financed by the URBACT IV Cooperation Programme, or any other person whose expert evaluation may be found useful for its work.

The travel expenses incurred by Monitoring Committee members shall not be met by the Programme, except for the URBACT IV Secretariat, Lead Partners of URBACT networks or experts, or any other external people auditioned at the Monitoring Committee's request or invited by the Monitoring Committee.

The working language of the Monitoring Committee shall be English. Nevertheless, considering that France provides support to the management of the URBACT IV Programme, French may also be used as a working language. Moreover, when an URBACT IV Partner city is invited to present its work in the frame of a Monitoring Committee meeting, translation in national language may be provided.

The URBACT IV Joint Secretariat shall assist the Monitoring Committee in the fulfilment of its functions. It shall bear the responsibility for the preparation of the agenda, preparatory documents, accounts, reports and minutes. The URBACT IV Joint Secretariat shall ensure the implementation of the Monitoring Committee's decisions.

## **Article 7 Decision making**

The decisions of the Monitoring Committee are taken by consensus among the Member States, Partner States and IPA countries, each country being allowed one vote. The Chairperson shall draw conclusions as to decisions on the basis of advice from the members of the Monitoring Committee. Abstention of a member does not affect the consensus. In case of persistent disagreement, the decision shall be made at a two-third majority of the present countries. Minority view shall be reported in the minutes.

Decisions can be made when at least two-third of the voting members are present at the meeting. If the quorum is not reached a Written Procedure has to be launched.

In the case where one of the issues listed on the agenda might concern a designated Monitoring Committee member, such an issue should be discussed in the absence of this representative, in order to avoid any conflict of interest.

The Chairperson may initiate Monitoring Committee decision-making process by electronic mail (Written Procedure).

The Monitoring Committee members should give their positions within a time limit, usually fixed to fifteen working days, starting from the date when the Written Procedure was launched. In the absence of any objection, the proposal shall be adopted.

Member, Partner and IPA States can propose amendments or editorial changes to the documents submitted for approval. In consultation with the Chair the remarks proposed shall be incorporated as long as they do not change the meaning of the text. In other cases, or if the number of written objections is higher than the number of approvals, either a new Written Procedure shall be initiated with a new proposal taking into account the remarks of the Members or the matter shall be placed on the agenda of the next meeting of the Monitoring Committee.

The minutes of each Monitoring Committee shall be sent to the Monitoring Committee members by the URBACT IV Joint Secretariat for approval within four weeks after the meeting. If no objections are raised within ten working days of receipt of the minutes, they are considered as approved. If objections are raised, the URBACT IV Joint Secretariat shall revise the minutes accordingly, agree on a final version in consultation with the Chairperson and send it to the Monitoring Committee. In addition, decisions and main results of the Monitoring Committee meetings will be made available to the public on the URBACT website.

Moreover, pursuant Article 28 (1) of Regulation (EU) No 2021/1060, the rules of procedure of the Monitoring Committee and relevant data and information shared with the Monitoring Committee shall be published on the Programme website.

## **Article 8 Validity and Modification of the rules of procedure**

These Rules of Procedure shall enter into force at the first meeting of the Monitoring Committee. They shall remain valid until formal closure of the Programme.

These Rules of Procedure may be modified if needs be, by a qualified majority (two-third) of the members of the Monitoring Committee on the initiative of the Managing Authority or at the request of at least three Member, Partner or IPA States.