

NOTICE

TO LOCAL AUTHORITIES, SOCIO-ECONOMIC PARTNERS AND REPRESENTATIVES OF THE CIVIL SOCIETY

In order to involve in the work of the Monitoring Committee (MC) of the Programme Interreg IPA South Adriatic, urban, regional and local public authorities, economic and social partners, research organisations and universities, and relevant bodies representing the civil society, in compliance with article 29 (1) (c) of the ETC Regulation, Article 8 of the CPR Regulation, the Commission Delegated Regulation (EU) No 240/2014, chapter 4 of the Cooperation Programme and art. 3 (3) of the MC Rules of Procedure, as well as in compliance with the principles of equal treatment and proportionality, while avoiding conflicts of interest, the representatives of the participating countries

NOTIFY

interested stakeholders of the above-mentioned categories from Italy, Albania and Montenegro of the possibility to express their interest in being admitted to attend the decision-making part of the meetings of the MC, while filling in this form:

<https://forms.gle/zTs2u3kC6RRLjExn6>

In addition, and in compliance with art. 3 (3) of the Rules of Procedure, it shall be noted that interested stakeholders representing the above-mentioned categories

- may be admitted as observers with **NO voting right**;
- their participation is **limited to the decisions part** of the MC meetings (not the preparatory discussion) and consequently they are going to have access only to the decisions documents (not the preparatory files);
- for logistic reasons and given the number of potential partners, they may participate **only ONLINE**, receive documents only in the working language of the Programme, i.e. English, the Programme may not cover any of their costs incurred for the participation;
- before being admitted, they must sign the **declaration of confidentiality and impartiality**, they can find in annex 1 to this notice, and they must return it to js@italy-albania-montenegro.eu, upon registration and at the latest **5 working days before the meeting**;
- Programme representatives are encouraged to publicise this notice in their territories, as appropriate;
- in case of evident conflict of interest, of abuse by the interested observer, or if interested observers do not comply with art. 2 of the Commission Delegated Regulation (EU) No 240/2014, the Managing Authority, upon consultation and in agreement with the respective head of the national delegation, may exclude the interested observer from participation.

Enclosure: Annex 1 – Confidentiality and impartiality declaration – observers

Annex 1 – Confidentiality and impartiality declaration – observers

I, _____, born on _____, observer / guest of the Monitoring Committee of the Interreg IPA South Adriatic Programme, hereby confirm that I am aware that the my work has to be free from bias and must not be influenced by partial interest of any of the individuals involved. According to these obligations I have to agree on this declaration of confidentiality and impartiality.

I declare:

- I will comply with the rules described in the Cooperation Programme, as well as in the respective manuals, other than all the relevant rules and regulations of EU and National Law;
- my work is free from bias and is not influenced by any partial interest, i.e. it is carried out for the joint benefit of the Programme areas. In my duties of observer/guest of the Monitoring Committee, I will act independently from the institutional structure I belong;
- I do not act as or on behalf of any project partner (Lead or Project Partners or Associated Partners), who have submitted an application to the Programme. I am in no other way individually and/or financially involved (including acting as an expert or consultant subcontracted by the partners for current and future assignments) in any of the project applications submitted;
- I will remain impartial during the entire call periods and assessment processes, as well as in project monitoring. I will maintain confidentiality on the received project-related information during and after any project assessment (five years);
- According to the relevant EU and National rules and regulations, I am not in a situation, also potential, of conflict of interest, as set out in article 61 of the Financial Regulation (EU) 2018/1046, i.e. my functions are not compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

I declare that I will not communicate to external stakeholders any confidential information disclosed to me in relation to the work for the Programme. In particular, I declare that I will not communicate to any potential applicant, lead partner, project partner, associated partners or any other person involved in the application any confidential information disclosed to me, or make public any recommendations for decisions until the assessment is completed and the final decision on the project's approval is made by the Monitoring Committee.

Furthermore, the received information shall be used only for the purpose directly related to my activities as Monitoring Committee observer/guest.

I have got familiar with the information concerning the Programme available to date.

I further declare that I shall execute my responsibilities and commitments honestly, fairly and in bona fide.

Should one of the pre-mentioned circumstances occur, especially but not only during the call and procedure of decision-making on the projects, I will immediately notify the Head of the Managing Authority. I accept that the Head of the Managing Authority may exclude me from the participation.



I declare that should any other situations or circumstances occur which could in a justified way undermine my personal impartiality or independence, I will immediately cease to participate and I will immediately inform about it the Head of Managing Authority. I accept furthermore that, if I have neglected to give the necessary statement as mentioned above, the Head of Managing Authority has the right to demand my resignation immediately.

I declare that I have been informed that my personal data collected will be processed, even with IT tools, exclusively for the purpose and in the scope of the current procedure, for which this statement has been made, as well as I give my consent for the data collection of the current procedure according the GDPR EU Reg. 679/2016.

I confirm expressly that all my above declarations are made under my personal responsibility and I am aware of criminal and civil consequences in case of untruthful statements according to the relevant EU and national rules in force.

Read and confirmed

Signature or valid e-signature