

**Rules of Procedure of the Technical Committee
of the INTERREG Caraïbes programme 2021-2027
*Validated by the Monitoring Committee on 10 March 2023***

- Considering Regulation (EU) 2021/1058 of the European Parliament and the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund, and its implementing and delegated acts;
- Considering Regulation (EU) 2021/1059 of the European Parliament and the Council of 24 June 2021 laying down specific provisions for the European Territorial Cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments, and its implementing and delegated acts;
- Considering Regulation (EU) 2021/1060 of the European Parliament and the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and laying down the financial rules for those Funds, as well as for the Asylum, Migration and Integration Fund, the Internal Security Fund and the instrument for financial support for border management and visa policy, and its implementing and delegated acts;
- Considering Delegated Regulation (EU) n°240/2014 of 7 January 2014 on the European Code of Conduct on Partnership in the framework of the European Structural and Investment Funds;
- Considering Law No. 2014-58 (FR) of 27 January 2014 on the modernization of territorial public action and the establishment of metropolitan authorities;
- Regarding the cooperation programme "(Interreg VI-D) Caribbean" CCI: 2021TC16FFOR003 approved by the European Commission through Implementing Decision C(2022) 8884 of 29 November 2022,

A Technical Committee for the INTERREG Caraïbes European Territorial Cooperation programme is hereby established. The purpose of these rules of procedure is to lay down the detailed rules for the organization and operation of this committee.

Article I – Role and missions

The Technical Committee issues a non-binding opinion on projects before they are submitted to the Steering Committee for decision. Assisted by the Joint Secretariat, it also prepares the agenda of the Steering Committee, by ranking and prioritizing the projects that will be presented to the Steering Committee and by distinguishing:

- For the information of the Steering Committee:
 - o projects whose appraisal has concluded that they are ineligible;
 - o projects adjourned by the Technical Committee (projects whose score is insufficient);
- For decision of the Steering Committee:
 - o projects with a favorable opinion, presented by theme and prioritized by descending score;
 - o projects with a defavorable opinion (excluding grounds of ineligibility).

The Technical Committee does not give an opinion of projects from priority 5.

Article II – Composition

1 – Status of members:

The Technical Committee is composed of full members and observer members.

The full members of the Technical Committee, except in the case of non-participation linked to a situation of conflict of interest, are invited to formalize their opinion on each project proposed on the agenda of the technical committee.

The observer members of the Technical Committee, except in the case of non-participation linked to a situation of conflict of interest, are invited to comment on the projects proposed on the agenda of the Technical Committee within the framework of the debates. However, they do not take part in the opinion of the Technical Committee, and therefore they do not formalize an opinion or a note on the projects presented.

2 – List of organisations members of the Technical Committee:

The Technical Committee of the INTERREG Caraïbes programme is composed of administrative experts - in particular Regional Contact Points - from the following bodies, partners of the programme and full members of the Technical Committee:

- Regional Council of Guadeloupe;
- Territorial Collectivity of French Guiana;
- Territorial Collectivity of Martinique;
- Collectivity of Saint Martin;
- Representative (of the services) of the French State: the referent within the prefecture of Guadeloupe, who ensures the functions of coordinator, centralizes feedbacks from the

Prefectures of Guadeloupe, French Guiana, Martinique, the delegated Prefecture of Saint Martin and Saint Barthelemy, and the French Embassy in Saint Lucia;

- Association of Caribbean States;
- CARIFORUM;
- Organisation of Eastern Caribbean States;
- Joint Secretariat of the INTERREG Caraïbes programme.

Representatives of the DG Regio in charge of territorial cooperation and of the Delegations of the European Union of the programme's cooperation area will be associated with the work of the Technical Committee as observer members. Similarly, representatives of the French Embassy in Saint Lucia, of the Prefectures of French Guiana, Martinique, Saint-Martin and Saint-Barthélemy as well as representatives of the Directorate for European Affairs of the Regional Council of Guadeloupe are observer members.

Depending on the nature of the projects and the items on the agenda, other public or private institutions and independent experts may be involved in the work.

Article III – Operation

1 – Secretariat of the Committee:

The Committee shall have a permanent secretariat, the Joint Secretariat. The Joint Secretariat ensures the convening of the Technical Committee according to the provisions of present rules of procedures, the transmission of working documents, the logistical organization and the animation of the meetings of the technical committee.

2 – Notification of meetings and preparatory documents:

In line with the provisional annual schedule of meetings of the Steering Committee, a provisional annual schedule of meetings of the Technical Committee is defined. Meetings of the Technical Committee, apart from exceptions, are held by videoconference.

The Joint Secretariat convenes the members:

- no later than 15 calendar days before the meeting;
- within shorter time limits, in exceptional cases, with the agreement of all members, indicating the day, place and time of the meeting and the agenda.

The working documents of the Technical Committee are:

- the application form and its annexes (in particular the budget annex), which will be made available to the members of the Technical Committee as soon as they are transmitted to the Joint Secretariat;
- the appraisal report of the Joint Secretariat and its annexes, which will be transmitted to the members of the Technical Committee no later than 15 calendar days before the Technical Committee is held;
- the agenda of the Technical Committee, that distinguishes:
 - projects presented for information of the Technical Committee (projects and requests considered as ineligible);
 - projects presented for opinion of the Technical Committee.

In the event that this deadline is not respected, the members take the decision in the meeting whether or not to keep the project(s) concerned on the agenda.

The meetings of the Technical Committee will be held in French and English: working documents will be available in both languages and interpretation will be available to support the exchanges.

3 - Procedures for adopting opinions:

For each project presented for initial programming on the agenda, each member of the Technical Committee formalizes his opinion, as well as his score for the project, on the basis of a common analysis grid (validated by the Monitoring Committee of the programme). The members of the Technical Committee shall send the analysis grid duly completed, dated and signed to the Joint Secretariat (JS) no later than 2 days before the Technical Committee.

During the Technical Committee, the projects are presented by the Joint Secretariat, which reports the results of their appraisal (eligibility of the project and the expenditure presented; public resources intervention rate and other regulatory considerations; initial financing plan and retained financing plan after appraisal with the proposed ERDF amount and the corresponding co-financing rate).

All members of the Technical Committee are invited to present their opinion on the project.

Then, on the basis of the opinion and the score transmitted by each member of the Technical Committee, the JS presents the consolidated scores and the draft joint opinion of the Technical Committee. The consolidated scores shall be the average of the scores from the members of the Technical Committee.

With regard to projects presented for modification and/or deprogramming, the members of the Technical Committee will formalise their opinion on the proposal through the dedicated template, which will be duly completed, dated and signed and then sent to the Joint Secretariat no later than 2 calendar days before the Technical Committee is held.

The Committee issues three types of opinion:

- Favorable

- Unfavourable
- Adjournment

The joint opinion of the Technical Committee shall be adopted by consensus among the members.

The joint opinion of the Technical Committee shall then be transmitted to all members of the Technical Committee no later than one week after the meeting. It is then presented to the Steering Committee. Therefore, and except in exceptional circumstances having obtained the consent of the members of the Steering Committee, a period of 3 weeks separates the Technical Committee from the Steering Committee.

5 - Conflict of interest provisions:

When a project proposal which may give rise to a conflict of interest for one or more members of the Committee is discussed, the member or members concerned shall not take part in the debate.

If applicable, the partner specifies on the project analysis grid - which is dated, signed and transmitted before meeting - the project(s) for which he is in a situation of conflict of interest.

With regard to the Regional Council of Guadeloupe, its services operate in accordance with the principle of functional separation formalized in the Description of Management and Control Systems. Only operational directorates can carry out projects and apply for a grant under INTERREG Caraïbes. The services that carry out the missions of Managing Authority of the programme have a functional independence from the other services of the organisation and a different field of competence.

In the light of these considerations, the Managing Authority will therefore sit and take part in the entire work. The Directorate for Cooperation of the Regional Council of Guadeloupe, representing the operational directorates of the Regional Council of Guadeloupe, will specify the project(s) for which it is in a conflict of interest situation and, where applicable, will not participate in the debates.

6 – Procedures for amending the rules of procedure:

The rules of procedure shall be amended on the initiative of one or more of its members, after agreement of the Managing Authority and after validation by the Monitoring Committee.

7 – Validity of rules of procedure:

These rules of procedure shall come into effect upon validation by the Monitoring Committee.