

**NORTHERN IRELAND PROGRAMME FOR BUILDING SUSTAINABLE  
PROSPERITY  
MONITORING COMMITTEE**

**RULES OF PROCEDURE**

**Purpose**

1. As required by the Regulation<sup>1</sup> governing the management of Structural Funds, this Monitoring Committee has been established to supervise the Northern Ireland Programme for Building Sustainable Prosperity, a Transitional Objective 1 Programme covering the period 2000-2006.
2. **The BSP Monitoring Committee has drawn up these Rules of Procedure and has agreed them with the Managing Authority. The Committee operates within the institutional, legal and financial framework of the Member State.**
3. **The membership of the Monitoring Committee is set out in the Annex. The members of the Committee will be supported by advisors and meetings of the Committee may also be attended by the observers specified. Other individuals may be invited by the Chairperson to attend Monitoring Committee meetings in response to specific agenda items.**
4. **Members of the Committee have the right to participate in decision making. Those present in an advisory capacity have the right to participate fully in discussions of the Monitoring Committee and to offer advice.**
5. **A maximum of two alternate representatives for Members may be identified. If neither the Member nor an alternate is available for a particular meeting, the Member may submit written comments on any of the items of business to be considered at a meeting.**

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<sup>1</sup>Council Regulation (EC) No 1260/1999 Article 35

6. The Committee will review the membership of consecutive non-attendees - **where no alternate was present and no written comments were received. It will** make recommendations to the Managing Authority to address the issues, while maintaining the principles leading to the establishment of the Monitoring Committee including sectoral representation-

### **Chair**

7. The Managing Authority shall provide the Chair of the Monitoring Committee. In the event of the nominated Chair being unable to attend for all or part of a Monitoring Committee meeting, he/she may delegate his/her responsibility to the designated deputy chairman, **or to another Member of the Committee.**

### **Secretariat**

8. The Secretariat to the Monitoring Committee shall be designated by the Chair and shall be drawn from the staff of the Managing Authority. **The Secretariat is responsible for facilitating meetings of the Committee and for the preparation of documentation relating to monitoring reports, agendas and record of meetings. Other** support services shall be provided by the staff of the Managing Authority as required.

### **Communications**

9. All communications relating to the business of the Committee shall be addressed to the Secretariat to the Monitoring Committee.

### **Meetings of the Committee**

10. Meetings of the Committee will be held **a minimum of** twice per year, but the Committee may meet more often **as** necessary. The meetings

will normally be held ahead of CSF Monitoring Committee meetings and report to them.

11. The Committee will devise an **Annual Calendar** of meetings with agreed dates for at least two meetings in advance. **The Committee will consider arranging the timing of its meetings close to those of the PEACE II Monitoring Committee to facilitate attendance by observers from the European Commission.**
12. The venue for meetings must be accessible to all members and not restricted to one location.
13. Times of meetings will be organised with due regard to professional and caring roles of **Members and other participants.**
14. Agenda and supporting documents will normally be issued 15 working days in advance of scheduled meetings (where feasible by e-mail). **The Secretariat will also be responsible for the compilation and presentation of papers to Members of the Committee in a format which will enable them properly to exercise their responsibilities.**
15. Any Member may raise any item for inclusion in the agenda. This will normally be done 15 working days ahead of the scheduled meeting.
16. Following a meeting, a draft action points will be circulated within 5 working days and draft minutes within 15 working days. **After the minutes and action points have been approved by the Committee they will be made publicly available. The Minutes should be concise, emphasising the decisions made and generally without reference to the names of individual Members.**

### **Committee Papers**

17. All papers submitted by members must be lodged with the Secretariat to enable issue within the time limits (15 working days before the meeting).
18. Papers should be brief and concise and avoid (where possible) the use of acronyms. If used, acronyms must be defined in a glossary attached to the paper(s).

### **Decision Making Process**

19. The Chairman will act primarily as the facilitator for Committee business and, where possible, the Committee will operate on the basis of consensus - with only permanent members having the right to vote.
20. Where it is not possible to reach consensus - **decisions will be made by a simple majority of the Committee, with only Members having the right to vote. The option of producing minority reports will be available to Members of the Committee. Failure to reach consensus on an issue will be recorded in the Minutes, which will also record the minority view(s) of Members.**
21. The option of decision making by written procedure may be used, **but only where there is unanimity among the Members on the decision recommended. In the absence of such unanimous agreement, the issue in question will be deferred for consideration to the next meeting of the Committee.**
22. The Monitoring Committee may appoint such Working Groups as it deems appropriate to consider in more detail **specific areas of its responsibility. Working Groups will operate under the direction and authority of the Monitoring Committee.**

### **Changes to the Rules of Procedure**

23. Subject to the normal decision making process of this Committee, the Committee may at any time amend these Rules of Procedure **with the agreement of the Managing Authority**. The ruling of the Chair will determine any disputes in relation to the interpretation of the Rules of Procedure.

**April 2001**

## ANNEX

### EUROPEAN STRUCTURAL FUNDS MEMBERSHIP OF THE NORTHERN IRELAND PROGRAMME FOR BUILDING SUSTAINABLE PROSPERITY MONITORING COMMITTEE

<b><u>MEMBERS</u></b>		
1.	<b>Chair</b>	Leo O'Reilly Representative of Managing Authority - Department of Finance & Personnel
	<b>Deputy Chair</b>	Eugene Rooney Representative of Office of The First Minister and Deputy First Minister
	<b>SEUPB</b>	John McKinney Chief Executive
2.	<b>Equality Organisation</b>	Bronagh Hinds Equality Commission
	<b>Environmental Body</b>	Prof. Brian Woods Council for Nature, Conservation and the Countryside
3.	<b>Social Partners</b>	
	Voluntary and Community	Annie Campbell NICVA
	Business	Gwen Savage CBI/IOD/NICCI
	Agriculture, Rural Development and Fisheries	Miceal McCoy UFU/NIAPA/RDC/RCN
	Trade Unions	Brendan Mackin NIC/ICTU
4.	<b>Sub-regional</b>	Brendan Curran Newry & Mourne District Council
		Raymond Ferguson Fermanagh District Council
		Mervyn Carrick Patricia Mallon Craigavon Borough Council (2)
5.	<b>Paying Authorities</b>	

Representatives of the Paying Authorities for:-

- The European Social Fund; (1)
- The European Regional Development Fund; (1)
- The European Agriculture Guidance and Guarantee Fund and the Financial Instrument for Fisheries Guidance. (1)

## **ADVISORS AND OBSERVERS TO THE BSP MONITORING COMMITTEE**

1.     **Advisors**     Representatives of the European Commission  
                          Representative of the Northern Ireland Departments
  
2.     **Observers**    Department of Trade and Industry (DTI)  
                          International Fund for Ireland (IFI)  
                          Representative of the Special EU Programmes Body  
(SEUPB)