

# Preparation of a programme

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Interreg Programme Management for  
Beginners

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# Operational (cooperation) programme

OP/CP is a foundation for the programme – reference document of the programme, the main document on strategy

Basic implementation arrangements, structures and responsibilities are defined in this document

Its is agreement on:

- **content** (Strategy, investment priorities, and specific objectives)
- arrangements on management & control provisions
- **financing**

# Operational (cooperation) programme

It defines **priorities and type of actions** that will be funded under each priority

Commission provides a template to ensure that programme logic is consistent: **what do programmes aim to achieve** and how will they know when they have been successful

# Operational programme

Preparations:

- Member States
- Eligible programme area
- Co-financing rates
- Thematic objectives
- Priority axes
- TA budget

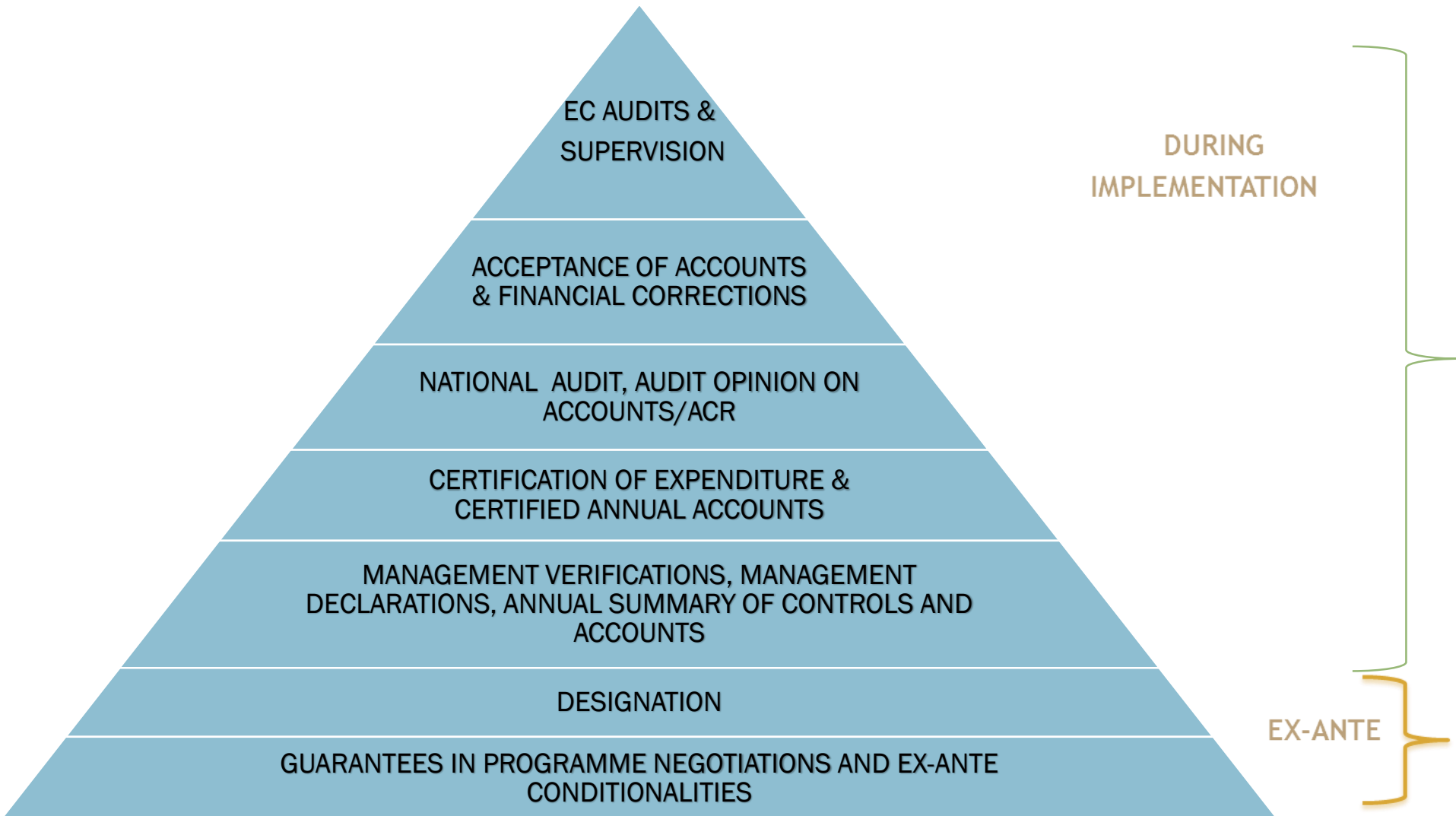


# Operational programme

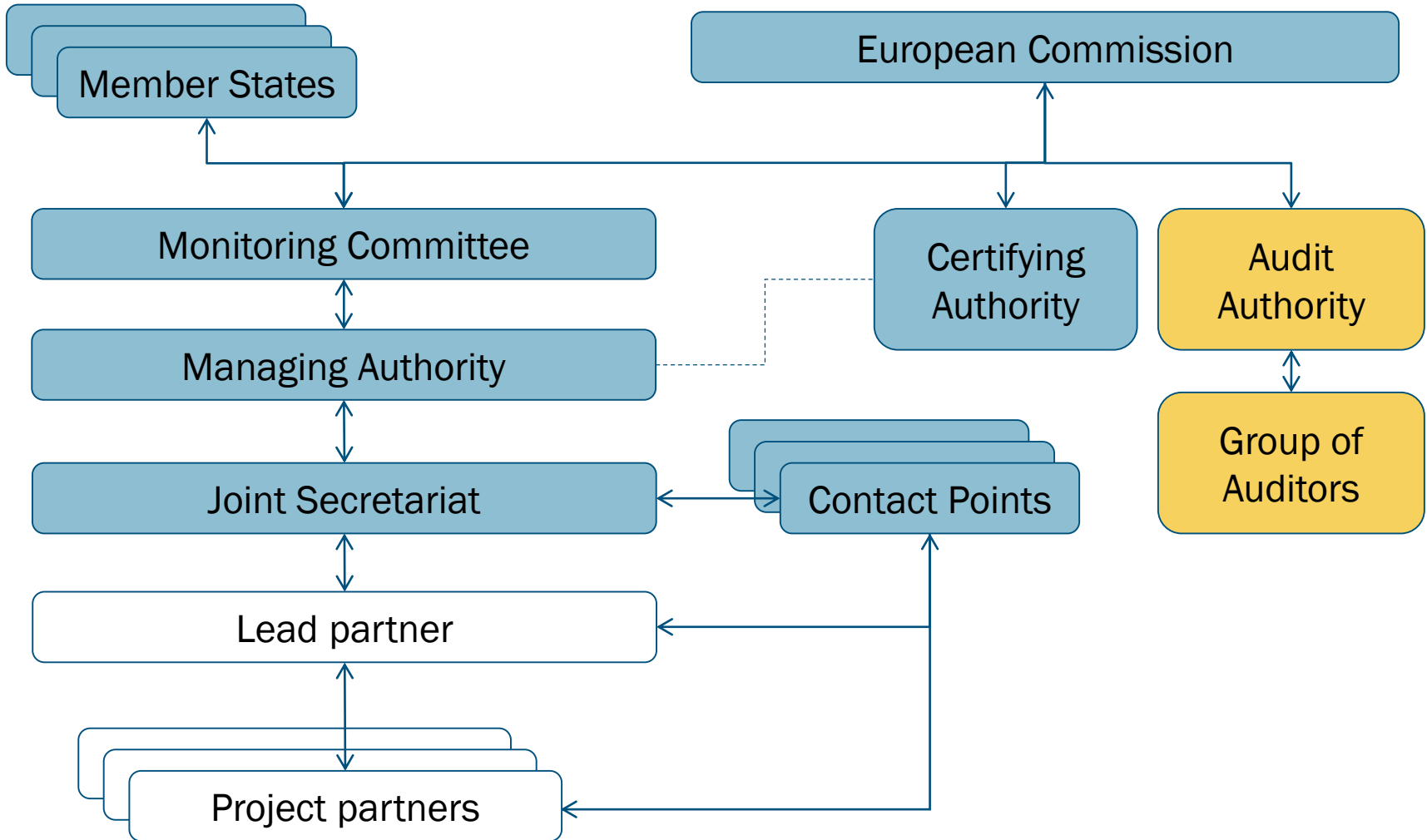
Approval:

- MA drafting the OP together with MSs (task force, Programming Committee)
- MS form Monitoring Committee (or Steering Committee)
- Commission – setting spending plan
- Commission approval

# Assurance model 2014 -2020



# Management and control system



# Description of management and control system (MCS)

- Description of the **functions and procedures** in place for the **MA** and the **CA** being designated
- **Basis for the audit work to be carried out by the Independent Audit Body**; will assess the compliance of the MCS in these bodies with the designation criteria set out in CPR
- Model laid down in Annex III of CIR 1011/2014
- Should contain information on the general principles of the MCS (Articles 72- 74 and 122-126 of CPR and Articles 21-24 of ETC)



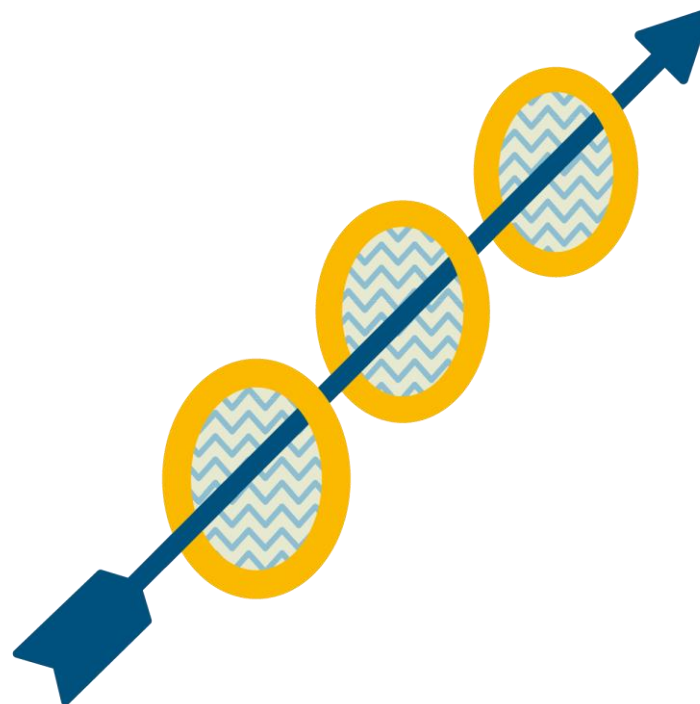
# MA part

- Adequate selection procedures (for MC approval)
- Adequate management verification procedures
- Written procedures and comprehensive checklists
- Procedure for treatment of applications for reimbursement
- Procedure in place for anti-fraud measures
- Procedures to ensure adequate audit trail
- Procedures to draw-up management declaration of assurance, report on controls carried out & annual summary of final audits and controls
- Procedures to support the work of the Monitoring Committee



# CA part

- Procedures/manuals prepared
- Procedures for drawing up the accounts
- Procedure to ensure CA receives + reviews the information on management verifications & audits carried out (regular & timely basis)
- Aim to certify legal & regular expenditure



# Management and control system

Member States encouraged to keep systems that are working well during 2007-2013

## New criteria added for 2014 – 2020:

- A framework risk management
- Procedures for putting in place anti fraud measures
- Procedures for drawing up management declaration/ annual summaries/accounts
- Procedures to ensure reliability of data on indicators/ milestones/progress of the OP in achieving its objectives

# Internal control environment

Organisational structure / relationships between bodies

- Adequate staffing (numbers & experience & managing staff)
- Separation of functions
- Sensitive posts / Conflicts of interest / Ethics & integrity
- For Interreg programme:
  - reporting of designated controllers to MA
  - standard template implementing agreement between MA/LP and LP/Partners
- Formal agreements present for delegated tasks
- Procedures for dealing with irregularities including fraud cases
- Whistle blowing procedures

# Risk management

## Risk assessment exercise procedures

- Who performs it?
- At what level (organisational level, specific activities level)?
- What kind of risks are identified (internal, external) ?
- Is the procedure done on a regular basis and in case of significant modification of the system ?
- Are results translated into adequate actions plans including follow-up ?



# Designation – what?

The procedure to ensure that the MA and CA have the necessary and appropriate Monitoring and Control system set up from the start of the period

Legal basis:

- ETC Regulation art. 21
- CPR Regulation art. 123-124, Annex XIII
- CIR 1011/2014 Annex IV-V
- Guidance for MS on designation procedure [EGESIF\_14-0013-final]



# Designation – how?

- Body that designates: Member State (where the Managing Authority is located)
- Based on a report and an opinion of an **Independent Audit Body (IAB)** that assesses the fulfilment by the authorities of the designation criteria
  - For Interreg IAB might be assisted by Group of Auditors
- Basis of the IAB work: **Description of Management and Control Systems**
- The legal form may correspond to a legislative act adopted at national level or to any other form that the Member State considers appropriate

# Designation - criteria

- Focus on set-up, not on functioning
- Encourage MSs to keep systems that are working well
- Criteria listed in CPR Annex XIII

1.  
INTERNAL  
CONTROL  
ENVIRONMENT

2.  
RISK  
MANAGEMENT

3.  
MONITORING  
(MA & CA)

4.  
MANAGEMENT  
AND CONTROL  
ACTIVITIES



# Designation – notification

- Member State has to notify the Commission of the date and legal form of the designations **prior to the submission of the first application for interim payment to the Commission**
- Report and MCS description is not to be submitted, except if requested based on a risk assessment
- Commission approval of the designation process is **NOT** required



# Cooperation works

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All materials will be available on:

[www.interact-eu.net](http://www.interact-eu.net)