

CENTRAL EUROPE 2020 Programme

Annex 18: Functions of the joint secretariat

The joint secretariat in particular:

- supports the managing authority in day-to-day management, in fulfilling its tasks for the implementation of the programme and assists the monitoring committee (MC), including the preparation and minutes of meetings and the implementation and follow-up of monitoring committee decisions;
- prepares and provides all necessary information and reports to the managing authority to allow the fulfilment of its responsibilities;
- organises and implements calls for proposals, prepares application packages, standardised forms and contracts for the purpose of assisting/guiding potential applicants;
- receives submitted applications, ensures that operations are assessed in accordance with the criteria applicable to the programme along defined eligibility and selection criteria and submits assessment to the MC for its decision;
- assists/guides the lead applicants during project development;
- receives progress reports submitted by the lead partners, monitors progress made by the operations and provides guidance and assistance to lead partners during project implementation;
- prepares papers and analyses on strategic matters concerning the programme, with the purpose of supporting the monitoring committee in its functions;
- administers and updates the monitoring system of the programme;
- coordinates and implements technical assistance activities approved by the monitoring committee;
- assists the managing authority in ensuring compliance with information and publicity requirements of Article 115 of the CPR;
- drafts and implements the programme communication strategy, in line with Article 116 and Annex XII of the CPR and as approved by the monitoring committee;
- coordinates and cooperates with the network of contact points on the basis of contact point annual work plans (more information on the role and tasks of the contact point network can be found under 5.3.f);
- liaises with stakeholders of the programme on regional, national and European levels to facilitate reaching the objectives of the programme;
- coordinates the exchange between the network of national designated controllers described in section 5.3.h.