



UNIONE EUROPEA



**REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA**



MEDITERRANEAN SEA BASIN ENI CBC PROGRAMME 2014-2020

DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS (DMCS)

ANNEX 4

ORGANIZATION CHART AND RESPONSIBILITY ASSIGNMENT MATRIX





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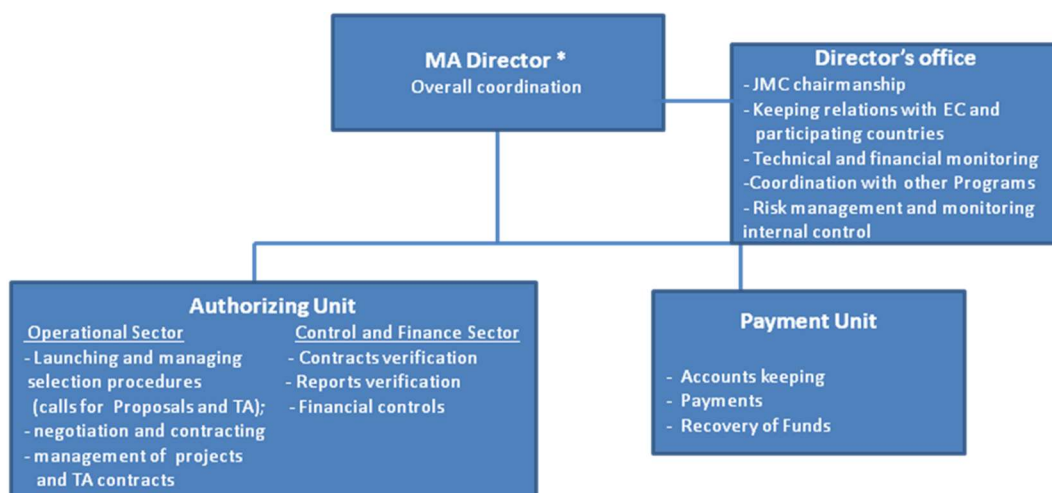
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Organization chart and functions

As defined in article 26 of ENI CBC EC Regulation 897/2014, the MA will be responsible for managing the Programme in accordance with the principle of sound financial management, and for ensuring that decisions of the Joint Monitoring Committee (JMC) comply with the law, regulations and provisions in force.

The main functions according to each responsible unit of the MA are described below.



For further information see paragraph 2.2.3 of the DMCS.



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	Definition and update of Programme procedures audit trails	R		C			C		AC				AC	C		C	C	C
	Functioning of the internal circuits	RA		C		C	C											
	Administrative and internal processes (staff, travel etc.)	RA						C										
	Programme Information and Monitoring system	RA	C			R												
Selection and contracting of projects Managing Contracting	Defining and launching the Calls for Proposals		C				C						RAV			C	C	C
	Chairing the PSC												V			RA		C
	Verification of BOs' negotiation check list			V										V		V	V	V



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	MA Negotiation process													RA		RA	RA	RA
	Preparing and signing Grant Contracts												AV	C		R	R	R
	Defining the autoassessment check list												RA	C	C	C	C	C
	Developing the reporting templates to be used by projects												RA	C	C	C	C	C
	Defining effective and proportionate anti-fraud measures	V		C									RA			C	C	C
	Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports)												A	V	V	V	V	V
	Attending on the spot verification												RA	C	C	R	R	R



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	Making committment												RA	C	C	C	C	C
	Authorising payments												RA	C	C	C	C	C
	Managing recovery procedures												RA			R	R	R
	Reimbursement of cofinancing to the Italian Public Authorities												A	C	R	R		
BOs	Administrative verification on reported expenditures of the BOs												A		R			
	Authorising committment												A		R			
	Authorising payments												A	CR	R			



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	Attending on the spot verification												A	C	C		R	R
External experts	Defining and Launching the procedure for recruiting external experts												A			R		
	Preparing and signing Contracts												A	R		R		
	Managing contracts												A			R		
	Authorising committment												A			R		
	Authorising payments												A	R		R		
Manage the technical	Managing contract award procedures												A	C			R	R



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assistance funds	Managing contracts												A			R	R	R
	Defining the autoassessment check list												RA		C	C	C	C
	Authorising committment												A		R			R
	Authorising payments												A		R			R
NCP / CCP	Reimbursement of the staff costs to NCPs and CCPs												A	R	R			
	Defining the autoassessment check list												RA	C			C	C
	Authorising committments												A	R	R			V



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	Authorising payments												A	R	R		V	
Accounting and Payments	Cheking and recording Projects' committment									R	R	C						
	Issuing Projects' order payments								AR	R	R							
	Checking and recording Technical Assistance committment									R	R	C						
	Issuing Technical Assistance order payments								AR	R	R							
	Checking and recording BOs committment									R	R	C						
	Issuing BOs order payments								AR	R	R							



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	Checking and recording NCCP/CCP commitment									R	R	C						
	Issuing NCCP/CCP order payments								AR	R	R							
	Computerized accounting records for expenditures declared to the Commission									R	R							
	Computerized accounting records for payments made to beneficiaries									R	R							
	Drafting the payment request to EC								AR	R	R							
	Drafting the annual accounts								AR	R	R							
	Drafting the Financial Plan								AR	R	R							



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	Checking and uploading in Programme Information and Monitoring System financial information forms.											R						
	Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant								AR	R	R							

R=Responsible
A=Accountable
C=Consulted
V=Verifying



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Managing Authority – Director's Office

(indicatively 7 persons including the Director, 5 officers and 1 assistant)

In order to carry out the functions of the Director's office, the dedicated staff shall cover cumulatively the following skills.

- Good knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, international cooperation and European Territorial Cooperation.
- Good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020.
- Experience in monitoring and evaluation of regional, national, and/or international EU funded programmes (structural funds, preferably in the and/or European Neighbourhood Policy funds).
- Experience in statistical analysts, including the identification, collection and analysis of statistical data and indicators, drafting of reports, conclusions and recommendations in order to support the decision making process.
- Knowledge of the key EU legislation on fraud prevention and detection.
- Knowledge of Risk management and monitoring internal control.
- Sound knowledge of communication methodologies and tools.
- Experience in the management of information activities/campaigns in the framework of international/European cooperation programmes/projects.
- Experience in the management of website and web tools (on-line registration for events, on-line questionnaires etc.);
- Experience in the design and management of IT systems for EU cross-border, trans-national or inter-regional cooperation programmes monitoring.
- Good knowledge of written and spoken English and French.
- Good communication and presentation skills;
- Computer literacy

Operational and Authorising Unit

(indicatively 6 persons including the Head of Unit and 5 officers)

- Good knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, international cooperation and European Territorial Cooperation.
 - Good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020.
 - Experience in management and verifications of regional, national, and/or international EU funded projects.
 - Good knowledge of the rules for public procurements of goods and services
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- Good knowledge of the State Aid rules
- Knowledge of the key EU legislation on fraud prevention and detection.
- Experience in drafting calls for proposals, including a clear understanding of evaluation criteria (Exclusion criteria, Selection criteria, Award criteria)
- Knowledge of the TED (Tenders Electronic Daily), sardegnacat and MEPA platforms.
- Good knowledge of written and spoken English and French.
- Good communication and presentation skills.
- Computer literacy

Accounting Unit

(indicatively 4 persons including the Head of Unit, 2 officers and 1 assistant)

- Good knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, international cooperation and European Territorial Cooperation.
- Good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020.
- Experience in accounting and financial management and reporting of EU programmes
- Knowledge of written and spoken English
- Knowledge of accounting softwares
- Computer literacy

In order to enhance the skills and capacities of the MA staff, training activities are periodically organized with the support of TESIM and in the framework of the training programmes of the Autonomous Region of Sardinia.
