UNIONE EUROPEA

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

ENI CBCMED
Cooperating across borders in the Mediterranean

MEDITERRANEAN SEA BASIN ENI CBC PROGRAMME 2014-2020

DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS

ORGANIZATION CHART AND RESPONSIBILITY ASSIGNEMENT MATRIX

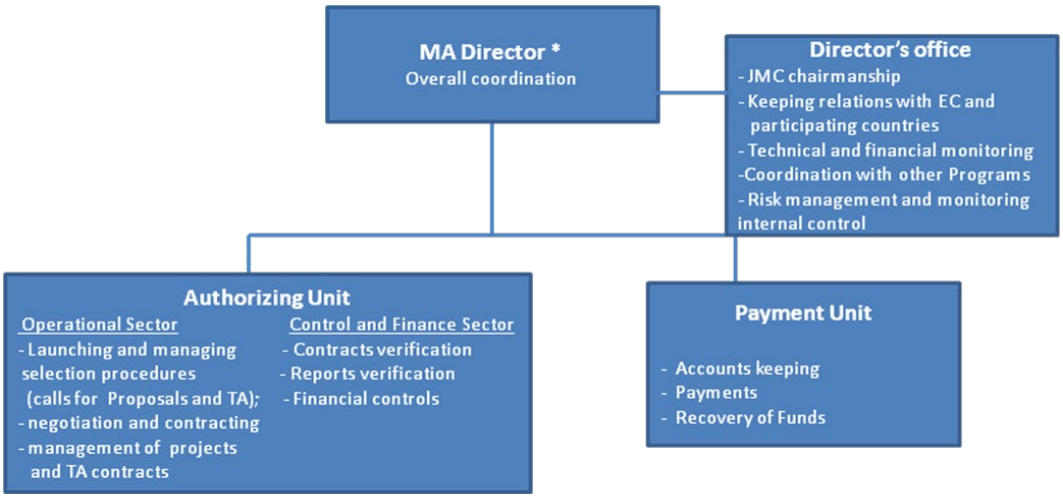
MANAGING AUTHORITY

ANNEX 4.A

Organization chart and function

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.



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RESPONSIBILITY ASSIGNEMENT MATRIX

ROLE	FUNCTION
Acting Director General	**Overall coordination of the Programme** Responsible and Accountable: • Coordination of the whole MA with other programme bodies (NA, CCP, NCP, AA and BOs) • JMC chairmanship • Keeping relations with EC and participating countries (Institutional relations, Tecnical reporting, reporting) • Technical and financial monitoring • Coordination with other programs • Risk management and Monitoring internal control • Implementation of the information and communication plans • Definition and update of Programme procedures audit trails • Functioning of the internal circuits • Internal management control (Including POA and Strategic Objectives) • Staff training • Personnel Officer (appointments and incoming calls, assistence to information and dissemination among the units) • Administrative and internal processes (staff, travel, mananging calendar) • Administrative and internal processes (protocol, archive) • Programme Information and Monitoring system **Selection and contracting of projects Managing Contracting** Verifying: • Defining effective and proportionate anti-fraud measures
	Overall coordination o the Programme Responsible:

Officer MA-staff	• Coordination of the whole MA with other programme bodies (BOs) • Coordination with other programs • Implementation of the information and communication plans Consulted: • Coordination of the whole MA with other programme bodies (NA, CCP, NCP); • Keeping relations with EC and participating countries (Institutional relations) • Programme Information and Monitoring system **Selection and contracting of projects Managing Contracting:** Consulted: • Defining and launching the Calls for Proposals
Officer MA-staff	**Overall coordination of the Programme** Consulted: • Functioning of the internal circuits • Administrative and internal processes (staff, travel, mananging calendar) • Administrative and internal processes (protocol, archive) Responsible: • Personnel Officer (appointments and incoming calls, assistence to information and dissemination among the units) • Staff training
Officer MA-staff	**Overall coordination of the Programme:** Consulted: • Coordination of the whole MA with other programme bodies (NA, CCP, NCP) • JMC chairmanship • Keeping relations with EC and participating countries (Institutional relations and Tecnical reporting) • Coordination with other programs • Implementation of the information and communication plans
	Overall coordination of the Programme

Officer MA-staff	Responsible: • Programme electronic facilities and applicatives related to launching and managing calls for proposals, management and monitoring of the implementation of the Projects and Programme. Consulted: • Keeping relations with EC and participating countries (Institutional relations and Financial reporting) • Risk management and Monitoring internal control • Functioning of the internal circuits
Officer MA-staff	**Overall coordination of the Programme** Responsible: • Risk management and Monitoring internal control • Functioning of the internal circuits Accountable/ Consulted: • Internal management control (Including POA and Strategic Objectives) Consulted: • Coordination of the whole MA with other programme bodies (AA)
Officer MA-staff	**Overall coordination of the Programme:** Responsible: • Coordination with other programs Consulted: • Coordination of the whole MA with other programme bodies (NA and BOs) • JMC chairmanship • Keeping relations with EC and participating countries (Institutional relations) • Technical and financial monitoring • Definition and update of Programme procedures audit trails • Functioning of the internal circuits **Selection and contracting of projects Managing Contracting**

	Consulted: • Defining and launching the Calls for Proposals
Assistant MA-staff	**Overall coordination of the Programme** • Mail and archive
Assistant MA-staff	**Overall coordination of the Programme:** Consulted: • Administrative and internal processes (staff, travel, mananging calendar) • Administrative and internal processes (protocol, archive)
Assistant MA-staff	• Overall coordination of the Programme: • Consulted: • Administrative and internal processes (staff, travel, mananging calendar) • Administrative and internal processes (protocol, archive)
Officer MA - staff	**Overall coordination of the Programme:** Consulted: • JMC chairmanship • Keeping relations with EC and participating countries (Institutional relations, Tecnical reporting, Financial reporting) • Coordination with other programs
Officer – MA staff	**Overall coordination of the Programme:** Consulted: • Coordination of the whole MA with other programme bodies (CCP, NCP and BOs) • Coordination with other programs • Implementation of the information and communication plans
Officer – MA staff	**Overall coordination of the Programme** Responsible:

	• Coordination of the whole MA with other programme bodies (BOs) Consulted: • Coordination of the whole MA with other programme bodies (NA, CCP, NCP, AA) • Definition and update of Programme procedures audit trails
Head of Unit Accounting	**Overall coordination of the Programme** Responsible: • Coordination of the whole MA with other programme bodies (AA) • Keeping relations with EC and participating countries (Financial reporting) Accountable/ Consulted: • Definition and update of Programme procedures audit trails Accountable: • Internal management control (Including POA and Strategic Objectives) Consulted: • Risk management and Monitoring internal control • Coordination of the whole MA with other programme bodies (BOs) **Accountig and payments** Responsible /Accountable: • Issuing Projects' order payments • Issuing Technical Assistance order payments • Issuing BOs order payments • Issuing NCCP/CCP order payments • Drafting the payment request to EC • Drafting the annual accounts • Drafting the Financial Plan • Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant

Officer Accounting	**Overall coordination of the Programme** Consulted: • Coordination of the whole MA with other programme bodies (AA) **Accounting and Payments** Responsible: • Cheking and recording Projects' commitment • Issuing Projects' order payments • Checking and recording Technical Assistance commitment • Issuing Technical Assistance order payments • Checking and recording BOs commitment • Issuing BOs order payments • Checking and recording NCCP/CCP commitment • Issuing NCCP/CCP order payments • Computerized accounting records for expenditures declared to the Commission • Computerized accounting records for payments made to beneficiaries • Drafting the payment request to EC • Drafting the annual accounts • Drafting the Financial Plan • Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant
Officer Accounting	**Overall coordination of the Programme** Consulted: • Coordination of the whole MA with other programme bodies (AA) **Accounting and Payments** Responsible: • Cheking and recording Projects' commitment • Issuing Projects' order payments

	• Checking and recording Technical Assistance commitment • Issuing Technical Assistance order payments • Checking and recording BOs commitment • Issuing BOs order payments • Checking and recording NCCP/CCP commitment • Issuing NCCP/CCP order payments • Computerized accounting records for expenditures declared to the Commission • Computerized accounting records for payments made to beneficiaries • Drafting the payment request to EC • Drafting the annual accounts • Drafting the Financial Plan • Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant
Assistant Accounting	**Accounting and Payments** Consulted: • Cheking and recording Projects' commitment • Checking and recording Technical Assistance commitment • Checking and recording BOs commitment • Checking and recording NCCP/CCP committment Responsible: • Checking and uploading in Programme Information and Monitoring System financial information forms.
Head of Operational and Authorising Unit	**Overall coordination of the Programme** Responsible: • Coordination of the whole MA with other programme bodies (CCP, NCP, AA and BOs) • Keeping relations with EC and participating countries (Tecnical reporting and Financial reporting) Accountable/ Consulted:

Position Vacant, an officer is acting as substitute of the Head	• Definition and update of Programme procedures audit trails Consulted: • Risk management and Monitoring internal control Accountable: • Internal management control (Including POA and Strategic Objectives) **Selection and contracting of projects / Managing Contracts** Responsible/ Accountable: • Preparing and signing Grant Contracts • Defining the auto assessment check lists • Developing the reporting templates to be used by projects • Defining effective and proportionate anti-fraud measures • Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification • Making commitment • Authorising payments • Managing recovery procedures • Reimbursement of cofinancing to the Italian Public Autorithies Responsible/ Accountable/Verifying: • Defining and launching the Calls for Proposals **BOs** Responsible /Accountable: • Administrative verification on reported expenditures of the Bos • Authorising commitments

	• Authorising payments • Attending on the spot verification **Manage the technical assistance funds** Responsible/ Accountable: • Managing contract award procedures • Managing contracts • Defining the autoassessment check list • Authorising committment • Authorising payments **NCP / CCP:** Responsible/ Accountable: • Reimbursement of the staff costs to NCPs and CCPs • Defining the autoassessment check list • Authorising commitments • Authorising payments
Officer Authorizing	**Overall coordination of the Programme** Consulted: • Definition and update of Programme procedures audit trails **Selection and contracting of projects / Managing Contracts** Verifying: • Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification Consulted:

	• Preparing and signing Grant Contracts • Defining the autoassessment check list • Developing the reporting templates to be used by projects • Defining effective and proportionate anti-fraud measures • Making commitment • Authorising payments • Attending on the spot verification Responsible: • Managing recovery procedures • Reimbursement of cofinancing to the Italian Public Autorithies Responsible/ Accountable: • MA Negotiation process **BOs** Responsible /Consulted: • Authorising payments Consulted: • Attending on the spot verification **Manage the technical assistance funds** Consulted: • Managing contract award procedures Responsible**:** • Managing contracts • Authorising committments • Authorising payments **NCP/CCP** Responsible**:**

	• Reimbursement of the staff costs to NCPs and CCPs • Authorising committments • Authorising payments
Officer Authorizing	**Selection and contracting of projects / Managing Contracts** Verifying: • Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification Consulted: • Defining the autoassessment check list • Developing the reporting templates to be used by projects • Defining effective and proportionate anti-fraud measures • Making commitment • Authorising payments Responsible: • Preparing and signing Grant Contracts • Managing recovery procedures Responsible/ Accountable: • MA Negotiation process **BOs** Responsible: • Administrative verification on reported expenditures of the BOs • Authorising committments • Authorising payments Consulted:

	• Attending on the spot verification **Manage the technical assistance funds** Responsible: • Managing contract award procedures • Managing contracts • Authorising committments • Authorising payments
Officer Authorizing	**Overall coordination of the Programme** Consulted: • Definition and update of Programme procedures audit trails **Selection and contracting of projects / Managing Contracts** Responsible /Accountable: • MA Negotiation process Responsible: • Preparing and signing Grant Contracts • Managing recovery procedures Consulted: • Defining and launching the Calls for Proposals • Defining the autoassessment check list • Developing the reporting templates and manuals to be used by projects • Defining effective and proportionate anti-fraud measures • Making committment • Authorising payments Verifying:

	• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification **Manage the technical assistance funds** Responsible**:** • Managing contract award procedures • Authorising commitments • Authorising payments Consulted: • Defining the autoassessment check list **NCP/CCP** Consulted**:** • Defining the autoassessment check list Responsible**:** • Authorising commitments • Authorising payments
Officer Authorizing	**Overall coordination of the Programme** Consulted: • Definition and update of Programme procedures audit trails **Selection and contracting of projects / Managing Contracts** Responsible/ Accountable • MA Negotiation process Responsible: • Preparing and signing Grant Contracts

	• Managing recovery procedures Consulted: • Defining and launching the Calls for Proposals • Defining the autoassessment check list • Developing the reporting templates and manuals to be used by projects • Defining effective and proportionate anti-fraud measures • Making committment • Authorising payments Verifying: • Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification **BOs** Responsible: • Attending on the spot verification **Manage the technical assistance funds** Consulted: • Authorising committments • Authorising payments
Officer Authorizing	**Overall coordination of the Programme** Consulted: • Definition and update of Programme procedures audit trails **Selection and contracting of projects / Managing Contracts** Responsible/ Accountable:

	• MA Negotiation process Responsible: • Preparing and signing Grant Contracts • Managing recovery procedures Consulted: • Defining and launching the Calls for Proposals • Defining the autoassessment check list • Developing the reporting templates to be used by projects • Defining effective and proportionate anti-fraud measures • Making committment • Authorising payments • Reimbursement of cofinancing to the Italian Public Authorities Verifying: • Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JTS on the interim and final reports) • Attending on the spot verification **BOs** Responsible: • Attending on the spot verification **Manage the technical assistance funds** Consulted: • Authorising committments • Authorising payments **NCP / CCP** Verifying:

	• Reimbursement of the staff costs to NCPs and CCPs • Authorising commitments • Authorising payments

R=Responsible chi ha in carico lo svolgimento del lavoro necessario per portare a termine l'attività
A=Accountable chi è responsabile che il lavoro venga effettuato con la dovuta qualità;
C=Consulted chi dà un contributo che viene utilizzato per completare l'attività;
V=Verifying chi deve verificare il deliverable;

EN CBC MED Managing Authority	FUNCTIONS	Director General	Officer MA-staff 1	Officer MA-staff 2	Officer MA-staff 3	Officer MA-staff 4	Assistant 1 - MA staff	Officer MA-staff 5	Officer MA-staff 6	Officer MA-staff 7	Officer MA-staff 8	Officer MA-staff 9	Assistant 2- MA staff	Head of Unit Accounting	Officer Accounting 1	Officer Accounting 2	Officer Accounting 3	Head of Unit Authorizing	Officer Authorizing 1	Officer Authorizing 2	Officer Authorizing 3	Officer Authorizing 4	Officer Authorizing 5
Overall coordination of the Programme	Coordination of the whole MA with other programme bodies (NA)	RA	C		C			C				C											
	Coordination of the whole MA with other programme bodies (CCP, NCP)	RA	C		C					C		C						R					
	Coordination of the whole MA with other programme bodies (AA)	RA									C	C		R	C	C		R					
	Coordination of the whole MA with other programme bodies (BOs)	RA	R					C		C		R		C				R					
	JMC chairmanship	RA			C			C	C														
	Keeping relations with EC and participating countries (Institutional relations)	RA	C		C			C	C														
	Keeping relations with EC and participating countries (Tecnical reporting)	RA			C	C			C									R					
	Keeping relations with EC and participating countries (Financial reporting)	RA				C			C					R				R					
	Technical and financial monitoring	RA						C															
	Coordination with other programs	RA	R		C			R	C	C													
	Risk management and Monitoring internal control	RA				C					R			C				C					
	Implementation of the information and communication plans	RA	R		C					C													
	Definition and update of Programme procedures audit trails	RA						C				C		AC				AC	C		C	C	C
	Functioning of the internal circuits	RA		C		C		C			R												
	Internal management control (Including POA and Strategic Objectives)	RA									AC			A				A					
	Staff training	RA		R																			
	Personnel Officer (appointments and incoming calls, assistence to information and dissemination among the units)	RA		R																			
	Administrative and internal processes (staff, travel, mananging calendar)	RA		C			C						C										
	Administrative and internal processes (protocol, archive)	RA		C			C						C										
	Programme Information and Monitoring system and electronic applicatives to manage calls for proposals	RA	C			R																	

EN CBC MED Managing Authority	FUNCTIONS	Director General	Officer MA-staff 1	Officer MA-staff 2	Officer MA-staff 3	Officer MA-staff 4	Assistant 1 - MA staff	Officer MA-staff 5	Officer MA-staff 6	Officer MA-staff 7	Officer MA-staff 8	Officer MA-staff 9	Assistant 2- MA staff	Head of Unit Accounting	Officer Accounting 1	Officer Accounting 2	Officer Accounting 3	Head of Unit Authorizing	Officer Authorizing 1	Officer Authorizing 2	Officer Authorizing 3	Officer Authorizing 4	Officer Authorizing 5
Selection and contracting of projects Managing Contracting	Defining and launching the Calls for Proposals		C					C										RAV			C	C	C
	MA Negotiation process																		RA	RA	RA	RA	RA
	Preparing and signing Grant Contracts																	RA	C	R	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																RA	C	C	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)																	RA	V	V	V	V	V
	Attending on the spot verification																	RA	V	V	V	V	V
	Making committment																	RA	C	C	C	C	C
	Authorising payments																	RA	C	C	C	C	C
	Managing recovery procedures																	RA	R	R	R	R	R
	Reimbursement of cofinancing to the Italian Public Autorithies																	RA	R				C
BOs	Administrative verification on reported expenditures of the BOs																	RA		R			
	Authorising committment																	RA		R			
	Authorising payments																	RA	CR	R			
	Attending on the spot verification																	RA	C	C		R	R
Manage the technical assistance funds	Managing contract award procedures																	RA	C	R	R		
	Managing contracts																	RA	R	R			
	Defining the autoassessment check list																	RA			C		
	Authorising committment																	RA	R	R	R	C	C
	Authorising payments																	RA	R	R	R	C	C

EN CBC MED Managing Authority	FUNCTIONS	Director General	Officer MA-staff 1	Officer MA-staff 2	Officer MA-staff 3	Officer MA-staff 4	Assistant 1 - MA staff	Officer MA-staff 5	Officer MA-staff 6	Officer MA-staff 7	Officer MA-staff 8	Officer MA-staff 9	Assistant 2- MA staff	Head of Unit Accounting	Officer Accounting 1	Officer Accounting 2	Officer Accounting 3	Head of Unit Authorizing	Officer Authorizing 1	Officer Authorizing 2	Officer Authorizing 3	Officer Authorizing 4	Officer Authorizing 5
NCP / CCP	Reimbursement of the staff costs to NCPs and CCPs																	RA	R				V
	Defining the autoassessment check list																	RA			C		
	Authorising committments																	RA	R		R		V
	Authorising payments																	RA	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							
	Checking and recordingNCCP/CCP committment														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							
	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							

*From 25 Febrary the position is vacant
**From 18th July Michela Di Donato currently on maternity leave
***From 12th January 2023, an officer is acting as substitute of the Head of Operational and Authorising Unit

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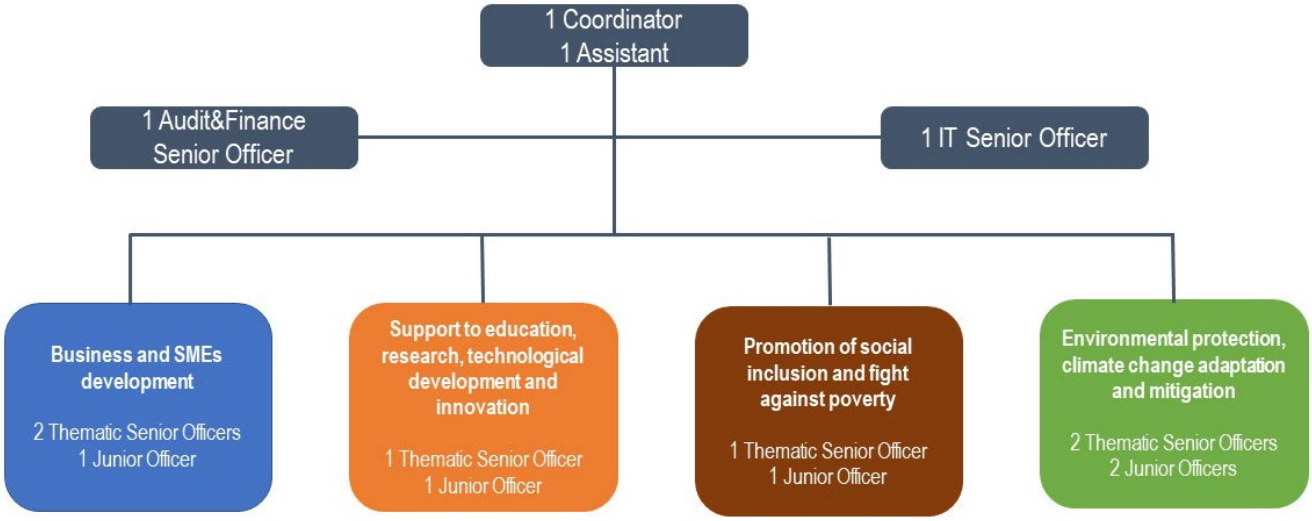
DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS

ORGANIZATION CHART AND RESPONSIBILITY ASSIGNMENT MATRIX

JTS

ANNEX 4.B

Organization chart and function Joint Technical Secretariat (JTS)



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RESPONSIBILITY ASSIGNMENT MATRIX JTS

ROLE	FUNCTION
Coodinator	• Coordinating the daily work of the JTS officers, ensuring a smooth implementation of activities and meeting of the deadlines; • Checking the quality of deliverables produced by the JTS officers, such as assessment reports, check-lists, Project Implementation Manual, etc. • Supporting the MA in managing services related to the projects, such the monitoring system of the Programme and projects (supporting the MA in the development of the monitoring system by providing templates for reporting, budget shifts, etc.), setting up checklists and circuits to ensure that the JTS responsibilities are fully respected and traceable; • Attending the JMC meetings and presenting the documents prepared by the JTS officers; • Solving specific issues arising during project implementation; • Attending coordination meetings with the MA and other bodies in order to find appropriate solutions for improving the management and control systems, with regards to project implementation, including the risk assessment, the monitoring and evaluation planning and activities; • Assuring the communication between the JTS and the National Authorities, National Contact Points, Control Contact Points; • Participating in activities and events involving other Programmes and Initiatives • Assisting the MA in daily project monitoring of projects, including visits on site.
Assistant	• Ensuring all secretarial and administrative tasks related to the activities of the JTS (support to EU non national JTS Staff for obtaining VISA, logistics, etc.); • Making arrangements for JTS staff missions and reporting of their costs; • Supporting the MA and JTS staff in the organization of events; • Handling correspondence and take minutes of meetings, as required; • Managing calendar, appointments and incoming calls; • Ensuring support to the project management such as sending and recording official correspondence, archiving, managing of JTS documents merging contributions from the different experts, keeping track of procedures and workflows, also applying tools prepared by or with the

	Coordinator and the experts, etc.
ICT Expert	• Coordinating an internal working group (involving both the MA and JTS) to ensure that all information, data and processes to be implemented within the monitoring system are in line with the general principles (transparency, traceability, etc.) of the Programme; • Supporting the MA in preparing the ToRs for the procurement procedure and the follow up of the technical aspects of the contract with the IT company in charge of implementing the Programme monitoring and management system, including all the parts related to Programme and project monitoring, evaluation, financial management, control and audit; • Supporting the Programme structures (including MA, AA, GoA, NA, CCP, NCP, JTS, etc.) on how to use the monitoring and management system and in particular on how to use Programme data, payment information, management of the evolution modules, monitoring tools for projects (budget and technical parts) etc. The JTS IT officer therefore provides specific trainings to the different actors who will need to access the system. • Defining the processes and ensures the supervision of the IT system for the management of all the steps related to calls for proposals (project submission, administrative, quality and eligibil-ity, evaluation reports etc.). • Supporting and trains project Beneficiaries to use the IT system for submission of project re-ports; • Supervising the technical functioning of the Programme web-site and its web tools (mailing lists, social media, on-line registration for events, on-line questionnaires etc.); • Managing the internal network of the MA and JTS and assisting officers and experts for their needs related to the intranet use.
F&A Expert	• Preparing the financial parts of the application pack for the calls for proposals, • Providing contributions to the annual reports (including the final report) to be submit-ted to the JMC and the European Commission on the parts related to financial implementation of projects; • Ensuring the capacity building of the project beneficiaries and their auditors by preparing and presenting documents on project financial implementation, expenditure verification, etc; • Assisting the project beneficiaries for specific issues related to the eligibility of expenditures and financial management;

	• Contributing to the preparation of a manual on project implementation and its update, on the financial parts; • Contributing to the development of the IT system modules related to the financial parts (budget, budget shifts, financial reporting and monitoring etc.) and to the audit parts (modules re-lated to the first level controls, etc.); • Supporting the AA in carrying out its tasks such as to the definition of the ToRs for the recruitment of the external audit companies to carry out the audits on Programme and Project level; • Attending JMC and AA and Group of Auditors meetings and preparing documents related to the financial and audit issues, as the case may be; • Coordinating with the Director's office in charge of the relations with the CCPs and NCPs on financial issues.
Senior Experts	• Preparing documents, analysis on projects' implementation, submission of information and data for the JMC meetings; • Contributing to the annual reports (including the final report) to be submitted to the JMC and the European Commission on the parts related to projects; • Assisting to the MA in carrying out its tasks of the chairperson and secretary of the Project Selection Committee, including preparation and presentation of the outcomes of the evaluation results for the PSC meetings, supporting training activities for the external assessors, and supporting the PSC chairperson in checking the quality of the evaluations performed by the external assessors in order to ensure that the evaluation methodology has been correctly followed, etc; • Drafting the application pack for the calls for proposals, including the Grant Contract and annexes to be approved by the JMC; • Carrying out the technical negotiation of Grant Contracts, by drafting the negotiation letters, examining the documents provided by the Beneficiaries and by filling in the negotiation checklists and archiving the documents in the negotiation dossier; • Ensuring the capacity building of the project beneficiaries by preparing and presenting documents on project technical implementation, communication, etc.; • Assisting the MA and the BOs in the organization of events both at Programme and at National level (Programme launching, call launching, events for project beneficiaries); • Assisting the MA in the payment procedures to project beneficiaries, including both the examination of the interim and final reports and,

	preparing requests for the Control Contact Points in the event of needs for clarifications about specific national financial issues and/or clarification requests from the National Contact Points about technical aspects related to projects, etc.; • Examining the requests for modification of contractual conditions of projects (major changes), including the analysis of the technical and financial modifications and preparing a report on JTS' conclusions to be transmitted to the MA and then to the JMC; • Preparing and updating a manual on project implementation; • Contributing to the elaboration and optimisation of internal procedures and formats to assess reports and projects' performance; • Assisting the beneficiaries in the implementation of the projects and constantly updating the project monitoring system, also through the participation in project meetings and events as the case may be, examining critical situations and proposing the appropriate solutions to projects, etc; • Examining and processing minor modifications proposed by the project beneficiaries during project implementation, by checking the technical and financial modifications and making sure that they are correctly uploaded into the monitoring system.
Junior Experts	• Contributing to the evaluation of project proposals by carrying out the administrative and eligibility check of the proposals received including the drafting of requests for clarification to be sent by the PSC chairperson, filling in the administrative and eligibility check-grids etc; • Carrying out the examination of the interim and final reports (administrative check, format compliance, upload of information and data into the management and information system) and preparing the compliance report to be examined by the thematic senior officer; • Contribution to elaborate newsletter and news concerning project implementation; interpretation and translation of the Programme documents, etc.; • Preparing the translation of the Programme documents, including country reports, thematic papers, etc.; • Assistance in the organization of Programme events and media campaigns, in cooperation with the BOs; • Supporting senior experts to examine the minor and major modifications proposed by the beneficiaries during the project implementation, by checking the technical and financial modifications and making sure that they are correctly uploaded into the monitoring system; • Assisting the projects, under the coordination of the senior experts, in the daily implementation of activities and in the reporting process.

JTS	FUNCTIONS	Coordinator	Assistant	ICT Expert	F&A Expert	Senior Experts	Junior Experts
JTS	Assisting MA Staff for the detailed understanding of activities	R	C	I	C	A	C
	Administrative duties and relationship with the Working Group: fiscal, economic and giuridical treatment	R	A	I	I	I	I
	Management of administrative and secretarial activities related to the JTS fnctions	C	C	I	I	I	I
	Organization of missions and support for reimbursement procedure	R	I	I	I	I	I
	Logistic support to the STC staff	C	C	I	I	I	I
	Monitoring on workload and referring to the MA	R	A	I	I	I	I
	Invoicing and reporting the expenditures to the contracting body	R	A	I	I	I	I
	Submission of the workplan	R	C	C	C	C	I
	Monitoring of progress in the implementation of the work plan	R	C	C	C	C	I
	Monthly meetings with the MA	R	I	I	C	C	I
	Six-monthly report to the the MA	R	C	C	C	C	C
	Three-monthly meetings in presence at the MA premises	R	C	C	C	C	C
	Assisting the MA preliminarly to the Calls for Proposals	C	C	C	C	C	C
	Preparation of Questions and Answers	A	I	C	C	C	C
	Preparation and update of the Projet Implementation Manual	A	C	C	C	C	C
	Preparation of the financial part of the application package, the Contract and the financial annexes	R	I	I	A	C	I
	Elaboration of the Application Dossier for the Calls for Proposals	R	C	I	C	A	I
	Assisting the MA in its roles of President and Secretary of the JMC	R	C	I	I	I	I
	Assessment of project proposals: administrative and admissibility check	R	C	I	I	I	A
	Techncial and financial negotiation of Grant Contracts	R	I	I	I	A	C
JTS	Assisting the project beneficiaries for the implementation of actions	A	C	I	R	R	C
	Assisting the MA for project monitoring, visits on site	A	C	I	C	C	C
	Assisting the MA for the assessment of intermediate and final reports	R	C	I	C	A	C
	Assisting the MA for the payment procedures	R	C	I	C	A	C
	Assessment of the requests for modification of grant contract conditions (major amendments)	R	C	I	C	A	C
	Capacity building of beneficiaries	R	I	I	R	R	C
	Assisting the MA for recovery procedures	R	C	I	R	I	I
	Support to the Audit Authority	R	I	I	A	C	C
	Support to the coordination with CCPs and NCPs	C	I	I	R	I	I
	Monitoring and update of sections 5 and 6 of DMCS	C	I	I	C	C	I
	Risk analysis and management	C	I	I	C	C	I
	Set up of the result oriented evaluation and monitoring system	C	I	I	C	C	I
	Capitalisation, complementarity and synergies with other programmes and istruments operating in the Mediterranean	C	I	I	C	C	I
	Application of the monitoring and evaluation plan	C	I	I	C	C	I

JTS	FUNCTIONS	Coordinator	Assistant	ICT Expert	F&A Expert	Senior Experts	Junior Experts
JTS	Managment of programme's expenditure through the analysis of financial progress	C	I	I	C	C	I
	Analysis and check of control procedures	C	I	I	C	C	I
	Carry out of internal controls and procedures	C	I	I	C	C	I
	Elaboration of annual reports to be submitted to the JMC for approval	C	I	I	C	C	I
	Support to and training of beneficiaries on the use of MIS	R	I	A	I	C	I
	Control of the website technical functioning and related web tools	R	I	A	I	I	I
	Analysis of completeness and correctness of MIS information	R	I	A	C	C	I
	Identification of MIS requirements to answer programme's and projects' needs	C	I	A	C	C	I
	Technical support to the MA for the carry out of the contract awarded to the provider in charge of MIS implementation	C	I	A	I	I	I
	Management and functioning of MIS	C	I	A	C	C	I
	Support to MA and JTS for the functioning and use of intranet and informatic tools	R	I	A	C	C	I
	Assisting th MA and the Bos for the organisation of events at Programme and national level	C	R	I	I	I	I
	Secretariat and logistics in occasion of JMC meetings	A	C	I	I	I	I
	Participation in JMC meetings and presentation of documents prepared by the JTS experts	A	C	I	C	C	I

R=Responsible
A=Accountable
C=Consulted
I=Informed