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



30/06/2024

MEDITERRANEAN SEA BASIN ENI CBC PROGRAMME 2014-2020

DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS

ORGANIZATION CHART AND RESPONSIBILITY ASSIGNEMENT MATRIX





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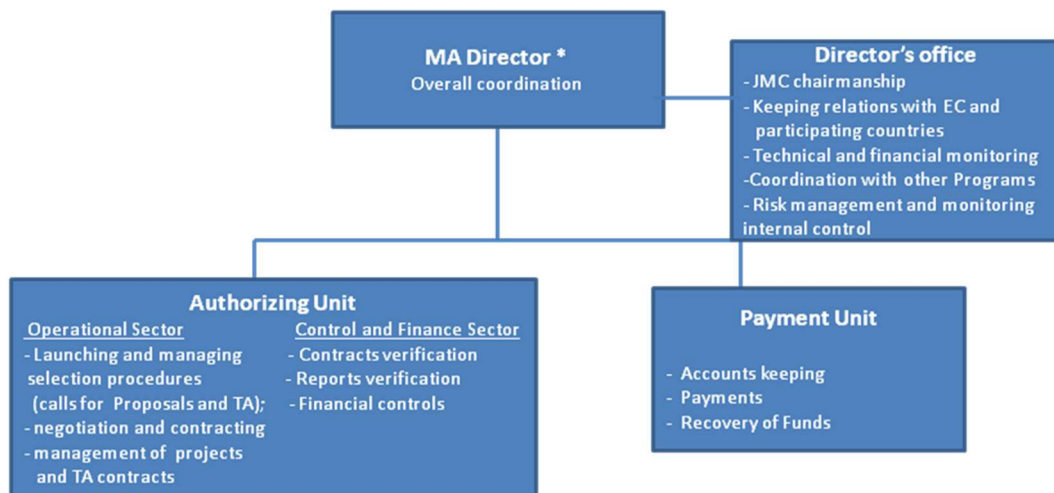
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Organization chart and function

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
Director General Marco Melis	<p>Overall coordination of the Programme Responsible and Accountable:</p> <ul style="list-style-type: none"> • 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, Financial reporting) • Technical and financial monitoring • Coordination with other programs • Risk management • 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 (Monitoring internal control) • POA and Strategic Objectives • Staff training • Personnel Officer (appointments and incoming calls, assistance 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 and electronic applicatives to manage calls for proposals <p>Selection and contracting of projects Managing Contracting Verifying:</p> <ul style="list-style-type: none"> • Defining effective and proportionate anti-fraud measures



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<p>Martin Heibel Officer MA-staff</p>	<p>Overall coordination o the Programme Responsible:</p> <ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (BOs) • Coordination with other programs • Implementation of the information and communication plans <p>Consulted:</p> <ul style="list-style-type: none"> • 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 and electronic applicatives to manage calls for proposals <p>Selection and contracting of projects Managing Contracting: Consulted:</p> <ul style="list-style-type: none"> • Defining and launching the Calls for Proposals
<p>Antonella Bassu Officer MA-staff</p>	<p>Overall coordination of the Programme Consulted:</p> <ul style="list-style-type: none"> • Functioning of the internal circuits • Internal management control (Monitoring internal control) • Administrative and internal processes (staff, travel, mananging calendar) • Administrative and internal processes (protocol, archive) <p>Responsible:</p> <ul style="list-style-type: none"> • Personnel Officer (appointments and incoming calls, assistance to information and dissemination among the units) • Staff training <p>Consulted/Accountable:</p> <ul style="list-style-type: none"> • POA and Strategic Objectives
	<p>Overall coordination of the Programme: Consulted:</p>



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Michela Di Donato Officer MA-staff	<ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (NA, CCP, NCP, AA, BOs) • Keeping relations with EC and participating countries (Institutional relations) • Coordination with other programs • Risk management
Alessandro Pischedda Officer MA-staff	<p>Overall coordination of the Programme Responsible:</p> <ul style="list-style-type: none"> • Programme Information and Monitoring system and electronic applicatives to manage calls for proposals • Risk management <p>Consulted:</p> <ul style="list-style-type: none"> • Keeping relations with EC and participating countries (Technical and Financial reporting) • Functioning of the internal circuits
Aldo Puleo Officer MA-staff	<p>Overall coordination of the Programme: Responsible:</p> <ul style="list-style-type: none"> • Coordination with other programs <p>Consulted:</p> <ul style="list-style-type: none"> • 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 <p>Selection and contracting of projects Managing Contracting Consulted:</p> <ul style="list-style-type: none"> • Defining and launching the Calls for Proposals
	Overall coordination of the Programme:



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Paolo Cocco Assistant MA-staff	<p>Consulted:</p> <ul style="list-style-type: none"> • Administrative and internal processes (staff, travel, managing calendar) • Administrative and internal processes (protocol, archive)
Anna Cotza Assistant MA-staff	<p>• Overall coordination of the Programme:</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Administrative and internal processes (staff, travel, managing calendar) • Administrative and internal processes (protocol, archive)
Manuela Casu Officer MA - staff	<p>Overall coordination of the Programme:</p> <p>Consulted:</p> <ul style="list-style-type: none"> • JMC chairmanship • Keeping relations with EC and participating countries (Institutional relations, Technical reporting, Financial reporting) • Coordination with other programs • POA and Strategic Objectives
Stefania Piras Officer – MA staff	<p>Overall coordination of the Programme:</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (CCP, NCP, AA and BOs) • Coordination with other programs <p>Implementation of the information and communication plans</p> <ul style="list-style-type: none"> • Internal management control (Monitoring internal control)
	<p>Overall coordination of the Programme</p> <p>Responsible:</p> <ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (AA) • Keeping relations with EC and participating countries (Financial reporting) <p>Accountable/ Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails



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<p>Head of Unit Accounting Antonella Giglio</p>	<p>Accountable:</p> <ul style="list-style-type: none"> • Internal management control (Monitoring internal control) • POA and Strategic Objectives <p>Consulted:</p> <ul style="list-style-type: none"> • Risk management • Coordination of the whole MA with other programme bodies (BOs) <p>Accounting and payments</p> <p>Responsible /Accountable:</p> <ul style="list-style-type: none"> • 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
<p>Michela Ancis Officer Accounting</p>	<p>Overall coordination of the Programme</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (AA) <p>Accounting and Payments</p> <p>Responsible:</p> <ul style="list-style-type: none"> • Checking and recording Projects' commitment • Issuing Projects' order payments • Checking and recording Technical Assistance commitment • Issuing Technical Assistance order payments • Checking and recording BOs commitment



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	<ul style="list-style-type: none"> • 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
Raffaella Melis Officer Accounting	<p>Overall coordination of the Programme</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Coordination of the whole MA with other programme bodies (AA) <p>Accounting and Payments</p> <p>Responsible:</p> <ul style="list-style-type: none"> • 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



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	<ul style="list-style-type: none"> • Drafting the Financial Plan • Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant
<p>Damiano Sulis Assistant Accounting</p>	<p>Accounting and Payments</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Cheking and recording Projects' commitment • Checking and recording Technical Assistance commitment • Checking and recording BOs commitment • Checking and recording NCCP/CCP committment <p>Responsible:</p> <ul style="list-style-type: none"> • Checking and uploading in Programme Information and Monitoring System financial information forms.
<p>Head of Operational and Authorising Unit</p> <p>Position Vacant, an officer is acting as substitute of the Head</p> <p>Silvia Zedda</p>	<p>Overall coordination of the Programme</p> <p>Responsible:</p> <ul style="list-style-type: none"> • 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) <p>Accountable/ Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails <p>Consulted:</p> <ul style="list-style-type: none"> • Risk management <p>Accountable:</p> <ul style="list-style-type: none"> • Internal management control (Monitoring internal control) • POA and Strategic Objectives <p>Selection and contracting of projects / Managing Contracts</p> <p>Responsible/ Accountable:</p> <ul style="list-style-type: none"> • Preparing and signing Grant Contracts • Defining the auto assessment check lists



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- 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 Authorities
- 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:



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	<p>Responsible/ Accountable:</p> <ul style="list-style-type: none"> • Reimbursement of the staff costs to NCPs and CCPs • Defining the autoassessment check list • Authorising commitments • Authorising payments
<p>Agnese Attene Officer Authorizing</p>	<p>Overall coordination of the Programme Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails • Risk management <p>Selection and contracting of projects / Managing Contracts Verifying:</p> <ul style="list-style-type: none"> • 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 <p>Consulted:</p> <ul style="list-style-type: none"> • 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 commitment • Authorising payments • Managing recovery procedures • Reimbursement of cofinancing to the Italian Public Authorities • Administrative and internal processes (protocol, archive) • Attending on the spot verification



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	<p>Accountable/ Consulted</p> <ul style="list-style-type: none">• MA Negotiation process• Preparing and signing Grant Contracts <p>BOs</p> <p>Consulted:</p> <ul style="list-style-type: none">• Administrative verification on reported expenditures of the BOs• Authorising payments• Attending on the spot verification <p>Manage the technical assistance funds</p> <p>Consulted:</p> <ul style="list-style-type: none">• Managing contract award procedures• Managing contracts• Authorising commitments• Authorising payments <p>NCP/CCP</p> <p>Consulted:</p> <ul style="list-style-type: none">• Reimbursement of the staff costs to NCPs and CCPs• Authorising commitments• Authorising payments
	<p>Overall coordination of the Programme</p> <p>Consulted:</p> <ul style="list-style-type: none">• Definition and update of Programme procedures audit trails <p>Selection and contracting of projects / Managing Contracts</p> <p>Verifying:</p>





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<p>Annalisa Pireddu Officer Authorizing</p>	<ul style="list-style-type: none">• 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 <p>Consulted:</p> <ul style="list-style-type: none">• 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 commitment• Authorising payments• Managing recovery procedures• Administrative and internal processes (protocol, archive) <p>Accountable/ Consulted</p> <ul style="list-style-type: none">• MA Negotiation process• Preparing and signing Grant Contracts <p>BOs</p> <p>Consulted:</p> <ul style="list-style-type: none">• Administrative verification on reported expenditures of the BOs• Authorising commitments• Authorising payments• Attending on the spot verification <p>Manage the technical assistance funds</p> <p>Responsible:</p> <ul style="list-style-type: none">• Managing contract award procedures• Managing contracts
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	<ul style="list-style-type: none"> • Authorising commitments • Authorising payments
<p>Silvia Cubadda Officer Authorizing</p>	<p>Overall coordination of the Programme Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails <p>Selection and contracting of projects / Managing Contracts Verifying:</p> <ul style="list-style-type: none"> • 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 <p>Consulted:</p> <ul style="list-style-type: none"> • 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 commitment • Authorising payments • Managing recovery procedures • Administrative and internal processes (protocol, archive) <p>Accountable/ Consulted</p> <ul style="list-style-type: none"> • MA Negotiation process • Preparing and signing Grant Contracts <p>BOs Consulted:</p> <ul style="list-style-type: none"> • Attending on the spot verification



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	<p>Manage the technical assistance funds</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Managing contract award procedures • Defining the autoassessment check list • Authorising commitments • Authorising payments <p>NCP/CCP</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Defining the autoassessment check list • Authorising commitments • Authorising payments
Barbara Pintus Officer Authorizing	<p>Overall coordination of the Programme</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails <p>Selection and contracting of projects / Managing Contracts</p> <p>Verifying:</p> <ul style="list-style-type: none"> • 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 <p>Consulted:</p> <ul style="list-style-type: none"> • 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



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	<ul style="list-style-type: none"> • Making commitment • Authorising payments • Managing recovery procedures • Administrative and internal processes (protocol, archive) <p>Accountable/ Consulted</p> <ul style="list-style-type: none"> • MA Negotiation process • Preparing and signing Grant Contracts <p>BOs</p> <ul style="list-style-type: none"> • Consulted : • Attending on the spot verification <p>Manage the technical assistance funds</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Authorising commitments • Authorising payments
	<p>Overall coordination of the Programme</p> <p>Consulted:</p> <ul style="list-style-type: none"> • Definition and update of Programme procedures audit trails <p>Selection and contracting of projects / Managing Contracts</p> <p>Verifying:</p> <ul style="list-style-type: none"> • 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 <p>Consulted:</p> <ul style="list-style-type: none"> • Defining and launching the Calls for Proposals



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<p>Paola Rossi Officer Authorizing</p>	<ul style="list-style-type: none">• 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• Managing recovery procedures• Reimbursement of cofinancing to the Italian Public Authorities• Administrative and internal processes (protocol, archive)• Attending on the spot verification <p>Accountable/ Consulted</p> <ul style="list-style-type: none">• MA Negotiation process• Preparing and signing Grant Contracts <p>BOs</p> <ul style="list-style-type: none">• Consulted :• Attending on the spot verification <p>Manage the technical assistance funds</p> <p>Consulted:</p> <ul style="list-style-type: none">• Authorising commitments• Authorising payments <p>NCP / CCP</p> <p>Verifying:</p> <ul style="list-style-type: none">• Reimbursement of the staff costs to NCPs and CCPs• Authorising commitments• Authorising payments





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<p>Maria Valeria Fiori Officer Authorizing</p>	<p>Selection and contracting of projects Managing Contracting</p> <p>Consulted:</p> <ul style="list-style-type: none">• Defining and launching the Calls for Proposals• 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• Authorising payments• Managing recovery procedures• Reimbursement of cofinancing to the Italian Public Authorities• Administrative and internal processes (protocol, archive) <p>BOs</p> <p>Consulted:</p> <ul style="list-style-type: none">• Administrative verification on reported expenditures of the BOs• Authorising commitment• Authorising payments• Attending on the spot verification <p>Manage the technical assistance funds</p> <ul style="list-style-type: none">• Managing contract award procedures• Managing contracts• Authorising commitment• Authorising payments <p>NCP / CCP</p> <p>Consulted:</p> <ul style="list-style-type: none">• Reimbursement of the staff costs to NCPs and CCPs• Authorising payments
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Riccardo Bolasco	Selection and contracting of projects Managing Contracting: Consulted: Administrative and internal processes (protocol, archive)



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

- chi ha in carico lo svolgimento del lavoro necessario per portare a termine l'attività;
- chi è responsabile che il lavoro venga effettuato con la dovuta qualità;
- chi dà un contributo che viene utilizzato per completare l'attività;
- chi deve verificare il deliverable;

30/06/2024

[illegible]

[illegible]

Selection and contracting of projects Managing Contracting	Defining and launching the Calls for Proposals		C					C								RAV	C	C	C	C	C		C
	MA Negotiation process															RA	AC	AC	AC	AC	AC		
	Preparing and signing Grant Contracts															RA	AC	AC	AC	AC	AC		
	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		C
	Attending on the spot verification															RA	V	V	V	V	V		C
	Making committment															RA	C	C	C	C	C		
	Authorising payments															RA	C	C	C	C	C		C
	Managing recovery procedures															RA	C	C	C	C	C		C
	Reimbursement of cofinancing to the Italian Public Autorithies															RA	C				C		C
	Administrative and internal processes (protocol, archive)															RA	C	C	C	C	C	C	C
BOs	Administrative verification on reported expenditures of the BOs															RA	C	C					C
	Authorising committment															RA		C					C
	Authorising payments															RA	C	C					C
	Attending on the spot verification															RA	C	C	C	C	C		C
Manage the technical assistance funds	Managing contract award procedures															RA	C	C	C				C
	Managing contracts															RA	C	C					C
	Defining the autoassessment check list															RA			C				
	Authorising committment															RA	C	C	C	C	C		C
	Authorising payments															RA	C	C	C	C	C		C

NCP / CCP	Reimbursement of the staff costs to NCPs and CCPs															RA	C				V		C
	Defining the autoassessment check list															RA			C				
	Authorising committments															RA	C		C		V		
	Authorising payments															RA	C		C		V		C
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 recording NCCP/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 12th January 2023, an officer is acting as substitute of the Head of Operational and Authorising Unit