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REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA



MEDITERRANEAN SEA BASIN ENI CBC PROGRAMME 2014-2020

DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS

ORGANIZATION CHART AND RESPONSIBILITY ASSIGNMENT MATRIX

JTS

ANNEX 4.B

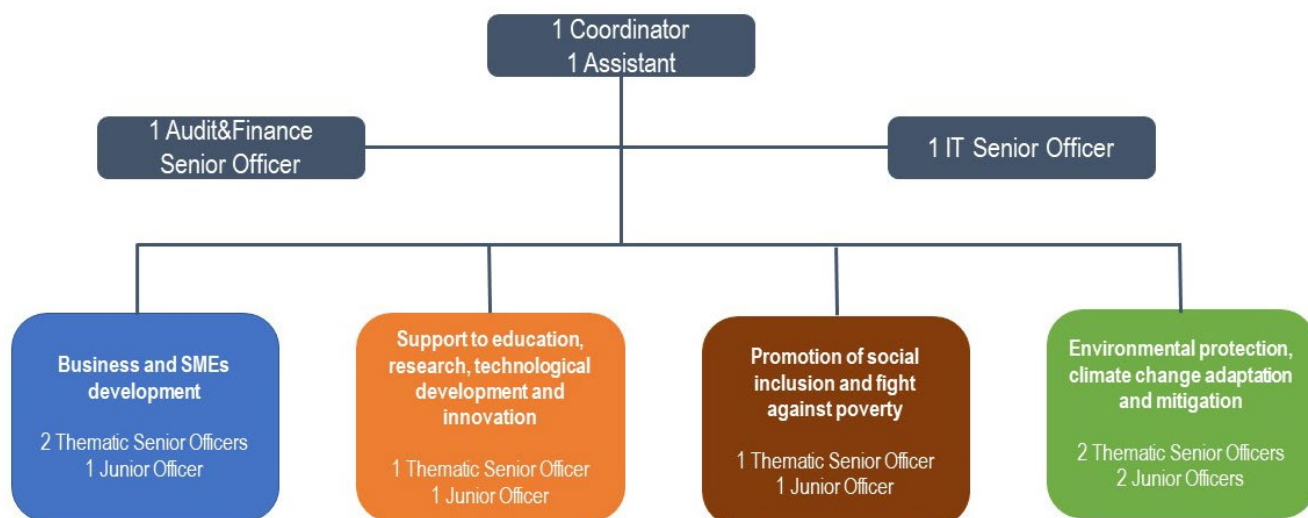
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Organization chart and function Joint Technical Secretariat (JTS)



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RESPONSIBILITY ASSIGNMENT MATRIX JTS

ROLE	FUNCTION
Coordinator	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

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	Coordinator and the experts, etc.
ICT Expert	<ul style="list-style-type: none">• 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 eligibility, 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	<ul style="list-style-type: none">• 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 submitted 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;



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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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,

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	<p>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.;</p> <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 preliminarily 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