Interreg NEXT MED

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REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

# INTERREG NEXT MED 2021-2027

# DESCRIPTION OF THE MANAGEMENT AND CONTROL SYSTEMS

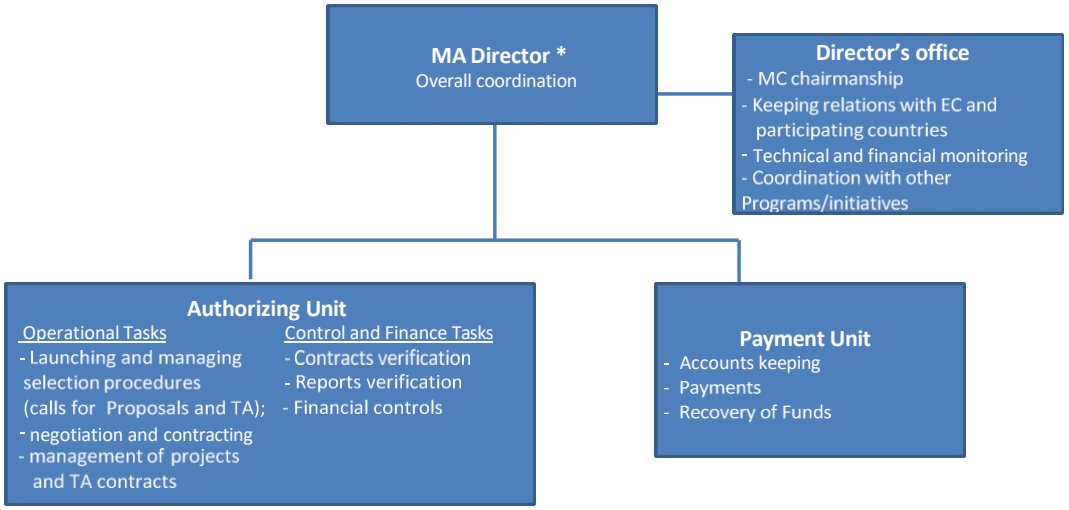
## ANNEX X

## ORGANIZATION CHART AND RESPONSIBILITY ASSIGNEMENT MATRIX

Organization chart and function

As defined in article article 46 of Interreg Regulation 1059/2021, 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 Monitoring Committee (MC) comply with the law, regulations and provisions in force.

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



## RESPONSIBILITY ASSIGNEMENT MATRIX

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

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| Martin Heibel<br>Officer MA-staff | **Overall coordination o the Programme**<br>Responsible:<br>• Coordination of the whole MA with other programme bodies (BOs)<br>• Coordination with other programs<br>• Implementation of the information and communication plans<br>Consulted:<br>• Coordination of the whole MA with other programme bodies (NA, CCP, NCP);<br>• Keeping relations with EC and participating countries (Institutional relations)<br>• Programme Information and Monitoring system and electronic applicatives to manage calls for proposals<br>**Selection and contracting of projects Managing Contracting:**<br>Consulted:<br>• Defining and launching the Calls for Proposals |
| Antonella Bassu<br>Officer MA-staff | **Overall coordination of the Programme**<br>Consulted:<br>• Functioning of the internal circuits<br>• Internal management control (Monitoring internal control)<br>• Administrative and internal processes (staff, travel, mananging calendar)<br>• Administrative and internal processes (protocol, archive)<br>Responsible:<br>• Personnel Officer (appointments and incoming calls, assistance to information and dissemination among the units)<br>• Staff training<br>Consulted/Accauntable:<br>• POA and Strategic Objectives |

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| Michela Di Donato<br>Officer MA-staff | **Overall coordination of the Programme:**<br>Responsible:<br>• Coordination with other programme bodies (Audit Authority)<br>Consulted:<br>• Keeping relations with EC and participating countries (Institutional relations)<br>• Coordination with other programs<br>• Risk management |
| Alessandro Pischedda<br>Officer MA-staff | **Overall coordination of the Programme**<br>Responsible:<br>• Programme Information and Monitoring system and electronic applicatives to manage calls for proposals<br>• Risk management<br>Consulted:<br>• Keeping relations with EC and participating countries (Tecnical and Financial reporting)<br>• Functioning of the internal circuits |
| Aldo Puleo<br>Officer MA-staff | **Overall coordination of the Programme:**<br>Responsible:<br>• Coordination with other programs and initiatives<br>Consulted:<br>• Coordination with other programme bodies (NA and BOs)<br>• Keeping relations with EC and participating countries (Institutional relations)<br>• Technical and financial monitoring<br>• Definition and update of Programme procedures audit trails<br>• Functioning of the internal circuits<br>**Selection and contracting of projects Managing Contracting**<br>Consulted: |

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| | • Defining and launching the Calls for Proposals |
| Paolo Cocco<br>Assistant MA-staff | **Overall coordination of the Programme:**<br>Consulted:<br>• Administrative and internal processes (staff, travel, mananging calendar)<br>• Administrative and internal processes (protocol, archive) |
| Anna Cotza<br>Assistant MA-staff | **Overall coordination of the Programme:**<br>• Consulted:<br>• Administrative and internal processes (staff, travel, mananging calendar)<br>• Administrative and internal processes (protocol, archive) |
| Manuela Casu<br>Officer MA - staff | **Overall coordination of the Programme:**<br>Responsible:<br>• MC secretary<br>Consulted:<br>• Keeping relations with EC and participating countries (Institutional relations, Tecnical reporting, Financial reporting ) |
| Simona Pilleri<br>Officer – MA staff | **Overall coordination of the Programme:**<br>Consulted:<br>• MC chairmanschip |

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| Simonetta Negrini<br>Head of Unit Accounting | **Overall coordination of the Programme**<br>Responsible:<br>• Coordination of the whole MA with other programme bodies (AA)<br>• Keeping relations with EC and participating countries (Financial reporting)<br>Accountable/ Consulted:<br>• Definition and update of Programme procedures audit trails<br>Accountable:<br>• Internal management control (Monitoring internal control)<br>Consulted:<br>• Risk management<br>• Coordination of the whole MA with other programme bodies (BOs)<br><br>**Accountig and payments**<br>Responsible /Accountable:<br>• Issuing Projects' order payments<br>• Issuing BOs order payments<br>• Issuing NCCP/CCP order payments<br>• Drafting the payment request to EC<br>• Drafting the annual accounts<br>• Drafting and monitoring of the Financial Plan for TA to be agreed with other bodies<br>• Keeping an account of amounts recoverable and of amounts reduced following cancellation of all or part of the grant |
| Michela Ancis<br>Officer Accounting | **Overall coordination of the Programme**<br>Consulted:<br>• Coordination of the whole MA with other programme bodies (AA)<br>**Accounting and Payments** |

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

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| Damiano Sulis<br>Assistant Accounting | **Accounting and Payments**<br>Consulted:<br>• Cheking and recording Projects' commitment<br>• Checking and recording BOs commitment<br>• Checking and recording NCCP/CCP committment<br>Responsible:<br>• Checking and uploading in Programme Information and Monitoring System financial information forms. |

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| Antonello Chessa<br>Head of Operational and Authorising Unit | **Overall coordination of the Programme**<br>Responsible:<br>• Coordination of the whole MA with other programme bodies (CCP, NCP, AA and BOs)<br>Keeping relations with EC and participating countries (Tecnical reporting and Financial reporting) Accountable/ Consulted:<br>• Definition and update of Programme procedures audit trails<br>Consulted:<br>• Risk management<br>Accountable:<br>• Internal management control (Monitoring internal control)<br>• POA and Strategic Objectives<br>**Selection and contracting of projects / Managing Contracts**<br>Responsible/ Accountable:<br>• MA Negotiation process<br>• Preparing and signing Grant Contracts<br>• Defining the auto assessment check lists<br>• Developing the reporting templates to be used by projects<br>• Defining effective and proportionate anti-fraud measures<br>• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JS on the interim and final reports)<br>• Attending on the spot verification<br>• Making commitment<br>• Authorising payments |

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| | • Managing recovery procedures<br>• Reimbursement of cofinancing to the Italian Public Autorithies<br>Responsible/ Accountable/Verifying:<br>• Defining and launching the Calls for Proposals<br><br>**BOs**<br>Responsible /Accountable:<br>Administrative verification on reported expenditures of the Bos<br>• Authorising commitments<br>• Authorising payments<br>• Attending on the spot verification<br><br>**Manage the technical assistance funds**<br>Responsible/ Accountable:<br>• Managing contract award procedures<br>• Managing contracts<br>• Defining the autoassessment check list<br>• Authorising committment<br>• Authorising payments<br><br>**NCP / CCP:**<br>Responsible/ Accountable:<br>• Reimbursement of the staff costs to NCPs and CCPs<br>• Defining the autoassessment check list<br>• Authorising commitments<br>• Authorising payments |

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| Agnese Attene<br>Officer Authorizing | **Overall coordination of the Programme**<br>Consulted:<br>• Definition and update of Programme procedures audit trails<br>• Risk management<br>**Selection and contracting of projects / Managing Contracts**<br>Verifying:<br>• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JS on the interim and final reports) |

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| | • Attending on the spot verification<br>Consulted:<br>• Defining and launching the Calls for Proposals<br>• Defining the autoassessment check list<br>• Developing the reporting templates to be used by projects<br>• Defining effective and proportionate anti-fraud measures<br>• Making commitment<br>• Authorising payments<br>• Managing recovery procedures<br>• Reimbursement of cofinancing to the Italian Public Autorithies<br>• Administrative and internal processes (protocol, archive)<br>• Attending on the spot verification<br>Accountable/ Consulted<br>• MA Negotiation process<br>• Preparing and signing Grant Contracts<br>**BOs**<br>Consulted:<br>• Administrative verification on reported expenditures of the BOs<br>• Authorising payments<br>• Attending on the spot verification<br>**Manage the technical assistance funds**<br>Consulted:<br>• Managing contract award procedures<br>• Managing contracts<br>• Authorising committments |

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| | • Authorising payments<br>**NCP/CCP**<br>Consulted:<br>• Reimbursement of the staff costs to NCPs and CCPs<br>• Authorising committments<br>• Authorising payments |
| Annalisa Pireddu<br>Officer Authorizing | **Overall coordination of the Programme**<br>Consulted:<br>• Definition and update of Programme procedures audit trails<br>**Selection and contracting of projects / Managing Contracts**<br>Verifying:<br>• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JS on the interim and final reports)<br>• Attending on the spot verification<br>Consulted:<br>• Defining and launching the Calls for Proposals<br>• Defining the autoassessment check list<br>• Developing the reporting templates to be used by projects<br>• Defining effective and proportionate anti-fraud measures<br>• Making commitment<br>• Authorising payments<br>• Managing recovery procedures<br>• Administrative and internal processes (protocol, archive)<br>Accountable/ Consulted<br>• MA Negotiation process |

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| | • Preparing and signing Grant Contracts<br><br>**BOs**<br>Consulted:<br>• Administrative verification on reported expenditures of the BOs<br>• Authorising committments<br>• Authorising payments<br>• Attending on the spot verification<br><br>**Manage the technical assistance funds**<br>Responsible:<br>• Managing contract award procedures<br>• Managing contracts<br>• Authorising committments<br>• Authorising payments |
| Silvia Cubadda<br>Officer Authorizing | **Overall coordination of the Programme**<br>Consulted:<br>• Definition and update of Programme procedures audit trails<br><br>**Selection and contracting of projects / Managing Contracts**<br>Verifying:<br>• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JS on the interim and final reports)<br>• Attending on the spot verification<br>Consulted:<br>• Defining and launching the Calls for Proposals<br>• Defining the autoassessment check list |

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| | • Developing the reporting templates to be used by projects<br>• Defining effective and proportionate anti-fraud measures<br>• Making commitment<br>• Authorising payments<br>• Managing recovery procedures<br>• Administrative and internal processes (protocol, archive)<br>Accountable/ Consulted<br>• MA Negotiation process<br>• Preparing and signing Grant Contracts<br><br>**BOs**<br>Consulted:<br>• Attending on the spot verification<br><br>**Manage the technical assistance funds**<br>Consulted**:**<br>• Managing contract award procedures<br>• Defining the autoassessment check list<br>• Authorising commitments<br>• Authorising payments<br><br>**NCP/CCP**<br>Consulted**:**<br>• Defining the autoassessment check list<br>• Authorising commitments<br>• Authorising payments |

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| Barbara Pintus<br>Officer Authorizing | **Overall coordination of the Programme**<br>Consulted:<br>• Definition and update of Programme procedures audit trails<br>**Selection and contracting of projects / Managing Contracts**<br>Verifying:<br>• Administrative verification on reported expenditures of the Projects (analyze and approve the conclusions of the JS on the interim and final reports)<br>• Attending on the spot verification<br>Consulted:<br>• Defining and launching the Calls for Proposals<br>• Defining the autoassessment check list<br>• Developing the reporting templates to be used by projects<br>• Defining effective and proportionate anti-fraud measures<br>• Making commitment<br>• Authorising payments<br>• Managing recovery procedures<br>• Administrative and internal processes (protocol, archive)<br>Accountable/ Consulted<br>• MA Negotiation process<br>• Preparing and signing Grant Contracts<br>**BOs**<br>• Consulted :<br>• Attending on the spot verification<br>**Manage the technical assistance funds**<br>Consulted:<br>• Authorising commitments<br>• Authorising payments |

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| Stefania Piras<br>Officer Authorizing | **Selection and contracting of projects/Managing Contracting**<br>Consulted:<br>• Defining and launching the Calls for Proposals<br>• Administrative and internal processes (protocol, archive)<br>Accountable/ Consulted<br>• MA Negotiation process<br>• Preparing and signing Grant Contract |

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| Maria Valeria Fiori<br>Officer Authorizing | **BOs**<br>Consulted:<br>• Administrative verification on reported expenditures of the BOs<br>• Authorising commitment<br>• Authorising payments<br>• Attending on the spot verification<br>**Manage the technical assistance funds**<br>• Managing contract award procedures<br>• Managing contracts<br>• Authorising commitment<br>• Authorising payments<br>**NCP / CCP**<br>Consulted:<br>• Reimbursement of the staff costs to NCPs and CCPs<br>• Authorising payments |
| Silvia Zedda<br>Officer Authorizing | **Selection and contracting of projects Managing Contracting**<br>Consulted:<br>• Managing recovery procedures<br>• Reimbursement of cofinancing to the Italian Public Autorithies<br>• Administrative and internal processes (protocol, archive)<br>**BOs**<br>Consulted:<br>• Administrative verification on reported expenditures of the BOs |

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| | • Authorising commitment<br>• Authorising payments<br>• Attending on the spot verification<br>**Manage the technical assistance funds**<br>• Managing contract award procedures<br>• Managing contracts<br>• Authorising commitment<br>• Authorising payments<br>**NCP / CCP**<br>Consulted:<br>• Reimbursement of the staff costs to NCPs and CCPs<br>• Authorising payments |
| Marco Crotti<br>Officer Authorizing | **Manage the technical assistance funds**<br>• Managing contract award procedures<br>• Managing contracts<br>• Authorising commitment<br>• Authorising payments |
| Paola Rossi<br>Officer Authorizing | **Manage the technical assistance funds**<br>Consulted:<br>• Definition and update of Programme procedures audit trails<br>• Attending on the spot verification<br>Veryfing:<br>• Authorising commitments |