



HELLENIC REPUBLIC



EUROPEAN COMMISSION



REPUBLIC OF BULGARIA



**RULES OF PROCEDURE OF THE
JOINT ASSESSMENT TEAM
FOR THE SECOND LEVEL EVALUATION
OF THE 5TH CALL FOR PROPOSALS**

Preamble

The Monitoring Committee (MC) of the Cooperation Programme Interreg V-A “Greece-Bulgaria 2014-2020” on the basis of:

- The relevant EU legislative and regulatory framework;
- The relevant legislative and regulatory framework of the participating countries;
- The European Territorial Cooperation Programme INTERREG V-A “Greece-Bulgaria” 2014-2020 approved by the European Commission on 9-9-2015 Decision No 6283 (CCI 2014TC16RFCB022);
- The 5th Call for Proposals «Grant scheme for supporting SMEs to grow and expand beyond local markets», Priority Axis 01: «A Competitive and Innovative Cross-Border Area», Thematic objective 03 : «Enhancing the competitiveness of small and medium-sized enterprises», Investment priority 3d: «Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes», Specific objective: To Improve entrepreneurship SME capacity to expand beyond local markets which ended on the 15/07/2019;
- That the Monitoring Committee bears the ultimate responsibility for finalizing the scoring and the physical and financial content of each application submitted within the framework of the 5th Call for Proposals;

Has decided to establish a Joint Assessment Team (JAT) for reviewing the applications and the first-level evaluations and, where necessary, to proceed to the revision of the application score, and/or the physical content, and/or the financial content. All such changes will be based on a well-documented rationale. In addition, it will approve its Rules of Procedures.

Article 1: Setting up the Joint Assessment Team (JAT)

All members of the Joint Assessment Team are nominated by the National Authorities of Greece and Bulgaria and approved by the MC.

Article 2: Functions

During the evaluation process of the 5th Call for Proposals, there will be a First and a Second level Evaluation Body. Second-level assessment will be performed by the present Joint Assessment Team especially established for the purposes of the 5th Call.

After the first level evaluation is completed, the overall score of each application (i.e. the mean score) is recorded through the State Aid Information System by MA/JS. The Managing Authority/Joint Secretariat also prepares a report with the results, which is communicated, in the context of the Second level evaluation / assessment, to the Joint Assessment Team for examination and/or revision and then forwarded to the Programme Monitoring Committee for approval.

The Monitoring Committee bears the ultimate responsibility for finalizing the scoring and the physical and financial content of each application.

The Joint Assessment Team checks the scoring as well as the physical and financial content of each application and – if it is deemed necessary – it proceeds with a) re-evaluation of specific applications, or b) alterations to the content of specific applications. These decisions must be supported by well documented argumentation.

The Joint Assessment Team may also request additional clarifications, if it is deemed necessary.

Re-evaluations performed by the Joint Assessment Team follow the same steps and procedure as with the first-level evaluation.

Finally, the Monitoring Committee reviews and ultimately approves the proposal of

the Joint Assessment Team and makes an official record which contains:

1. A table with all the approved/funded applications. The table should include the total budget of the investment and the corresponding direct assistance (grant).
2. A table with all the applications that received acceptable scores but were not funded due to a shortage of funds.
3. A table with all the applications that were rejected.

This record is transmitted to the Managing Authority, so that the respective decision is published. The decision is publicized on the Cooperation Programme's webpage <http://www.greece-bulgaria.eu>.

All applicants are informed of the evaluation outcome – whether positive or negative – via email and via registered/receipted mail.

Article 3: Working language

The official language of the Joint Assessment Team is English; this applies to meetings as well as to all documents and communications in general. Additionally to the English language, other working languages are the national languages of the participating countries, which are Greek and Bulgarian.

Article 4: Membership

1. The Joint Assessment team will consist of six (6) members.
2. The Greek National Authority and the Bulgarian National Authority will agree on the proposition of the appointment of the JAT members (regular and substitute).
3. JAT members can be appointed persons from the National Authorities of the two countries and the M.A.
4. The members of the Joint Assessment Team will act as individual and independent assessors and will be required to sign a declaration of Impartiality and Confidentiality (Annex I)

5. A person directly involved as an evaluator of the proposals during the first phase of evaluation cannot participate in the JAT.
6. The Joint Secretariat undertakes the secretarial support to the Joint Assessment Team;
7. The composition of the Joint Assessment Team takes into account the principles of equal opportunities;
8. In case of absence, the substitute member or members of the Joint Assessment Team participate. The Joint Assessment Team should be informed in writing and preferably in advance.

Article 5: Chairmanship

The Joint Assessment Team shall be chaired by a representative of the Managing Authority.

Article 7: Decision-taking procedure

1. A quorum is achieved when at least 50% + 1 of the Joint Assessment Team members are represented at the meeting.
2. The decisions are taken in principle by consensus between the voting members. The members shall use all appropriate channels and shall seek to resolve any differences.
3. In case that after thorough discussion the consensus cannot be reached, the decisions can be taken by a simple majority principle (more than 50% of the votes of the voting members present at the meeting).
4. The Decisions of the Joint Assessment Team meeting are signed by the present members. In case a decision is taken by a simple majority principle, the minority report should be included. The Decisions should be read at the end of the meeting and sent to the MC members with the final version of the Minutes.

Article 8: Impartiality

With regard to the tasks and functions of the Joint Assessment Team laid down in Article 2, it shall be ensured that any assessment and/ or Decision of the Joint Assessment Team will be free from bias and must not be influenced by personal interest or involvement of any of the individual members of this Joint Assessment Team. In case of a conflict of interest or for other respectful reasons, the Joint Assessment Team member has to inform the Joint Assessment Team at the beginning of the meeting. The particular representative will be excluded from the Decision making on the project/ item concerned. The members of the Joint Assessment Team will also be required to sign a declaration of Impartiality and Confidentiality. (Annex I)

Article 9: Communication

1. Communication among the members of the JAT and between the JS, the MA, the NA and the members of the JAT shall generally be done by e-mail. Any document which shall be sent to the JAT members must be transmitted by e-mail or, if this is not possible, by fax or post;
2. Any possible effort shall be done, in order to ensure the correctness and effectiveness of communications.

Article 10: Revision

1. These rules are adopted by unanimous decision by the Monitoring Committee;
2. After their adoption, the rules of procedure may be amended in writing by consensus.

Approved by the Monitoring Committee on



**MANAGING AUTHORITY OF
EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES
&
JOINT SECRETARIAT**

**CP INTERREG V-A Greece–Bulgaria 2014-2020
5th Call for Proposals «Grant scheme for supporting SMEs to grow and expand
beyond local markets», Priority Axis 01, Thematic objective 03, Investment priority
3d, Specific objective: To Improve entrepreneurship SME capacity to expand beyond
local markets**

Declaration of Impartiality and Confidentiality

I, the signatory

1

Have been appointed as **member** of the Joint Assessment Team for the Second level evaluation of the project proposals, submitted under the 5th Call for Proposals of the CP INTERREG V-A Greece – Bulgaria 2014-2020.

I declare that:

- I am not involved in any way to the project proposal under evaluation, nor to any of its annexes, project related studies or accompanying documents
- I have no affiliation to any persons involved in the partnership of the project proposal and in the preparation / submission of the project proposal
- I shall be free from bias and must not be influenced by personal interest or involvement
- I will preserve with confidentiality the entire content of the project proposal and the submitted documents
- In case of a conflict of interest, I will inform the Managing Authority and the Bulgarian National Authority and I will be excluded from participating in the evaluation procedure

Furthermore, I accept that, if I neglect to give the necessary statement as mentioned above, the Managing Authority and the Bulgarian National Authority have the right to demand my resignation immediately.

Place and date:

Signature: _____

¹ Please insert your first name and last name.