

**INTERREG V-A
ITALY - SLOVENIA
2014-2020
CCI 2014TC16RFCB036**

**RULES OF PROCEDURE
OF THE MONITORING COMMITTEE**

**ANNEX I
FINAL VERSION**

as approved by the 1st Monitoring Committee on March 8th, 2016

DEFINITION

“Conflict of interest”: a contradiction between the personal interest of the Member and his/ her obligations and responsibilities resulting from his/ her capacity as a Member, with voting or advisory capacity of the Monitoring Committee. The interest of the person includes:

- a. personal interest, i.e. any favorable treatment to him or his/ her family and/ or
- b. financial interest with respect to favorable treatment to companies and organizations;
- c. any other reason involving emotional life, political affinity, or other shared interest with a beneficiary or a project.

This Declaration (hereby referred as “Declaration”):

- a. legality,
- b. independence,
- c. impartiality,
- d. transparency
- e. confidentiality of work
- f. to avoid any conflict of interest in the decision making process.

PROVISIONS

1. This Declaration shall be adopted by each Member of the Monitoring Committee at his/her first meeting.
2. Each Member of the Monitoring Committee shall be held responsible for his/her actions in relation to his/her participation and work within the Monitoring Committee.
3. Each Member of the Monitoring Committee shall be obliged to conform to the principles stipulated within this Declaration in his/her participation and work within the Monitoring Committee.
4. This Declaration is an integral part of the Rules of Procedure of the Monitoring Committee.
5. Upon each Member’s appointment with the Monitoring Committee he/she shall sign this Declaration.
6. In the event a conflict of interests occurs for a Member of the Monitoring Committee with reference to an item of the agenda during the process of work of the Monitoring Committee, he/she shall be obliged either to formally inform in advance at the beginning of the meeting at latest the Chairman and the Head of the Institution/Organization/Authority that has nominated him as a Member of the Monitoring Committee or to inform the Chairman during the meeting in the residual event that the conflict arises during the meeting.
7. A Member who has declared a conflict of interests must not participate in the decision making on the item of the agenda where he/she has declared conflict of interest and it has to be evidenced in the minutes.
8. The Members of the Monitoring Committee shall not disseminate data that are professional, commercial or constitute an industrial secret.

DECLARATION

The undersigned, in quality of member of the MC for the implementation of the Cooperation Programme Interreg V-A Italy-Slovenia 2014-2020, commits himself/herself to perform ethically and impartially the tasks and functions of which he/she is entitled within the Monitoring Committee, according to the provisions of its Rules of Procedure, in order to enhance the legality, independence, impartiality, transparency of the Monitoring Committee procedures, to preserve the confidentiality of its work and to avoid any conflict of interests in the decision making process.

Moreover, the undersigned commits himself/herself to ensure complete availability to cooperate with respective anti-corruption Authorities, in order to enhance continuity with Italian and Slovenian legal provisions and measures concerning conflict of interests, fraud, transparency, prevention of corruption and integrity.

<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Place and date</p>
<p>.....</p> <p>Name (or stamp) of the signatory</p>	<p>.....</p> <p>Position of the signatory within its Institution</p>
<p>.....</p> <p>Institution/Organization</p>	