



The Rules of Procedure of the Monitoring Committee of the Operational Programme Environment

Introductory Provisions

1. The Rules of Procedure of the Monitoring Committee (hereinafter “MC”) of the Operational Programme Environment are being issued in accordance with the Statute of the Monitoring Committee.
2. The Rules of Procedure of the MC govern the material, procedural and administrative aspects of the MC’s activities and meetings.

Article 1

Meetings of the Monitoring Committee of OP Environment

1. The chair shall convene meetings of the MC either on his/her own initiative, upon written request made by a minimum of a third of all MC members, or upon a proposal made by the Managing Authority for the OP Environment.
2. Notifications of convening an MC meeting shall include the date, place, time and agenda of the meeting and possibly other necessary information and supporting materials. The invitation shall be sent to MC members no less than ten working days prior to the meeting in the Czech language by electronic mail. Then MC members shall confirm their participation or non-participation on the meeting by electronic mail.
3. The chair shall set the date of the meeting, after prior discussion between the Secretary of the MC of the OP E and the National Coordination Authority of the MRD, and shall propose the agenda for the meeting. MC meetings shall take place no less than twice a year.
4. MC meetings shall not be public.
5. During MC meetings, the chair of the MC may give the floor to the representatives or experts whose assistance has been requested.
6. The representatives or experts whose assistance has been requested shall familiarise themselves with the Statute and the Rules of Procedure of the MC prior to the commencement of the meeting.
7. The agenda of a meeting shall specify all items to be addressed at the meeting and shall be delivered to the members together with the notification of the meeting. The agenda shall be prepared by the secretariat of the MC and approved by the chair. Any broadening of the agenda, as the case may be, shall be approved by the MC after the commencement of the meeting.
8. The meeting shall be conducted in Czech and, if necessary, the secretariat shall provide for interpretation.
9. MC meetings shall be attended by a person from the secretariat of the MC, who shall take the minutes of the meetings.
10. In cases where the need arises, the chair of the MC may use the procedure of consulting MC members in writing about documents which are to be reviewed by means of written consultation and approved in writing (i.e. “per rollam”). The documents, along with the proposed decision on the given matter, shall be sent by electronic mail to all MC members with voting rights, who can then express their standpoints on these by electronic form within 10 working days from the date of dispatch. Failure to provide feedback within the above time limit shall be deemed to constitute approval to the proposed decision. The adoption of a document requires the absolute majority of favourable votes. Once a material has been



addressed “per rollam”, the chair of the MC through the Secretary of the MC of the OP E shall inform by electronic mail the MC members of the result within 10 working days. Documents sent within the scope of „per rollam“ procedure are sent for information to representatives in an advisory role as well.

Article 2 **Access to Information**

Information on the progress of the implementation of both the programme and the individual projects shall be made freely available on the Internet at the portal of the Operational Programme Environment.

The information required by MC members shall be provided by means of the distribution of materials pursuant to Article 1. Between the individual MC meetings, MC members may view these at the site of the secretariat of the MC, provided that they have made an appointment.

Article 3 **Costs for the Activities of the Monitoring Committee**

The costs for the activities of the Monitoring Committee are partially covered from the resources of the OP Environment Technical Assistance.

Article 4 **Meeting Minutes**

1. The secretariat is responsible for taking the minutes of the meetings, which shall include an overview of the addressed items, the course and the outcome of the meetings, the content of the adopted recommendations and decisions made by the MC, if these are adopted, an attendance list and the possible substantiations of the dissenting opinions expressed by the members/alternates. These minutes shall be kept as brief as possible (i.e. approximately up to 10 pages of text).
2. The secretariat shall distribute the draft minutes of a meeting in electronic form to all MC members for comments within 10 working days after the meeting. The members may submit their comments to the secretariat of the MC within 5 working days from the dispatch of the draft minutes. The final version of the minutes shall be distributed to all MC members in electronic form within 10 working days following the submittal of the comments, once it has been signed by the chair of the MC. Upon request by an MC member, the minutes shall be sent in written form.
3. The results of a meeting and the adopted decisions and recommendations may be summarised in a document that shall be approved and distributed during the relevant MC meeting.

Article 5 **Amendments to the Rules of Procedure**

Amendments to the Rules of Procedure of the MC shall be discussed and approved by the MC. The new wording of the Rules of Procedure of the MC shall be distributed to all MC members along with the final version of the minutes of the meeting.



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Article 6 **Final Provision**

These Rules of Procedure were discussed and approved by the Monitoring Committee on 3 December 2009.