

## **Interreg IPA Cross-border Cooperation Programme Croatia – Bosnia and Herzegovina – Montenegro 2014-2020**

### **Annex 17: Responsibilities of the Joint Secretariat**

The Joint Secretariat in particular:

- supports the Managing Authority in day-to-day management, in fulfilling its tasks for the implementation of the programme and assists the Joint Monitoring Committee, including the preparation and minutes of meetings and the implementation and follow-up of Joint Monitoring Committee decisions;
- prepares and provides all necessary information and reports to the Managing Authority to allow the fulfilment of its responsibilities;
- organises and implements calls for proposals, prepares application packages, standardised forms and contracts for the purpose of assisting/guiding potential applicants;
- receives submitted applications, ensures their assessment in accordance with the criteria applicable to the programme along defined eligibility and selection criteria and ensures submission of project proposals assessment to the JMC for its decision;
- organises project development facilitation events for applicants;
- receives progress reports submitted by the Lead Beneficiaries, monitors progress made by the operations and provides guidance and assistance to Lead Beneficiaries during project implementation;
- prepares papers and analyses on strategic matters concerning the programme, with the purpose of supporting the Joint Monitoring Committee in its functions;
- administers and updates the monitoring system of the programme;
- coordinates and implements Technical Assistance activities approved by the Joint Monitoring Committee;
- assists the Managing Authority in ensuring compliance with information and publicity requirements of Article 115 of the CPR;
- drafts and implements the programme communication strategy, in line with Article 116 and Annex XII of the CPR and as approved by the Joint Monitoring Committee;
- coordinates and cooperates with the National Authorities of the participating countries
- liaises with stakeholders of the programme on regional, national and European levels to facilitate reaching the objectives of the programme;
- coordinates the exchange between the national designated controllers