**JMC minutes – example template**

**Draft/final minutes**

**Joint Monitoring Committee**

**Cross-Border Programme <*Programme name*>**

**<*Date*> <*place*>**

**Annexes**

1. List of participants

**Abbreviations**

CBC Cross Border Cooperation

etc

**Agreed actions**

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Deadline** |
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**1 ADOPTION OF AGENDA AND MINUTES OF THE LAST JMC MEETING**

**2 PROGRAMME MANAGEMENT SYSTEM**

**2.1 Consideration and approval of the JMC rules of procedures**

**2.2 Consideration and approval of the JTS annual work plan**

**2.3 Consideration and approval of the communication and visibility plan**

**3 CALLS FOR PROPOSALS**

**3.1 Consideration and approval of timetables for calls for proposals**

**3.2 Consideration and approval of the thematic priorities, specific objectives, target beneficiaries and specific focus of a call for proposals**

**3.3 Examination and provision of an advisory opinion on the list of operations selected through calls for proposals before the grant award decision**

**3.5 Identification of projects outside the context of calls for proposals**

**4 REVIEW OF PROGRAMME PROGRESS**

**4.1 Consideration and approval of annual or final implementation reports or similar documentation**

**4.2 Consideration of evaluation reports including their recommendations**

**4.3 Consideration of annual audit activity reports and any related EC comments**

**4.4 Consideration and approval of proposals for amendments to the programme management system or programme documents in the light of the annual implementation report, similar documentation, evaluation reports or annual audit activity reports**

**5 ANY OTHER BUSINESS**

**5.1 Irregularities**

**5.2 Other**

**Annex 1 List of participants**