**JMC agenda – example template**

**Draft Agenda**

**Joint Monitoring Committee**

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

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

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| **AGENDA POINTS** | **TIME** | **BODY** |
|  | | |
| **1 ADOPTION OF AGENDA AND MINUTES OF LAST JMC** | **10.00** |  |
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| **2 PROGRAMME MANAGEMENT SYSTEM** | **10.05** |  |
| 1. Consideration and approval of JMC rules of procedure | |  |
| 1. Consideration and approval of JTS annual work plan | |  |
| 1. Consideration and approval of the communication and visibility plan | |  |
|  | | |
| **3 CALLS FOR PROPOSALS** | **11.00** |  |
| 1. Consideration and approval of timetables for calls for proposals | |  |
| 1. Consideration and approval of the thematic priorities, specific objectives, target beneficiaries and specific focus of a call for proposals | |  |
| 1. Examination and provision of an advisory opinion on the list of operations selected through calls for proposals before the grant award decision. | |  |
| 1. Identification of projects outside the context of calls for proposals | |  |
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| **LUNCH** | **12.30** |  |
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| **4 REVIEW OF PROGRAMME PROGRESS** | **13.30** |  |
| 1. Consideration and approval of annual or final implementation reports or similar documentation | |  |
| 1. Consideration of evaluation reports including their recommendations | |  |
| 1. Consideration of annual audit activity reports and any related EC comments | |  |
| 1. 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** | **15.30** |  |
| 1. Irregularities | |  |
| 1. Other | |  |
|  | | |
| **6 CLOSE** | **16.00** |  |