



# Interreg VII-A Italy-Slovenia

## TASK FORCE'S RULES OF PROCEDURE

Version 1/2026

Agreed by the Task Force  
(2<sup>nd</sup> meeting, *January 13<sup>th</sup>, 2026*)



## Preamble

Based on:

- Draft Regulation COM(2025) 571 final dated 16.7.2025 laying down the multiannual financial framework for the years 2028 to 2034 (referred to as the "MFF Regulation") and subsequent substantive amendments;
- Draft Regulation COM(2025) 565 final dated 16.7.2025 establishing the European Fund for economic, social and territorial cohesion, agriculture and rural, fisheries and maritime, prosperity and security for the period 2028-2034 and amending Regulation (EU) 2023/955 and Regulation (EU, Euratom) (referred to as the "ERDF and CF or NRP Regulation", standing as the "CPR" - Common Provisions Regulation") and subsequent substantive amendments;
- Draft Regulation COM(2025) 552 final dated 16.7.2025 establishing the European Fund for Regional Development including for European Territorial Cooperation (Interreg) and the Cohesion Fund (referred to as the "INTERREG Regulation") and subsequent substantive amendments and its Annex containing the template for the Interreg Plan Chapter;
- Draft Regulation COM(2025) 545 final dated 16.7.2025 establishing a budget expenditure tracking and performance framework and other horizontal rules for the Union programmes and activities (referred to as the "P-B A Regulation") and subsequent substantive amendments and its Annexes (Annex I - Intervention fields and indicators; Annex II - List of codes for the territorial dimension; Annex III - Specific climate and environment spending targets; Annex IV - List of programmes and activities mainstreaming gender; Annex V - Information, communication and visibility);  
and
- Commission delegated Regulation (EU) No 240/2014 (hereinafter referred to as "European code of conduct on Partnership") and subsequent amendments.

The Member States, Republic of Italy and Republic of Slovenia, have agreed to establish a Task Force for the preparation of the Interreg Programme for the period 2028 – 2034 on the basis of a conclusion adopted at the 7<sup>th</sup> Monitoring Committee meeting of the Cooperation Programme Interreg V-A Italy-Slovenia 2021-2027 April 16<sup>th</sup> and 17<sup>th</sup>, 2025.

This TASK FORCE'S RULES OF PROCEDURE regulates the composition, tasks, duties and responsibilities of the Task Force members as well as their decision-making procedures and the technical organization of meetings, as follows:

### (1) Setting up and members

1. The responsible Member States Institutions, namely the Slovene Ministry of Cohesion and Regional Development and the Italian Presidency of the Council of Ministers- Department for the Cohesion Policy appoint their representatives - full members and eventual deputies - within the Task Force and communicate the nominations to the Programme Managing Authority 2021-2027.
2. The Task Force will consist of members with voting right and members in advisory capacity.

3. Members with voting right are:
  - up to 6 representatives from Republic of Slovenia (Slovene Delegation);
  - up to 6 representatives from Republic of Italy, out of which at least 3 from regional level, namely from Autonomous Region Friuli Venezia Giulia and Veneto Region- (Italian Delegation).
4. Each Member State Delegation will appoint its Head.
5. Task Force voting members – full and deputies - have the same rights, duties and mandate to take decisions binding for the Member State.
6. Any eventual change in Delegations shall be notified in writing to the Chair and Annex 1 to this Rules of Procedures consequently updated.
7. Members in advisory capacity are:
  - the European Commission;
  - the INTERREG IT-SI 2021-2027 Managing Authority and Joint Secretariat.
8. Upon agreement with Member State Delegations, the Chair can invite on a case-by-case basis other relevant regional/national experts and observers (e.g. macro-strategies, mainstream Programmes, S4 and environmental experts, economic-social representatives parties). Their role is limited to provide information according to their expertise, thus supporting the decision-making process.

## (2) Tasks

1. The mandate of the Task Force is to steer, monitor and decide on the preparation of the programming documents for INTERREG VII Italy-Slovenia 2028-2034 ensuring quality and effectiveness.

## (3) Chair and meetings

1. The meetings are chaired by the 2021-2027 Managing Authority until the 2028-2034 Managing Authority is appointed. The meetings are valid when at least three out of six of the voting members per Delegation are present. Both Italian Regions and central government shall be represented.
2. Meetings shall be generally held online on platforms in use or via conferencing system. On site meetings can be organized back-to-back the meetings of the 2021-2027 Monitoring Committee according to principles of effectiveness and efficiency.
3. Date, place, provisional agenda of each forthcoming meeting are decided at each meeting.
4. The Chair shall:
  - a. convene the Task Force by elaborating the agenda and supporting documents;
  - b. perform chairing duties during the meetings;
  - c. be responsible for the proper functioning of the Task Force;
  - d. provide the short minutes, consisting of the list of decisions taken and synthesis of their motivations/relevant positions expressed by the two Delegations for each point of the agenda;
  - e. report to the 2021-2027 Monitoring Committee on the status of development of the work within the Task Force.

5. As a general rule, the working language of Task Force meetings is English. Documents are drafted, submitted and revised in English. Upon decision of the Task Force, the final official version of Programme documents shall be translated into Slovene and Italian.
6. Communications among Task Force's members and with the Chair shall occur by e-mail according to principles of correctness and effectiveness of communication. All members agree and accept to share their e-mail address for all written communications in the framework of the Task Force's tasks.

#### (4) Meetings organization

1. The INTERREG IT-SI 2021-2027 Managing Authority and Joint Secretariat provide administrative and operational support to the Task Force members with voting rights in their functions, including decision support.
2. The agenda is proposed by the Chair upon consultation with the two Member State Delegations.
3. The Chair invites the Task Force members, at least 30 calendar days before the date of the meeting, with a written communication indicating the day and hour of the meeting and the draft provisional agenda. The final agenda and supporting documents are circulated as general rule at least 15 calendar days before the meeting. In exceptional, duly justified cases and only with agreement by Member State Delegations, this term can be shortened.
4. Exceptionally, eventual requests for change on the agenda shall be submitted to the Chair not later than 7 calendar days before the meeting and immediately circulated to Task Force members. Only changes not implying drafting of new documents and/or elaboration of further analysis are admitted. No request of new items can be done at the meeting.
5. Power point presentations to be eventually presented at the meeting are circulated 5 working days before the meetings.
6. To smooth the discussion during the meeting, Delegations may send to the Chair in advance a notice of agreement, comments/feedback on items in the agenda.
7. The agenda shall be adopted at the beginning of each meeting.
8. At the end of each meeting, the Chair shall summarize the main points discussed and decisions taken.
9. Draft short minutes, being a synthesis of the decisions taken, are written by the Managing Authority/ Joint Secretariat and circulated not later than 10 calendar days after the meeting, together with documents revised as outcome of the meeting.
10. Observations/proposal of amendments to the draft short minutes and supporting documents are sent not later than the following 10 calendar days upon receipt. Silence within the set deadline is interpreted as consensus.
11. The final short minutes are sent back to Task Force members at the 10<sup>th</sup> calendar day after receipt of last proposal of amendments.
12. In case of no compromise on revisions to the minutes, the short minutes shall be object of decision on the following meeting, as first point of the agenda. The part of the minutes not contrasted is considered as approved.

## (5) Decision-making

1. Decisions are valid when the quorum set in article 3, point 1 is met.
2. Decisions are taken by consensus based on principle "One country one vote" expressed by the Head of each of the two Delegations.
3. A written procedure\_decision-making can be started by the Chair upon a justified request by one Task Force's Member State Delegation or upon its choice according to the Work Plan. The reply by Delegations shall be sent within 12 calendar days (or 7 in case of urgencies) from the launch, according to the same efficiency principles applied to the meetings. Silence within the set deadline is interpreted as consensus.
4. If no final decision can be made from a written procedure, the item shall be inserted in the next Task Force's meeting agenda.
5. Written procedures shall not be used in the month of August nor during Christmas/New Year and Easter holidays.

## (6) Impartiality and transparency

1. With regard to the responsibilities of the Task Force laid down in Art. 2, any assessment and/or decision by the Task Force shall be free from bias and conflict of interest by any of its member.
2. Task Force members shall sign the Declaration of impartiality (Annex 2 to these RoP) at their first participation to the Task Force. The Declaration of impartiality shall be signed by invited experts or observers as well.
3. In case of conflict of interest on items in the agenda, the relevant member shall inform the Chair at the beginning of the meeting and be excluded from the decision making on the item concerned. Exclusions caused by conflict of interest shall not impact on the quorum as set in article 3 point 1.
4. The Managing Authority and the other Task Force members shall bear no responsibility in case of omitted or false declarations of any other member.
5. Task Force meetings are not public. Discussion and documents shared within the Task Force are treated confidentially.
6. Anyone infringing the rules set in this article shall decay and be replaced with someone else by his/her Organization.
7. The provisions of this article shall equally apply to full/voting Members, Deputies and any invited expert or observer. The Chair shall ensure, before starting meeting, that invited experts or observers are made aware of the impartiality and confidentiality obligations.

## (7) Costs

1. Meetings organization costs shall be covered by the 2021-2027 Technical Assistance budget (TA1-MA and TA2-MKRR)-.
2. Costs for external experts contracted for supporting the Task Force for the drafting of Programme documents shall be covered by the 2021-2027 Technical Assistance budget (TA1-MA).



## **(8) Revision**

1. The Task Force adopts these Rules of Procedure by consensus in line with article 5, point 2 at its first meeting.
2. After adoption, the Rules may be revised complying with article 5.

## **(9) Duration**

1. The Task Force shall be in place until the final approval of the Cooperation Programme INTERREG VII IT-SI 2028-2034 (Interreg Chapter) by the European Commission and could be prolonged upon Task Force decision until the establishment of the 2028-2034 Monitoring Committee to help a smooth and effective Programme start up.

## **Annexes:**

1. **List of the Task Force Members**
2. **Impartiality Declaration template**