JOINT SECRETARIAT OF THE SUDOE PROGRAMME

The Joint Secretariat is under the responsibility of the Managing Authority and it's located in Santander (Spain). It provides assistance to the Managing Authority, the Monitoring Committee, the Steering Committee, National Authorities and Certifying Authority, and according to the terms agreed, the Audit Authority, in order to develop their main functions.

Main functions:

The general functions of the Joint Secretariat are listed in the paragraph 2 of the art. 23 of the Regulation (EU) No 1299/2013. They include the provision of information to the potential beneficiaries regarding the Programme's funding opportunities as well as the assistance for the projects implementation. Specifically, the Joint Secretariat:

- Ensures, at transnational level, the coordination, monitoring and promotion of the activities of the Programme;
- Provides technical support for the preparation of meetings and venues of the Programme (Monitoring Committees, Transnational Conferences, transnational working groups, etc.);
- Receives project proposals from the beneficiaries (through lead beneficiaries), checks their admisibility, carries out the related administrative assessment in cooperation with Member States, and pays specific attention to the admisibility and selection criteria's implementation. Lastly, the Joint Secretariat is in charge of drafting the assessment reports;
- Centralises information regarding both physical and financial projects and Programme's implementation, being also in charge of its dissemination among the Programme Authorities;
- Secures records of the aproved operations regarding implementation and monitoring into a digital database;
- Checks payments requests submitted by lead beneficiaries. According to the distribution of roles; it jointly prepares with the National Authorities in control the payments requests to be sent out by the Managing Authority to the Certification Authority;
- Is responsible for the implementation of tasks related to information, advertising and communication of the Programme. In particular, it takes charge of both the Programme's communication and the information and dissemination of calls for projects, in accordance with guidelines agreed by the Monitoring Committee and instructions from the Managing Authority;
- Lastly, the Joint Secretariat is allowed to run all tasks which can be entrusted by the Monitoring or Selection Committees, as well as by the Managing Authority.

The Joint Secretariat: The team

The Joint Secretariat is a transnational team composed by 8 people:

- 1 Director,
- 4 Project Officers,
- 1 Financial Officer,
- 1 Communication and Capitalization Officer,
- 1 Administrative Assistant.