

East of England Competitiveness Programme ERDF Delivery Group

Terms of Reference

1. The East of England Competitiveness Programme ERDF Delivery Group is established as an executive sub-committee of the regional Programme Monitoring Committee, the European Programmes Strategy Group (EPSG).
2. This document sets out the core tasks of the Competitiveness Programme ERDF Delivery Group
3. The ERDF Competitiveness Delivery Group will performance manage the East of England ERDF Competitiveness Programme under the direction of the EPSG. Its key responsibilities are:
4. Evaluate sub-regional LSP ERDF Plans and make recommendations to the EPSG
5. Manage the production of a Programme Prospectus and appropriate project development mechanisms, including commissioning and bidding processes
6. Consider and advise on outline project proposals consistent with programme policy priorities and objectives and project selection criteria
7. Consider project applications in the light of Secretariat recommendations and advise the Managing Authority (EEDA) on which to approve
8. Manage the delivery of programme objectives including the achievement of output and annual spend (N+2) targets
9. Manage the ongoing development and delivery of programme strategies including the Technical Assistance Strategy, Monitoring Strategy and Communications Strategy
10. Advise the EPSG and Performance Improvement Group on programme implementation progress
11. Consider as relevant other issues that effect programme delivery

Competitiveness Programme ERDF Delivery Group Rules of Procedure and Membership

- 1 EEDA will provide the Chair for the Competitiveness delivery group (This will be the Europe and International Director or his nominated deputy)
2. EEDA's Europe and International Division will provide the Group's Secretariat and will oversee the preparation of performance and policy papers, agendas and minutes of meetings
- 3 Papers will be circulated a minimum of 5 working days before meetings
- 4 The Group will meet as often as necessary. Forward meeting dates will be set by the Group's secretariat and circulated to members
- 5 A quorum of 9 members will be required for meetings of the Group
- 6 Decisions will be made by majority consensus of members (or, in their absence, their nominated deputies)
- 7 The Group's Secretariat will aim to circulate the notes of meetings within 10 working days of the meeting
- 8 The Group will operate according to Nolan Rules

Membership

Organisation/Sector	Number of seats
EEDA	2 (Chair +1)
County and Unitary LSPs/SREP*	10
Regional Cities East	1
GO-East	1
EERA	1
East of England Business Group	1
Business Link	1
COVER	1
EPSP Environmental sustainability Group	1
LSC	1
Jobcentre Plus	1
HE	1
Territorial Co-operation Delivery Group	1
EPSP Equalities Group	1

Renewables East	1
TUC	1
Inspire East	1
EESCP	1
CSEng	1
Envirowise	1

* County and Unitary LSP/SREP seats: LSPs and SREPs will agree the representative for each county and Unitary authority.

European Secretariat
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