

Interreg



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Greece – Italy

Internal Rules of Procedure & Terms of Reference of the Joint Secretariat

Cross-Border-Cooperation Programme

Interreg VI-A 'Greece-Italy 2021-2027'

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FOREWORD

The present Internal Rules of Procedure describe the organisational and functional procedures of the Joint Secretariat (hereinafter: JS) of Cross-Border Cooperation Programme (Interreg VI-A) Greece-Italy 2021-2027 (hereinafter CP). They include binding provisions regarding the responsibilities and procedures to be respected.

According to Article 46(2) of Regulation (EU) No 1059/2021, the Joint Secretariat (JS) is set up by the MA after consultation with Member States.

More specifically, the JS undertakes the day-to-day implementation of the Programme and shall assist the Managing Authority and the Monitoring Committee in carrying out their respective duties.

The JS ensures at cross-border level coordination, follow-up and provides technical support for the preparation of meetings and events.

The JS shall also provide information to potential beneficiaries about funding opportunities under the Programme and shall assist them in the implementation of the approved projects by carrying out monitoring and evaluation activities.

It collects procedural, financial, physical and statistical data that will be used by the Managing Authority for the Programme monitoring as well as for the Programme evaluations.

The JS shall be composed of a core body (core JS) hosted at the premises of Puglia Region.

Two (2) decentralized structures are set up in Greece - one (1) Branch Office in Thessaloniki at the premises of the Managing Authority and one (1) Antenna Office in Kerkyra, Region of Ionian Islands.

In addition, two (2) Info Contact Points will be located in Greece - one (1) Info Contact Point in Ioannina and one (1) in Patras, and three (3) Info Contact Points will be located in Italy - one (1) in Province of Matera and two (2) in Calabria - one (1) in Cosenza and one (1) in Regional Council in Reggio Calabria).

INSTITUTIONAL FRAMEWORK

The procedures described herein are regulated by the following legislative framework:

- The **Cross-Border Cooperation Programme (Interreg VI-A) Greece-Italy 2021-2027** (hereinafter CP), approved by the European Commission Decision on 13/9/2022 under Decision Number C(2022)6578, dated 08.09.2022,
- **Regulation (EU) No 2021/1060** of the European Parliament and of the Council of 24 June 2021, laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund, and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy, and repealing Council Regulation (EC) No 1303/2013, and any amendment;
- **Regulation (EU) No 2021/1058** of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund, and repealing Regulation (EC) No 1301/2013, and any amendment;
- **Regulation (EU) No 2021/1059** of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments, and repealing Regulation (EC) No 1299/2013, and any amendment.
- **Commission delegated Regulation (EU) No 240/2014** of 7 January 2014 on the European code of conduct on partnership in the framework of the European Structural and Investment Funds;
- **Regulation (EU) 2016/679** of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/EC (General Data Protection Regulation, GDPR);
- **Council Regulation (EU, Euratom) 2020/2093** of 17 December 2020 laying down the multiannual financial framework for the years 2021 to 2027
- **Commission Notice Guidance on the avoidance and management of conflicts of interest under the Financial Regulation 2021/C 121/01 and C/2021/2119** publish in the Official Journal of the European Union C121/01 of 09/04/2021

Article 1 - Objective of the Internal Rules of Procedure and Terms of reference

The objective of the Internal Rules of Procedure is the provision of a framework of rules for the assurance of:

- the orderly operation of the JS;
- the smooth internal cooperation and coordination of the whole JS system, as well as in relation to the MA and the other Programme bodies;
- the cooperation with the Managing Authority and the National Authorities;
- the cooperation with the potential Beneficiaries;
- the cooperation with the Project Partners for the smooth implementation of Projects;
- the cooperation with the Audit Authority;
- the observance of legislation; and
- the transparency of the applied processes.

Article 2 – Organisational structure

The core Joint Secretariat

The Joint Secretariat shall be composed of a core body in Puglia and two (2) decentralized structures.

The JS core body will consist of seven (7) staff members and will be composed of different job positions as follows:

- **One (1) Coordinator** of the JS;
- **Three (3) Project Officers,**
- **One (1) Junior Representative Local Officer**
- **One (1) Communication Officer;**
- **One (1) JS Administrative Assistant.**

The principles of equal opportunity and non-discrimination shall apply in the recruitment of the Joint Secretariat staff. The Puglia Region must apply the European and Italian legal framework of non conflict of interest and the potential conflict of interest, due the fact the Region is a potential beneficiary of the Programme.

Decentralized structures of the Joint Secretariat

The JS decentralized structures to be set up in Greece shall include:

- One (1) Branch in Thessaloniki within the MA which will consist of two (2) staff members - one (1) JS Representative Officer and one (1) Local Assistant,
- One (1) Antenna in Kerkyra with one (1) Info Point Officer

The Antenna in Kerkyra shall have a continuous overview of the Programme implementation and represent the JS in the Greek regions. The staff of the decentralized structures will be selected and recruited by the MA according to the European and Greek labour legislation rules.

The daily function of all JS structures shall be set up in agreement with and under the supervision and guidance of the MA. The entire JS system is expected to support the MA and report to it.

Info Contact Points

The ICPs will be located one (1) in Ioannina, one (1) in Patras, one (1) in Province of Matera and two (2) in Calabria - one located in **Cosenza** and the other in Regional Council in Reggio Calabria. Their tasks are to ensure that the goals of the Cooperation Programme are communicated to potential beneficiaries and other stakeholders in Greece and to serve as national information points for the projects' preparation, submission and implementation steps.

The staff of the ICPs of Ioannina and Patras will be selected and recruited by the MA according to the European and Greek **labour legislation rules** .

The staff of the ICP of the Province of Matera will be selected and recruited by the Basilicata Region according to the European and Italian public procurement rules.

The staff of the ICPs of the Calabria will be selected and recruited by the Calabria Region according to the European and Italian public procurement rules.

Each ICP will have one (1) officer.

The whole system of MA, JS and ICPs shall operate in cooperation and coordination in order to ensure efficient implementation.

According to the needs during the Programme implementation, ad hoc experts and/or support staff may be recruited for National Authorities and for specific tasks, including additional administrative staff within the Branch Office in Thessaloniki. The JS structure operability will be monitored along with Programme implementation.

The Basilicata and Calabria Regions must apply the European and Italian legal framework of non conflict of interest and the potential conflict of interest, due the fact all the Regions could be beneficiaries of the Programme.

The working language is English.

Article 3 - Responsibilities of the Joint Secretariat

The Joint Secretariat supports and assists the Managing Authority, the Monitoring Committee and the other bodies of the Programme in carrying out their respective responsibilities.

In accordance with Article 46 (2) of the ETC Regulation, the MA, after consultation with the participating countries, sets up the Joint Secretariat (JS) within an integrated management structure as a separate unit inside its organization. The particular task of the JS is to support the Managing Authority and Monitoring Committee in content related issues, especially to carry out information and communication activities, monitor project implementation, prepare reports on Programme monitoring and overall performance, etc. The JS is the main body to assist partners in the implementation of operations.

The core JS shall be set up under the responsibility of Puglia Region which, in agreement with the MA, will recruit its members in line with EU and National (Italian) public procurement procedures, taking into consideration the agreed Terms of Reference laying down individual job descriptions suitable for the implementation of the JS tasks. Contracting procedures with the selected candidates will be in compliance with the legal procedures provided by Italian law public procurement procedures and the Puglia Region shall ensure the continuity of the actions of the JS core. The principles of transparency, equal opportunity and non-discrimination shall apply.

The daily function of the JS shall be set up under the guidance of the MA. More specifically, the core JS and the branch in Thessaloniki in cooperation with the MA has the following tasks:

Tasks of the Joint Secretariat

The Joint Secretariat (JS) supports the MA and Monitoring Committee in Programme coordination and implementation, fulfilling a variety of tasks:

- Supports in the organization of the Monitoring Committee meetings and provides the required documents and information, in order to ensure the quality of Programme implementation in the context of its Specific Objectives;
- Supports in drafting the selection criteria;
- Supports in the preparation of Calls for Project Proposals;
- Supports potential beneficiaries at the project development phase. In this context, organizes informative seminars and promotes cooperation and the development of partnerships between bodies at a cross-border level;
- Supports in the evaluation process of project proposals for the selection of operations in order to ensure that the selection is according to the approved Programme selection criteria and in agreement with the Union and national rules, which govern the implementation of the Programme only for the administrative assessment, eligibility assessment and state aid assessment; according the Project Selection Methodology;
- Provides support to beneficiaries throughout the duration of the project implementation;
- Supports in gathering information and data entry in MIS related to financial management, monitoring, verifications, accounting audits and evaluation, as well as in drafting the management statement of each accounting year;
- Supports in the collection and storage of all documents related to expenditure, checks and verifications, in order to ensure an effective audit trail in compliance with the requirements of the Regulations;

- Supports the financing procedures of the Greek beneficiaries and ensures the cash flow and financing needs of the projects;
- Supports the closure of Audit Authority's and of other competent bodies;
- Prepares the annual reports, as well as the final report of the Cooperation Programme and submits them to the Managing Authority;
- Organizes and operates an information office (where provided), in collaboration with Unit A';
- Supports the Managing Authority in order to ensure compliance with information and publicity rules.
- Prepares the Annual Technical Assistance of the Programme and submits it to the Managing Authority.
- Participates in the achievement of the annual target of the Managing Authority.
- Suggestions for project modifications, termination of contracts and project closure procedures.

Responsibilities of the Branch

The branch of the JS bridges the gap between JS and MA by:

- Ensuring daily-routine provision of information and support to the MA
- Solving instantly issues regarding MIS and/or programme financing (e.g. payment claims)
- Ensuring smooth project national co-financing of the projects
- Providing administrative support to the MA

In general, all responsibilities of the core body of JS may be applicable to the branch such as participation in the evaluation procedure.

Responsibilities of Antenna and Info Contact Points

The Antenna and Contact Points will assure logistic support to the implementation of the Programme activities and will contribute to implement the planned activities of the Communication Plan, carrying out their duties in coordination and cooperation with the MA and the JS.

In particular, they shall:

- support the project applicants and partners at national/local level;
- assist the project generation, application and implementation process (i.e. by providing information and guidance to potential applicants);
- contribute to information and communication actions within the respective country;
- with the consent of the Monitoring Committee, assignment of project officer responsibilities is possible,

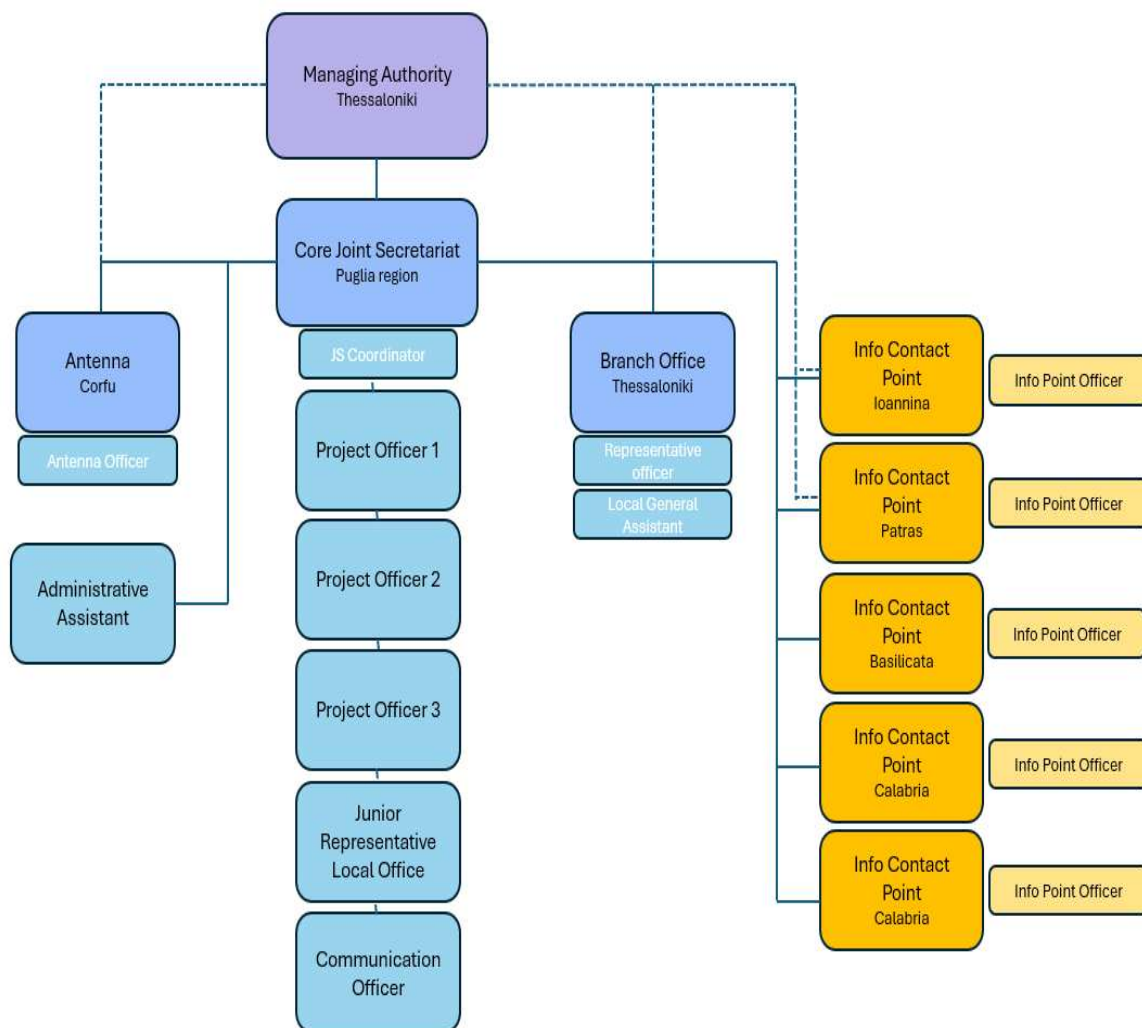
Organizational structure

The Joint Secretariat consists of seven (7) staff members. The JS shall be hosted in Puglia Region, and will be located in Bari, Italy. Two (2) decentralized structures of the JS will be set up in Greece and Italy, which are:

- one (1) branch of two (2) staff members in Thessaloniki, within the Managing Authority
- one (1) antenna in Kerkyra, in the Region of Ionian Islands, and five (5) info contact points, one in Ioannina one in Patras, one in Province of Matera, one in Cosenza and one in Reggio Calabria.

The whole JS system consists of 10 staff members (seven (7) JS core, two (2) branch and one (1) antenna) and five (5) Info Contact Points as presented in the following diagram 1.

The diagram below depicts the functional dimension of the Joint Secretariat. It illustrates all the operational flows arising from the structure of the Programme.



Contracting Authorities

The Contracting Authority of the Branch office and the Antenna positions is the Management and Organization Unit SA (MOU SA), which is an integral part of the Hellenic Ministry of Economy and Finance.

The Contracting Authority of core JS positions is the Region of Puglia

The Contracting Authorities are as follows:

STRUCTURE	CONTRACTING AUTHORITY
Managing Authority	Hellenic Ministry of Economy and Finance/ MOU S.A.
Core JS	Region of Puglia
Branch Office	Hellenic Ministry of Economy and Finance/ MOU S.A.
Antenna	Hellenic Ministry of Economy and Finance/ MOU S.A.
Info Contact Point Patra	Hellenic Ministry of Economy and Finance/ MOU S.A.
Info Contact Point Ioannina	Hellenic Ministry of Economy and Finance/ MOU S.A.
Info Contact Point Province of Matera	Region of Basilicata
Info Contact Points of Calabria	Region of Calabria

Article 4 – Job description

JS Core (Italy) Coordinator of the JS

Job title	Coordinator of the JS Reports to the MA
Vacancies	One (1)
Job Description	<p>The Coordinator is responsible for the overall management and running of the Joint Secretariat (JS) tasks in order to ensure the smooth implementation, efficient and effective technical, administrative and financial management of the Programme and cooperates with the Antenna and the Branch Office in Thessaloniki. The JS Coordinator reports directly to the MA.</p> <ul style="list-style-type: none">• Organizes and coordinates the activities of the core JS, the branch office in Thessaloniki and the Antenna Officer in Corfu regarding project generation and development, ensuring a smooth implementation of activities and the correct liaising with the hosting organization;• Sets up and revises, in collaboration with the MA, the objectives or working procedures of the JS for the improvement of the overall implementation of the Programme such as ensuring functions related to the monitoring system by providing templates for reporting, budget shifts, etc., setting up checklists and circuits to ensure that the JS responsibilities are fully respected and traceable;• Supports the MA in the drafting of the content of the calls for project proposals and the relative Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries)• Supervises the execution of tasks of the JS staff concerning:<ul style="list-style-type: none">a) the support activities for the submission of project proposals; by providing clarifications to applicants regarding

	<p>the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc).</p> <ul style="list-style-type: none">• Supports the MA in the evaluation procedure of the project proposals based on the operations selection criteria and assessment methodology, approved by the Monitoring Committee.• Assists the MA in the activities foreseen in the art. 35 Regulation (EU) No 1059/2021;• Monitors the projects implementation by examining the fulfilment of the obligations of the partners, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme.• Identifies the problems or the delays in the projects and proposes corrective actions, when it is required, for the prevention of diversions from the operational, timing and economic restrictions of the project and monitoring the application and the effectiveness of these actions;• Participates in technical meetings with the project partners, for the resolution of problems of the project implementation;• Provides reports and statistics on the financial progress of the Programme and the corresponding indicators to be submitted to the MA and Puglia region and - if necessary – proposes the appropriate corrective measures;• Supports the MA in the preparation of administrative acts regarding financial and programming issues to be submitted to the Monitoring Committee and to the European Commission;• Assists the MA in meetings and other bodies in order to find appropriate solutions to improve the management and control system;• Assists the MA in informing the final beneficiaries of any decisions taken by the Monitoring Committee;• Provides support to the MA in the implementation of information, communication and promotion activities addressed to beneficiaries and stakeholders of the
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	<p>Programme;</p> <ul style="list-style-type: none"> • Cooperates with the Antenna and Info Contact Points in capturing good results and capitalisation examples; • Supports the MA in the evaluation and capitalization of the Programme results and impacts at national level through the analysis of the awarded project proposals by comparing them with the activities funded by other national and European programmes that operate in the area as well as by identifying projects' best practices; • Supervises the JS Staff to plan the contents and prepare the materials related to the training sessions, events and seminars to be realized with the Programme's beneficiaries; • Representing the JS at meeting and events with the management bodies of the Programme, including facilitation and moderation of seminars/workshops, chairing larger sessions, making presentations, in coordination with stakeholders of the Programme as well as for Lead partners and Project beneficiaries. partners • Supporting the MA in performing on-the-spot visits of operations;
Required qualifications	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and relevant topics related to administration and management, as accepted by the public sector of the applicant's country of citizenship; • Professional experience of at least eight (8) years in management of EU Programmes out of which: <ul style="list-style-type: none"> ◦ at least five (5) years of experience in cooperation programmes as member of Managing Authority and/or member of Joint Secretariat; ◦ at least three (3) years of experience in team leading; • Excellent knowledge of English Language. • The candidate has to submit a Self-declaration that he/she possesses the above mentioned requirements. <p><i>Evaluation of titles and experiences</i></p> <ul style="list-style-type: none"> • <i>Candidates who fulfill the required qualifications as defined</i>

	<p><i>by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the required qualifications are rejected.</i></p> <ul style="list-style-type: none"> <i>• Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview.</i> <i>• Knowledge of the English language will be assessed by an oral examination procedure.</i> <i>• Knowledge of Italian or Greek will be assessed during the interview by the Joint Recruitment Committee.</i> <i>• When counting years of Professional Experience periods of possible overlapping between more than one professional positions are counted only once.</i>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship; • Professional experience in management and technical support to international programmes and projects funded by EU, national and regional funds; • Good knowledge in Greek and/or Italian language would be an asset; <p>Interview:</p> <p>Language & Computer skills:</p> <ul style="list-style-type: none"> • Excellent knowledge in English language to be proved by interview • Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to sit for a computer test prior to the interview; <p>Professional qualification</p> <ul style="list-style-type: none"> • European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation; • EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period;

	<ul style="list-style-type: none"> • European Macro-regional Strategies, with a specific focus on EUSAIR; • Fundamentals of Public Procurement rules and procedures; • Management and Control system of ETC Programmes; • Cooperation Programmes and projects fundamental communication requirements; • Working experience in an international and multicultural environment. <p>Personal skills:</p> <ul style="list-style-type: none"> • Team leading and problem-solving attitude; • Capacity to managing office procedures so as to ensure effective delivery of services; • Determination to take personal responsibility for delivery of high quality results to tight deadlines; • Negotiating and communication skills • Excellent writing, presentation and analytical skills; • Willingness to travel frequently.
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Project Officer

Job title	Project Officer Reports to the Coordinator of the JS
Vacancies	Three (3)
Job Description	<p>The Project Officer is responsible for the development and the implementation of tools and administrative procedures at programme and project level concerning their implementation, evaluation, monitoring and reporting, including the financial and communication aspects and assistance to final beneficiaries. The JS Project Officers report directly to the JS Coordinator.. More specifically, the Project Officers are responsible for:</p> <ul style="list-style-type: none"> • Drafting, updating and optimizing Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries, preparation of FAQs) to submit the JS Coordinator; • Supporting the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc.); • Supporting the MA in the evaluation procedure of the project proposals based on the operations selection criteria and assessment methodology, approved by the Monitoring Committee. • Supporting the MA in the State Aid Assessment • Supporting the MA in the organisation of the Monitoring Committees meetings and in the implementation of their decisions including preparation and presentation of the outcomes of the evaluation results; • Monitoring the projects implementation by examining the fulfilment of the obligations of the partners, as

	<p>described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme;</p> <ul style="list-style-type: none"> • Identifying the problems or the delays of the projects and proposing corrective actions, when it is required, for the prevention of diversions from the operational, timing and economic restrictions of the project and monitoring the application and the effectiveness of these actions; • Participating in technical meetings with the project partners, for the resolution of problems of the project implementation; • Supports the MA in the process of the requests for project modification that are submitted by the Lead Partners and prepares the relative documents for approval as specified in the Programme manuals; • Entering in the MIS all required data at project and Programme level, according to the control management system; • Preparing/drafting of reports aimed to inform the Monitoring Committee and the European Commission, regarding the operational and financial progress of the projects and of the Programme; • Contributing in the preparation / drafting of the Annual reports and of the Final Report; • Contributing in the preparation / drafting of the Evaluation Report; • Monitoring the environmental impact of projects and compile relevant reports with the MA guidance, if requested; • Supporting the MA in performing on-the-spot visits of operations; • Monitoring the application of the recommendations and corrections, after the first and second level controls; • Supporting the MA in the evaluation and capitalization of the Programme results and the collection of good practices, and in the activities that are complementary
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	<p>with other national and European Programmes;</p> <ul style="list-style-type: none"> • Supporting the MA in maintaining and archiving of all documents (electronic version and hard copies) that are related to the project implementation, the expenses and the audits, so that an effective audit trail is ensured; • Organising and/or participating at meetings and events (e.g. info-days, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, trainings sessions, seminars, external conferences, etc.) in coordination with stakeholders of the Programme as well as for Lead partners and Project partners; • Participating in Monitoring committee and internal Programme meetings. • Supporting the Communication Officer by providing relevant material for the programme's website and newsletters.
Required qualifications	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship; • Professional experience of at least six (6) years, preferably on EU-funded cooperation projects/ Programmes foreseeing the cooperation between two or more Countries (<i>professional experience should be proven by submitting social security documentation or copies of employment contracts or a written confirmation from the candidate's respective employer in or translated in English</i>); • Preferable experience in the application or assessment of the state aid legislation; • Excellent knowledge of English Language • The candidate has to submit a Self-declaration that he/she possesses the above mentioned requirements. <p><i>Evaluation of titles and experiences</i></p>

	<ul style="list-style-type: none"> • <i>Candidates who fulfill the required qualifications as defined by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the required qualifications are rejected.</i> • <i>Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview.</i> • <i>Knowledge of the English language will be assessed by an oral examination procedure.</i> • <i>When counting years of Professional Experience periods of possible overlapping between more than one professional positions are counted only once.</i>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship; • Professional experience in in the management and technical support to international programmes and projects funded by EU, national and regional funds; • Good Knowledge in Greek and/or Italian language would be an asset; • Computer literacy (drafting/ processing of documents, preparation of presentations, processing of numbers, management of data bases and monitoring procedures and systems); <p>Interview:</p> <p>Language & Computer skills:</p> <ul style="list-style-type: none"> • Excellent knowledge in English language to be proved by interview • Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to sit for a computer test prior to the interview; <p>Professional qualifications:</p> <ul style="list-style-type: none"> • European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;

	<ul style="list-style-type: none"> • EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period; • European Macro-regional Strategies, with a specific focus on EUSAIR; • Fundamentals of Public Procurement rules and procedures; • Management and Control system of ETC Programmes; • Cooperation Programmes and projects fundamental communication requirements; • Working experience in an international and multicultural environment. <p>Personal skills:</p> <ul style="list-style-type: none"> • Team spirit and problem-solving attitude; • Capacity to managing office procedures so as to ensure effective delivery of services; • Determination to take personal responsibility for delivery of high quality results to tight deadlines; • Negotiating and communication skills; • Excellent writing, presentation and analytical skills. • Willingness to travel.
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JS Junior Representative Local Officer

Job title	JS Junior Representative Local Officer (JS Junior REP LO) Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>JS Junior REP LO should have an overall continuous overview of the Programme implementation and to ensures permanent representations to the coordinator for all programme issues and especially those related to the Financial Management of the Programme, use of MIS, and issues related to Italian partners. The Junior REP LO must be separate from the chain of command of the Puglia Region. She/he will report only to the JS Coordinator</p> <p>More specifically, the JS Junior REPLO is responsible for:</p> <ul style="list-style-type: none"> • Daily update at the MA on overall Programme implementation in cooperation with the JS Coordinator • Close cooperation with the Italian Department of Cohesion, Coordinator and the MA regarding payment claims and National Co-financing reimbursements. • Continuous update to the Italian Department of Cohesion, Coordinator and MA on "first level controls and national co-financing, for the Italian part. • Drafting, updating and optimizing Programme documents (project proposal packages, guidelines and implementing manuals, procedures and supporting documents for beneficiaries, preparation of FAQs) to submit the JS Coordinator; • Supporting the procedure of the project proposals submission, by providing clarifications to applicants regarding the calls, instructions for the correct compilation and uploading on the MIS platform of the documents, as well as the organization of communication and information activities (meetings, workshops etc.); • Supporting the MA in the evaluation procedure of the project proposals based on the operations selection criteria and assessment methodology, approved by the Monitoring

	<p>Committee.</p> <ul style="list-style-type: none"> • Monitoring the projects implementation by examining the fulfilment of the obligations of the partners, as described in the approved project proposal, in the Subsidy Contract, the Partnership Agreement and according to the management and control system of the Programme; • Participating in technical meetings with the project partners, for the resolution of problems of the project implementation; • Supports the MA in the process of the requests for project modification that are submitted by the Lead Partners and prepare the relative documents for approval as specified in the programme manual; • Entering in the MIS all required data at project and Programme level, according to the control management system; • Daily support to Italian partners: <ul style="list-style-type: none"> ✓ management support on a day to day basis ✓ Contribution to the Info days in cooperation with the Italian Info Points and the Communication & Technical Assistance Officer ✓ Support the Italian partners on the MIS procedures ✓ Support the Italian FLCs on the MIS procedures
Required qualification	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship; • Professional experience of at least six (3) years, preferably on EU-funded cooperation projects/ Programmes foreseeing the cooperation between two or more Countries (professional experience should be proven by submitting social security documentation or copies of employment

	<p>contracts or a written confirmation from the candidate's respective employer in or translated in English);</p> <ul style="list-style-type: none"> • Excellent knowledge of English Language <p>Evaluation of titles and experiences</p> <ul style="list-style-type: none"> • Candidates who fulfill the required qualifications as defined by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the • The candidate has to submit a Self-declaration that he/she possesses the above mentioned required qualifications are rejected. • Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview. • Knowledge of the English language will be assessed by an oral examination procedure. • When counting years of Professional Experience periods of possible overlapping between more than one professional positions are counted only once.
Additional qualification to be considered as assets	<ul style="list-style-type: none"> • Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship; • Professional experience in in the management and technical support to international programmes and projects funded by EU, national and regional funds; • Computer literacy (drafting/ processing of documents, preparation of presentations, processing of numbers, management of data bases and monitoring procedures and systems); • Interview: • Language & Computer skills:

	<ul style="list-style-type: none">• Excellent knowledge in English language to be proved by interview• Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to sit for a computer test prior to the interview;• Professional qualifications:• European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation;• EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period;• European Macro-regional Strategies, with a specific focus on EUSAIR;• Fundamentals of Public Procurement rules and procedures;• Management and Control system of ETC Programmes;• Cooperation Programmes and projects fundamental communication requirements;• Working experience in an international and multicultural environment.• Personal skills:• Team spirit and problem-solving attitude;• Capacity to managing office procedures so as to ensure effective delivery of services;• Determination to take personal responsibility for delivery of high quality results to tight deadlines;• Negotiating and communication skills;• Excellent writing, presentation and analytical skills.• Willingness to travel.
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Communication Officer

Job title	Communication Officer Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>The main functions of the Communication Officer within the JS are to coordinate, manage and supervise the overall communication, promotion and dissemination activities of the Programme, under the supervision of the JS Coordinator, the MA, and where the case, with the collaboration of the Info Points, the Antenna Office and the Branch in Thessaloniki. More specifically, the Communication Officer is responsible for:</p> <ul style="list-style-type: none"> • Developing, updating, implementing and evaluating the Programme communication plan in line with its strategy and in relation and coordination with concerned programme actors, following the EC Regulations; • Contributing in the drafting of any material produced by the JS (guides, reports and so forth) for calls, project proposal evaluations, project monitoring in cooperation with Project Officers; • Maintaining and updating the Programme website; • Developing Programme online and paper publications including leaflets, brochures, newsletters, audio-visual materials etc., including all stages from the conception, the collection of data and information, writing, edition and illustration; • Contributing to the development and implementation of the Programme social media activities, including its day-to-day maintenance and updating; • Responsible for the partner search webpages; • Ensuring that all interested stakeholders have access to the Programme documents, news and announcements; • Collaborating with the Communication Managers of the MA, the Antenna and the Info Contact Points for information and communication activities according to the Communication Plan and adapting it accordingly;

	<ul style="list-style-type: none"> • Supporting the Managing Authority in the preparation of the reports on communication matters addressed to the European Commission (reporting, monitoring and evaluation of the implementation of the communication plan); • Ensuring the visibility of the Programme towards various groups in a targeted and thematic approach, in the media and with relevant institutions across the cooperation area; • Collecting, organizing, editing and disseminating efficiently the information on the Programme, its themes and its funded projects; • Ensuring both internal and external accessibility of information related to the development and results of the Programme and its projects; • Supporting final beneficiaries in the dissemination of information about their projects (strategic support during the development and implementation of project communications plans as well as technical support for the use of Programme communication tools, social networks etc.); • Supporting the MA in the evaluation and capitalization of the Programme results and the collection of good practices, and in the activities that are complementary with other national and European Programmes; • Organizing and/or participating at meetings and events (e.g. launching, mid-term and final Programme conferences, thematic workshops, European Cooperation Day, thematic fairs, trainings, external conferences, etc.) in coordination with stakeholders of the Programme as well as seminars for Lead partners and Project partners, on communication issues; • Contributing in drafting of annual and final implementation reports; • Participating in Monitoring committee and internal Programme meetings • Supporting the MA and JS staff in reporting to the MC and the European Commission bodies, with reference to the communication issues.
Required	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's

qualifications	<p>Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship;</p> <ul style="list-style-type: none"> Professional experience of at least five (5) years, preferably on communication management of EU funded Programmes foreseeing the cooperation between two or more Countries (<i>professional experience should be proven by submitting social security documentation or copies of employment contracts or a written confirmation from the candidate's respective employer in or in translated in English</i>); Excellent knowledge of English Language . The candidate has to submit a self-declaration that he/she possess the above mentioned requirements. <p>Evaluation of titles and experiences</p> <ul style="list-style-type: none"> <i>Candidates who fulfill the required qualifications as defined by the call for expression of interest pass to the technical and behavioral interview. Candidates who do not fulfill the required qualifications are rejected.</i> <i>Candidates who pass to the technical and behavioral interview will be required to sit for a computer test prior to the interview.</i> <i>Knowledge of the English language will be assessed by an oral examination procedure.</i> <i>When counting years of Professional Experience periods of possible overlapping between more than one professional positions are counted only once.</i>
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> Post graduate Degree or Diploma in any field of relevance to the programme topics, officially recognized by a public sector institution/ organisation/ authority of the applicant's country of citizenship; Work experience in communication management of EU funded Projects / Programmes foreseeing the cooperation between two or more Countries; Website content management capacity;

	<ul style="list-style-type: none"> • Press office management experience • Excellent knowledge of the social media communication tools • Good knowledge of the Italian Language, or Good knowledge of the Greek Language <p>Interview:</p> <p>Language & Computer skills:</p> <ul style="list-style-type: none"> • Excellent knowledge in English Language to be proved by interview; • Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to sit for a computer test prior to the interview; <p>Professional qualification:</p> <ul style="list-style-type: none"> • European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation; • EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period; • Knowledge of new media and social networks • European Macro-regional Strategies, with a specific focus on EUSAIR; • Text drafting skills in English and Italian or Greek language; • Press office management capacity; • Cooperation Programmes and projects fundamental communication requirements; • Working experience in an international and multicultural environment. <p>Personal skills:</p> <ul style="list-style-type: none"> • Team spirit and problem-solving attitude; • Capacity to managing office procedures so as to ensure effective delivery of services; • Determination to take personal responsibility for delivery of high quality results to tight deadlines; • Negotiating and communication skills
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	<ul style="list-style-type: none">• Excellent knowledge of the social media communication tools• Excellent writing, presentation and analytical skills;• Willingness to travel.
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Administrative Assistant

Job title	Administrative Assistant Reports to the Coordinator of the JS
Vacancies	One (1)
Job Description	<p>Everyday management of JS administrative support activities. The Administrative Assistant must be separate from the chain of command of the Puglia Region. She/he will report only to the JS Coordinator.</p> <p>More specifically, the Administrative Assistant:</p> <ul style="list-style-type: none"> • Sets up and maintains the Programme's mailing list and contacts databases; • Is responsible for the operational management (drafting, protocol, sending) of the Managing Authority's communications towards project beneficiaries, Monitoring Committee, other Programme Authorities, the European Commission and the national Programme referents; • Manages the Programme document archives; • Is responsible for the operational secretary activities of the Programme; • Is responsible for the internal communications among the MA, the JS Coordinator and the other JS members; • Supports the JS/MA in convening and managing the JMC meetings, including the functions of meetings reporting; <p>Supports to the JS/MA in the organization and operational management of Programme events;</p>
Required qualifications	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship; • Professional experience at least two (2) years as an administrative assistant in other operational

	<p>Programmes or Projects funded by EU and/or, national and regional funds;</p> <ul style="list-style-type: none"> • Advanced knowledge of English Language • The candidate has to submit a self-declaration that he/she possess the above mentioned requirements.
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Professional experience as an administrative assistant in other operational Programmes or Projects funded by EU and/or, national and regional funds. • Paper and digital document archive keeping skills; • Experience on organizing events; • Good knowledge of the Italian Language or, Good knowledge of the Greek Language <p>Interview:</p> <p>Language & Computer skills:</p> <ul style="list-style-type: none"> • Advanced knowledge of English language to be proved by interview; • Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) – Prerequisite to sit for a computer test prior to the interview; <p>Professional qualification:</p> <ul style="list-style-type: none"> • European Union institutions and policies, Cohesion policy in particular, with specific reference to European Territorial Cooperation; • EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period; • Knowledge on Programme's administrative obligations; • European Macro-regional Strategies, with a specific focus on EUSAIR; • Text drafting skills in English and Italian or Greek language; • Press office management capacity; • Cooperation Programmes and projects fundamental communication requirements; • Working experience in an international and multicultural environment.

	<p>Personal skills:</p> <ul style="list-style-type: none">• Team spirit and problem-solving attitude;• Capacity to managing office procedures so as to ensure effective delivery of services;• Determination to take personal responsibility for delivery of high quality results to tight deadlines.• Willingness to travel.
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Info Point Officers (ITALY)

Job title	Info Point Officer Reports to the Coordinator of the JS
Vacancies	One (1) Basilicata, two (2) Calabria
Job Description	<p>A Contact Info Point Officer adds value to the work of the Managing Authority and the Joint Secretariat. The Info Points aim is to promote the Programme and act as a point of territorial connection, point of communication and information and as a help desk for potential applicants/programme beneficiaries. More specifically, the Info Point:</p> <ul style="list-style-type: none"> • Offers proximity and easy access to project operators from the area; • Provides support to beneficiaries during the preparation of proposals and throughout the period of implementation of operations; • Provide organisational and operational support to the JS / MA activities (organization of seminars, meetings, conferences). • Supports the beneficiaries for the MIS procedures by information about the functionality of the MIS • Reports to the Unit B of the MA, the Coordinator and the project officers any problems/issues regarding the the implementation of the projects by the beneficiaries • Informs the administrative assistant and project officers about eventually modification of the Programme's mailing list and contacts databases; • Supports the JS/MA in convening and managing the MC meetings, including the functions of meetings reporting; • Supports to the JS/MA in the organization and operational management of Programme events;
Required qualifications	<ul style="list-style-type: none"> • Valid and Recognized University Degree (Bachelor's Degree, following the respective EU legislation) in any field of relevance to the Programme's thematic topics, or/ and the mentioned tasks, as accepted by the public sector of the applicant's country of citizenship; • Professional experience at least two (2) years in other operational Programmes or Projects funded by EU and/or national and regional funds •

	<ul style="list-style-type: none"> • Advanced knowledge of English Language • The candidate has to submit a self-declaration that he/she possess the above mentioned requirements.
Additional qualifications to be considered as assets	<ul style="list-style-type: none"> • Professional experience as project manager or financial manager or administrative responsible in other operational Programmes or Projects funded by EU and/or, national and regional funds. <p>Experience on organizing events; Advanced knowledge of the Italian Language</p> <p>Interview:</p> <p>Language & Computer skills:</p> <ul style="list-style-type: none"> • Advanced knowledge of English and Italian language to be proved by interview; • Computer literacy (word processing, preparation of presentations, use of data bases and monitoring procedures and systems) <p>Professional qualification:</p> <ul style="list-style-type: none"> • Knowledge of EU financial and implementing regulations (focus on ETC and ERDF) in the framework of the 2021-2027 programming period; • Knowledge on Programme's administrative obligations; • Text drafting skills in English and Italian language; • Cooperation Programmes and projects fundamental communication requirements; • Working experience in an international and multicultural environment.

	Personal skills: <ul style="list-style-type: none">• Team spirit and problem-solving attitude;• Capacity to managing office procedures so as to ensure effective delivery of services;• Determination to take personal responsibility for delivery of high quality results to tight deadlines.• Willingness to travel.
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THE OVERALL EVALUATION PROCEDURE

The overall evaluation procedure of the Core JS and Info Points in Italy will be based on the following elements:

- **Admissibility requirements:** on/off eligibility admission
- **Professional qualification:** working experience evaluation based on CV (50/100 score)
- **Additional qualification:** to evaluate during interview (30/100 score)
- **Language and computer skills:** to be proven by test/interview (20/100 score)

A joint recruitment committee must be appointed and carry out the whole evaluation procedure, with the participation of a representative of MA.

JS Branch (Greece)

JS Representative Project Officer

Job title	JS Representative Project Officer Reports to MA /JS
Vacancies	One (1)
Job Description	<p>JS Representative Officer (REP OF) will be located in the premises of MA. JS REP OF should have an overall continuous overview of the Programme implementation and to ensure permanent representations of the JS to the MA for all programme issues and especially those related to the Financial Management of the Programme, use of MIS, and issues related to Greek partners. More specifically, the JS Representation Officer is responsible for:</p> <ul style="list-style-type: none"> • Daily update at the MA on overall Programme implementation in cooperation with the JS Coordinator • After consent of the MA, participation in the evaluation procedures of proposals, in cases of JS involvement • After consent of the MA, assignment of project officer duties • Close cooperation with the Certifying Authority and the MA regarding payment claims and ERDF reimbursements. • Continuous update to the MA on financial implementation of the Programme and coordination guidance on financial issues on programme/project level. • Data entry into the Management Information System (MIS): <ul style="list-style-type: none"> ✓ Data entry in Programme Level ✓ Data entry regarding the Calls • Daily support to Greek partners: <ul style="list-style-type: none"> ✓ management support on a day to day basis ✓ scheduling of technical meetings regarding progress of Greek partners ✓ Contribution to the Info days in cooperation with the Greek Info Points and the Communication & Technical Assistance Officer ✓ Management and coordination of the procedure of registration of all Greek partners in the Public Investment Programme.

Local General Assistant

Job title	Local General Assistant Reports to MA/JS
Vacancies	One (1)
Job Description	<p>The Local General Assistant ensures daily support to the MA as well as provision of administrative assistance duties locally. More specifically, the Local General Assistant:</p> <ul style="list-style-type: none"> • Supports the REP OF in the processing of the daily activities (Keeping minutes, organizing archives, managing the telephone center, drafting the official correspondence, contacting external collaborators and suppliers). • Keeps a complete archive with individual files for all documents, after the required distribution and the necessary actions that must be performed concerning the documents. • Processes the official correspondence of the JS and keeps an archive with contact details of organisations and institutions with which the JS communicates. • Contributes in the preparation of meetings and provides secretarial support to the Monitoring Committee and Project selection committee as well as in the organisation of meetings of the team of auditors. • Provides organisational and operational support to the JS activities (organization of seminars, meetings, conferences). • Support in the implementation of the Technical Assistance projects of the Programme, in general. • Keeps the attendance sheets and leave plans of the JS REP OF and of the LGA under the JS Coordinator's guidance. • Monitors the timetable of the JS activities, in collaboration with the Coordinator. • Fulfills administrative responsibilities and human resources issues of the JS

Antenna Officer

Job title	Antenna Officer Reports to MA/JS
Vacancies	One (1)
Job Description	<p>The Antenna Officer assures logistic support to the implementation of the Programme activities and will contribute to implement the planned activities of the Communication Plan, carrying out their duties in coordination and cooperation with the MA and the JS. More specifically, the Antenna Officer:</p> <ul style="list-style-type: none"> • Supports the Managing Authority and the JS in the implementation of the communication plan in force, acting as a "contact point" for providing information, advice and help to the project partners or potential beneficiaries and reinforces communication and information about the Programme; • Supports the JS for the monitoring of projects at the regional level as regards Partners; • After consent of the MA, undertakes project officer duties Carries out the support "desk" functions (distribution and diffusion of Applicant's packages or other relevant material to be used for the submission of the project proposals) • Provides organisational and operational support to the MA activities (organization of seminars, meetings, conferences). • Organizes and/or participates in technical meetings and events of the MA/JS that take place in the Greek Regions. • Assists the beneficiaries of the program in the region of the Ionian Islands in the preparation of the electronic submission of the proposals and the functionality of the programme's M.I.S. • Reports to the Unit B of the MA, the Coordinator and the project officers any problems/issues regarding the implementation of the projects by the beneficiaries Informs the administrative assistant and project officers about eventually modification of the Programme's mailing list and contacts databases; • Supports the JS/MA in convening and managing the JMC

	<p>meetings, including the functions of meetings reporting;</p> <ul style="list-style-type: none">• Supports to the JS/MA in the organization and operational management of Programme events;• Participates in award and acceptance committees of MA for technical assistance actions in the Technical Assistance GREECE-ITALY project, after MAs proposal or approval.
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Info Point Officer

Job title	Info Point Officer Reports to MA/JS
Vacancies	Two: one (1) in Patras- one (1) in Ioannina
Job Description	<p>A Contact Info Point Officer adds value to the work of the Managing Authority and the Joint Secretariat. The Info Points aim is to promote the Programme and act as a point of territorial connection, point of communication and information and as a help desk for potential applicants/programme beneficiaries. More specifically, the Info Point Officer:</p> <ul style="list-style-type: none"> • Offers proximity and easy access to project operators from the area; • Provides organisational and operational support to the MAactivities (organization of seminars, meetings, conferences). • After consent of the MA, undertakes project officer duties Assists the beneficiaries of the program in the regions of Western Greece and Epirus in the preparation of the electronic submission of the proposals and inform them about the functionality of the programme's M.I.S. • Reports to the Unit B of the MA, the Coordinator and the project officers any problems/issues regarding the implementation of the projects by the beneficiaries Informs the administrative assistant and project officers about eventually modification of the Programme's mailing list and contacts databases; • Supports the MA/JS in convening and managing the MC meetings, including the functions of meetings reporting; • Supports to the MA/JS in the organization and operational management of Programme events; • Participates in award and acceptance committees of MA for technical assistance actions in the Technical Assistance GREECE-ITALY project, after MAs proposal or approval

The overall recruitment procedure of the JS Branch and Info Points in Greece will be carried out under Greek law and by MOU S.A./ Ministry of Economy and Finance .

Article 5 – Staff management

1. The MA and the Puglia Region undertake jointly the Recruitment and selection procedures of the whole JS system. The Puglia Region, in agreement with the Managing Authority, contracts the core Joint Secretariat staff in line with EU and National (Italian) Law.
2. The staff of the four structures in Greece (branch, antenna and info contact points) is recruited by MOU S.A./Ministry of Economy and Finance according to the European and National (Greek) Law.
3. The staff of the info contact points of Calabria Region (two) is recruited from the Calabria Region and MA according the European and National (Italian) Law;
4. The staff of the info contact points of Basilicata Region (one) is recruited from the Basilicata Region and MA according the European and National (Italian) Law;
5. All staff members of the JS are obliged to work within a specific time-table declared and accepted by the MA.
6. The daily function of all JS structures shall be in cooperation, in agreement and under the supervision and guidance of the MA. The whole JS system supports the MA and reports to it. In compliance with the above, the day to day management procedures of the MA that stem from Greek Public Law and the requirements of the MA's ISO system (e.g. annual/monthly working plan and reports) are applicable to all the members of the JS. Within this framework the core JS as well as the Branch Office and the Antenna Office may participate in regular meetings with the MA.
7. The expenditure deriving from the functioning of the whole system of the Joint Secretariat will be paid from the Technical Assistance budget of the Programme.

Article 6 – Location of the Joint Secretariat

The place of employment for each post is at the below mentioned premises.

1. Joint Secretariat premises

The address of the core JS office is:

Lungomare Nazario Sauro, 33 70121, Bari, Italy

Tel: +390805406578

e-mail: info@greece-italy.eu

2. Branch Office premises

The address of the Branch Office is:

65 Georgikis Scholis Av., Zeda Building, 2nd floor, Pylaia, 57001, Thessaloniki

Tel: +302310469600 Fax: +302310469602,

e-mail: jts_grit@mou.gr

3. Antenna premises

The address of the antenna is:

Ionian University | Library

72, I.Theotoki Str.

49100, Corfu, Greece

tel. +30 26610 87121

e-mail: pmitsi@mou.gr

4. Info Points premises in Greece

The addresses of the 2 Greek info points are:

i. University of Ioannina- Research

Committee

45110, Ioannina, Greece

tel: +30 26510 07948

email: xnikou@mou.gr

ii. Patras University Campus,
Building A', 1st floor
26504, Rio, Patras, Greece
Tel. +30 2610 997899
e-mail: kkapota@mou.gr

e-mail:

5. Info Points premises in Italy - Calabria

The addresses of the 2 Calabria info points are :

i. Cosenza

Località Vaglio di Lise - 87100 - Cosenza

Tel: +39 0961 856714 / +39 0961 853686

Email: cte.calabria@regione.calabria.it

ii. Reggio Calabria

Regione Calabria - Via Modena 1 - 89128 - Reggio Calabria

Tel: +39 0961 856714 / +39 0961 853686

Email: cte.calabria@regione.calabria.it

6. Info Points premises in Italy - Basilicata

The address of the Basilicata info point is

Provincia di Matera - Via Ridola, 60 – 75100 Matera

Tel: Fax: + ,

e-mail:

iii.