

EU STRATEGY FOR THE DANUBE REGION

PRIORITY AREA 3 “TO PROMOTE CULTURE, TOURISM AND PEOPLE TO PEOPLE CONTACTS”

**PRIORITY AREA JOINT TECHNICAL SECRETARIAT**

**OPERATIONAL GUIDELINES**

**GENERAL ARRANGEMENTS**

The Priority Area 3 Joint Technical Secretariat (JTS) is situated in the city of Ruse, Bulgaria. It will operate in English and will be under direct supervision by the coordinating Ministries – Ministry of Tourism of the Republic of Bulgaria and Ministry of Regional Development and Public Administration of Romania.

Pilot phase will run until 31 December 2016, which will be financed through the Technical Assistance Agreement for EUSDR – PAC – Financing 2015/2016.

Funding for post-pilot operation will be funded from the Technical Assistance under the Danube 2014-2020 INTERREG Programme.

**MAIN ROLE**

The Priority Area Joint Technical Secretariat assists the Priority Area 3 Coordinators, the Steering Group and the existing Working Groups in carrying out their respective duties.

**FUNCTIONS AND TASKS**

The Priority Area Joint Technical Secretariat shall, in particular, be responsible for the following day-to-day tasks:

**ADMINISTRATIVE:**

1. To support the organization of the Steering Group meetings, as follows

- support PA3 coordinators, convenes the members of the SG, in accordance with the Rules of procedure;
  - the JTS, in agreement with the PA3 coordinators, circulates the documents referring to items on the agenda to the members of the SG in accordance with the Rules of procedure;
  - the JTS is in charge of all administrative arrangements for the meetings, supported by the PA3 coordinator in charge with the organization of the SG meeting ;
  - the JTS ensures the electronic and paper archiving of all documents regarding the SG meetings;
  - JTS will draft the Minutes from the meetings, in consultation with the co-PACS, and will circulate them to the members of the SG, in accordance with the Rules of procedure of the PA3 Steering Group;
  - Support and facilitate PACs in cooperation with other PAs
2. To maintain and update the Priority Area web-platform <http://www.danubecultureandtourism.eu/>
  3. To support the organization of Priority Area 3 events, workshops, seminars, to support the coordination of topics, as well as to take part in events relevant for the PA3, under the instruction of the PA3 coordinators.
  4. To organize meetings, to take care of preparation and mailing of documentation for meetings, to draft minutes of meetings in English, to draw up and submit working documents to the participants.
  5. To draft and present to PA3 Coordinators monthly reports on JTS activity.

**PROJECT SUPPORT:**

1. To collect, register, evaluate and archive all project applications relevant for PA3.
2. To perform specialized activities related to the PA3 targets: analysis of the projects, monitoring and up-date of Action Plan, communication with relevant institutions, etc.
3. To support the PA3 coordinators for the elaboration of project proposals, to be financed by EU funds that contribute at the implementation of PA3.
4. To support project generation and development, to prepare the necessary materials for project development and implementation.

**IMPLEMENTATION:**

1. To support the elaboration of PA 3 progress reports.
2. To cooperate with organizations, institutions and networks relevant for the objectives of the PA3.

3. To carry out information and publicity activities and public relations activities (e.g. trainings, seminars, info days, conferences, publicity campaigns, promotional events, etc.) under the supervision of the PA3 coordinators.
4. To collaborate with the central, regional and local administrations and stakeholders, including private sector and NGOs, with the view to collect data and information necessary in the process of project development and activity planning.
5. To support horizontal cooperation among and between PA3 stakeholders.
6. To carry out promotion activities related to the EUSDR and PA3 target implementation.