

## **Appendix 1**

### **Role of the Council Statutory Joint Committee (SJC)**

(extracted from LAG Guide)

The Statutory Joint Committee is comprised of the Council elected representatives. The duties to be undertaken by the SJC include the following:

- (a) Establishment and constitution of a Joint Committee
- (b) Submission of strategy/funding bid to DARD
- (c) Signatory to contract with DARD for delivery of rural development strategy
- (d) Adherence to the contract/guidance notes issued by DARD
- (e) Administrative and Financial lead actor with responsibility for the administration of public funds and satisfactory operation of the partnership
- (f) Ratification of approval/rejection/deferral of projects
- (g) Issue of Letters of Offer
- (h) Verification and approval of payments
- (i) Management of EU database
- (j) Ensure compliance with the EC Information and Publicity rules which are set out in article 76 of Council Regulation (EC) 1698/2006 and articles 58-59 and Annex VI of Commission Regulation (EC) 1974/2006.

## **Role of a Local Action Group (LAG)**

The following is a brief outline of responsibilities of the LAG:

- (a) In conjunction with council cluster develop a rural development strategy
- (b) Implementation and delivery of the approved strategy, animation of the rural area
- (c) Issue calls for applications for funding
- (d) Issue standardised application forms and guidance notes and assist potential project promoters in the development of suitable projects and issue guidance on the application process
- (e) Arrange/chair selection panels which meet equality requirements and ensure potential conflicts of interest are properly handled
- (f) Determine eligibility of applications
- (g) Recommend, for formal ratification by the council cluster, the projects to be financed under the strategy including co-operation projects
- (h) Prepare Letter of Offer documentation
- (i) Publicise the availability of funding to potential beneficiaries through issuing press notices or articles, holding information seminars, use of website, addressing any enquiries from the general public
- (j) Co-operation - deliver a joint action with another Leader Group or with a group taking a similar approach, in another region
- (k) Make available a review/complaints procedure for unsuccessful applicants
- (l) Agree with project promoters appropriate outputs, results and impact targets and specify financial information that will be required throughout the life of the project
- (m) Participation in National and European Networks.