

# RESOURCE NOTE 1

## Roles and Responsibilities of key stakeholders



### INTRODUCTION

*This Resource Note is one of a series of notes to support Partnerships in the implementation of their action plans, under Theme 1.1 (Building Positive Relations at the Local Level) of the Peace III Programme. It has been developed by the Consortium and summarises briefly and succinctly the role of key stakeholders in the implementation of the Peace III Programme and is an aid for new Partnership members and staff. The list is by no means exhaustive but is meant to supplement SEUPB Guidance Notes and Departmental documentation.*

### SPECIAL EUROPEAN UNION PROGRAMMES BODY (SEUPB)

[www.seupb.eu](http://www.seupb.eu)

The main role of SEUPB is to manage cross-border European Union Structural Funds programmes in Northern Ireland, the Border Region of Ireland and parts of Western Scotland. There are various services within SEUPB including:

- Certifying Authority - responsible for the certification of all expenditure claims submitted to the EU Commission, ensuring eligibility with EU and national rules;
- Managing Authority has overall responsibility for the management and implementation of the Operational Programme;
- Joint Technical Secretariat (JTS) oversees the day-to-day implementation of the PEACE III Programme, supporting and advising both the Managing Authority and the programmes' Steering Committees;
- Corporate Services which incorporates a range of different roles which support the implementation of the programmes.

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## LEAD PARTNER

The Lead Partner, in Theme 1.1 a local council has overall administrative, co-ordination, management, implementation and financial responsibility for the implementation of the Partnership plan (referred to as project). The Lead Partner shall fulfill all obligations arising from the Letter of Offer and the approved project.

The responsibilities of the Lead Partner shall include the following:

- Lay down the arrangements for its relations with the project Partners in an agreement comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the project, including the arrangements for recovering amounts unduly paid;
- Be responsible for ensuring the implementation of the entire project;
- Ensure that the entire expenditure presented by the Project Partners has been incurred for the purpose of implementing the project and corresponds to the activities agreed between those partners;
- Verify that the expenditure claimed by the Project Partners is Eligible for funding;
- Be responsible for transferring the Grant Aid [*and the Member State contribution*] to the Project Partners;
- The responsibility for the division of tasks and co-ordination of activities among the Project Partners;
- The delivery on the overall objectives of the project including Budget spend, verification, publicity, actions and activities, outcomes, and delivering within the Programme timeframe;
- The implementation of the entire project within the given timeframe and the Budget;
- Regular visits to partners to monitor progress and ensure compliance.

## OTHER PARTNERS

The 'Partnership Agreement' sets out the manner in which the Lead Partner and other Partners intend to co-operate to ensure the delivery of the plan. It includes a number of responsibilities and obligations including financial management, monitoring and evaluation, confidentiality, conflict of interest to name but a few. This is a signed agreement and provides a framework for good governance but at overall Partnership level but also at project delivery level.

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## CONSORTIUM

([www.pobal.ie](http://www.pobal.ie) & [www.nicrc.org.uk](http://www.nicrc.org.uk))

The Consortium of Pobal and Community Relations Council provide support and advice to Partnerships as follows:

- Provision of mentoring and support in relation to the implementation and monitoring of plans.
- Challenging the policy and operational implementation in order to maximize the contribution of the Plan to addressing the Programme Objectives and ensure compliance with regulations and guidance.
- Completing a regular support and development needs assessment in an effort to determine and agree with SEUPB the allocation of resources to the Partnerships in greatest need.
- Preparation and submission to the SEUPB of regular reports on progress.
- Provision of support to build the institutional capacity, knowledge, attitudes and skills of the local authorities to promote a shared society and be able to engage in dialogue with communities on shared issues.
- Facilitating the transfer of learning and dissemination of best practice by promoting liaisons and collaborative actions at a regional and cross border level between the partnerships.

## NORTHERN IRELAND STATISTICAL AND RESEARCH AGENCY (NISRA)

[www.nisra.gov.uk](http://www.nisra.gov.uk)

NISRA is the principal source of official statistics and social research on Northern Ireland's population and socio-economic conditions. The statistics produced by the Agency inform the policy process within Government, research within Academia and contribute to debate in the wider community. For the Peace III Programme NISRA is responsible for overseeing the Aid for Peace Process. This process is a twofold process of *deconstructing* the structures of violence, and *constructing* the structures of peace. These two sets of activities are interrelated, *but separate*, and *must be undertaken simultaneously*. Any intervention that includes one without the other will fail to have a net positive peacebuilding impact. Above all, Aid for Peace is about PEACE IMPACT – whether this is a conflict resolution workshop or a bridge.

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<sup>i</sup>The Consortium of CRC and Pobal have been commissioned by SEUPB to provide support and advice to the 14 Peace and Reconciliation Partnerships until 2013. Please refer to [www.pobal.ie](http://www.pobal.ie) or [www.nicrc.org.uk](http://www.nicrc.org.uk) for more information