

MOSES

Maritime and multimodal transport Services based on Ea Sea-way project

Steering Committee Rules and procedures

Introduction:

The Lead Partner represents the entire partnership and will be responsible for ensuring an efficient project management. Therefore an efficient management structure which guarantees regular controls and transparency has been foreseen, which is composed by different Committees. The Steering Committee is one of them.

Men and women will be equally represented in decision-making bodies.

The Steering Committee: its functions, composition and voting

The project Steering Committee (SC) is responsible for monitoring the implementation of the project, for managing the partnership coordination and decision-making and for settlement of any disputes among project participants.

The project Steering Committee is composed by competent representatives of all project partners and is chaired by the Lead Partner. More precisely the Steering Committee is composed by 1 responsible person for each partner who will have 1 vote for decisions. As a rule, decisions should be made by consensus between the partners. If the consensus is impossible to be reached, decisions will be taken with the majority of votes (half + 1). In case of a tie, the Lead Partner is entitled to two votes.

Each Project Partners appoints 1 competent representative who will take part to the Steering Committee and who represents the partner in the project to ensure a sound management of the activities.

If the partner's appointed representative in the SC is unable to participate in a SC meeting, it is possible to nominate a substitute possibly to send by e-mail to the LP before the SC meeting or to provide before the start of the meeting).

Representatives of the Managing Authority and of the Joint Secretariat may attend the meetings in advisory capacity.

If necessary, other representatives or experts may also attend the SC as advisers or observers, provided that the Chairpersons are notified in advance.

The main issues that will be discussed and managed by the Steering Committee are the following:

- ✓ control of the correct advancement of the project;
- ✓ problems with the partnership: The LP solely assumes responsibility for the entire project towards the Managing Authority. Each Project Participant is directly and exclusively responsible to the LP for the due implementation of its respective contribution to the project and for the proper fulfillment of its obligations as set out in this agreement. Should a Project Participant not fulfill its obligations in due time, the LP shall admonish him to fulfill them within a reasonable period of time. The Project Participants will undertake to find a quick and efficient solution. Should the non-fulfillment continue, the LP may decide to debar the Project Participant concerned from the project with approval of the other Project Participants. The discussion about the possible change in the partnership will take place within the Steering Committee;
- ✓ any substantial change affecting the approved Application Form or of the Subsidy Contract (project objectives, activities, outputs and results, etc.) of the Partnership Agreement;
- ✓ irregularities in the financial management and in using of funds by PPs.

Other issues can be discussed and will be included in the agenda of the Steering Committee.

If there is evidence of the urgency the Chairperson can propose to discuss during the meeting of the SC items not included in the agenda and the SC decides upon it.

The SC is considered regularly established and its decisions have validity if not less than three of the voting Members are present at the opening of the meeting and both Italian and Croatian partners are represented.

In principle meetings will take in the same day of the project meeting. The Chairperson, with the help of the hosting project partner, is responsible for the organization of the meeting.

The Chairperson shall:

- convene the SC;
- draw up provisional agendas;
- perform Chairperson's duties during the meetings e.g. declare the opening and closing of each meeting, direct the discussion, accord the right to speak, announce the decisions, rule on points of order, and pursuant to these Rules, have control of the proceedings;
- be responsible for the proper functioning of the SC.

As a rule, the draft of the minutes in English will be circulated by the Lead partner to the Members of the SC not later than ten working days after the meeting. Members of the SC can formulate their

observations or proposal of amendments not later than the following ten working days after receipt of documents. If no objections are made the draft minutes is accepted as definitive.

If necessary, all the above mentioned deadlines may be shortened in cases of peculiar urgency, or lengthened in vacation times (i.e. Christmas, August). Every variation has to be agreed among SC members.

The foreseen meetings are listed in the Attachment n. 1.

Since during the project lifecycle, due to certain reasons some changes or urgent decisions might be necessary, different procedures will be implemented:

- Written procedures to approve proposals for changes or decisions to be taken: the LP will send to all PPs the explanations of problems/changes by e-mail and will give 10 working days to partners to give an answer. No reply will be considered as approval. Should the proposal reach the required consensus, it will be considered approved by the Steering Committee.
- Extraordinary Steering Committee meetings to discuss problems and jointly define possible solutions.

The Rules of Procedures of the SC are adopted in English by consensus on its first meeting.

If it is the case, Rules can be amended by the SC always by consensus on any following meeting.

The names of the persons who will take part to the Steering Committee are listed in the project Management and Steering Structure.