

MOSES 20 02 2018 1° Steering Committee Meeting

The first SCM of MOSES project is held on February 20th by the premises of the Port Authority of Ravenna.

All partners are attending the meeting; Mr. Massimiliano Angelotti as LP of MOSES projects affirms that the meeting can take place and declares the SCM opened.

The agenda of the first SCM of MOSES projects faces the following points to be discussed:

- 1) Approval of the rules of the SCM
- 2) Signature of the PA
- 3) Guidelines for Project Management
- 4) Reporting: internal and external
- 5) 1st budget change
- 6) Meeting and Event schedule
- 7) AoB

- 1) The LP provides in showing a word file listing down the rules to be followed in occasion of the SCMs. All presents agree about rules and no objection is made. The rules of the SCM are approved.
- 2) The SCM agree formally on the way of signature of the Partnership agreement: the PA will be manually signed, in six original copies. No objection is made and the second point of the agenda is approved by the SCM.
- 3) A file with guidelines for project management will be prepared to let it circulate at the end of March 2018. The SCM approves.
- 4) Instructions about internal and external reporting procedures will be assessed and then widespread one indications in this regard from JS will be available. The SCM approves.
- 5) SCM decides to check the budget in relation to pilot activities. Accordingly the request for first budget change will be forwarded at the end of March 2018. The LP will collect changes through excel files. All PPs will have to attach also justifications for needs of budget change. The LP will then send the request for budget change to the JS for its final approval. The SCM approves.
- 6) As already scheduled next meetings will be held in Rijeka on November 2018 (Mid-term event) and in Trieste on June 2019 (Final Conference). The SCM approves.
- 7) No other topics are needed to be discussed.

Mr. Massimiliano Angelotti as LP of MOSES projects thanks all present for their attention, participation and co-operation on working topics and declares the 1°SCM closed.