

Steering group

Co2mmunity kick-off meeting
Kiel

Kiel 16/17 November 2017

Steering Group – project steering committee

Rules of Procedure of the “Co2mmunity” Project Steering Committee

The Consortium comprises a network of renowned professionals from the academic and non-academic sectors who have agreed to work collaboratively to further the Baltic Sea Region as well as contribute towards achieving the INTERREG BSR Agenda, particularly the area of natural resources and renewable energy. The relationships between the various partners and their obligations and rights with respect to each other and the project are regulated in the Partnership Agreement (PA).

The management structure for the Project allows all partners to fulfil their objectives and feed information into the decision-making process. As outlined in the PA, the Partnership has central decision-making through the **Project Steering Committee (PSC)** (Article 6 of PA) and decentralized execution of activities through the Work Package Leaders and Group of Activity Leaders (PA Annex II). This model ensures timely consideration and resolution of strategic and executive issues while being open to input from all partners. Each partner is responsible for delivering the contracted deliverables and achieving the milestones promised for the project as outlined in the Partnership Agreement.

The PSC is Co2mmunities decision-making body regarding all strategic concerns. It is the driving force in monitoring the overall progress and takes decisions on strategic changes needed to achieve the aims of the Project as it progresses. Strategic decisions, in particular those affecting budgets and workloads of partners, will be made by the PSC and communicated via the Project Coordinator.

Composition and decision-making of the PSC

The PSC is composed of one representative per project partner (PP) and a named deputy.

The PSC is chaired by the Lead Partner. Co-chairs can be designated by the PSC.

The principal decision-making mechanism of the PSC is consensual decision making.

In case a consensus cannot be reached a vote with single majority **of the members present** shall lead to a decision.

In case (~~a single majority cannot be reached~~) **of a tie**, the PSC chair will have the decisive vote.

Responsibilities of the PSC

The responsibilities of the PSC include:

- monitoring and ensuring a timely implementation of the project;
- identifying timeline problems, technical limitations, exploitation opportunities;
- to review and decide upon structuring and restructuring of the Work Packages;
- to review and decide upon all budget-related matters, including reprioritization;
- any alterations of the Partnership Agreement or related documents;
- deciding on the acceptance of new partners or exclusion of project partners if necessary;
- the premature completion or termination of the project;
- supporting the Project Coordinator in fulfilling the obligations towards the INTERREG BSR JS/MA;
- preparing the content and timing of all major generic press releases and joint publications by the whole consortium;
- the preparation and final approval of the Work Plan prior to submission to the INTERREG-BSR JS/MA;
- any other issues of major importance.

Operation of the PSC

The PSC will have monthly virtual meetings for short briefings and progress reports, and additional face-to-face-meetings at all planned regular project meetings (see Art. 4.6 of the PA). Representatives from at least 8 project partners shall be present at each PSC meeting.

The PSC chair invites the PSC members to a virtual meeting platform latest 7 days before the meeting.

In line with the general mode of virtual communication of the project, the PSC will hold its virtual meetings via skype.

The PSC can set up task forces in order to support its work and/or the work of the PSC and facilitate the implementation of the project.

These rules of procedure of the PSC were agreed upon by all PPs (as proved by signatures below) and will be approved by the PSC during its first meeting by verbal consent. This verbal consent will be included in the meeting's minutes.

Discussion:

- What if less than 8 partners participate?
- Default partner?
- Veto rights, if for example only one partner is affected by a decision.



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