



Rules of Procedures

of the

Thematic Working Group (TWG)

of the

**SWARE - Sustainable heritage management of
Waterway Regions**

INTERREG EUROPE project

1. Main tasks and objectives

(1) The TWG represents the content management body of the SWARE INTERREG EUROPE project, which was approved by the INTERREG EUROPE Monitoring Committee on 9 February, 2016.

(3) The TWG is responsible for a truly joint and professional thematic implementation of SWARE in accordance with the approved project Application Form, the signed Subsidy Contract and the Project Implementation Plan approved by the Steering Group (SG), and the jointly established Financial and Project Management Guide (FPMG).

2. Members

(1) One thematic expert appointed by each participating partner, together with the partner level project Managers and the Regional Stakeholder and Institutional Group (SIG) Managers will formulate the TWG.

(2) The named appointees remain a member of the TWG for the entire duration of the SWARE project. Nonetheless, the participating partner has the right to recall their appointed member(s) of the TWG and to nominate a new member or deputy. In that case, the decision should be reported to the Lead Partner immediately. The TWG can also propose to recall an appointed member in case of serious problems or permanent delay in the fulfilment of tasks, or mismanagement of the given partner's project part. Such a recalling can only be implemented if there is a consensus between the TWG and the partner concerned.

(3) The following named members have been appointed as members of the TWG:

Appointed members of the TWG:

Appointed thematic experts:

Project Partner 1:	Association Regio Water (the Netherlands), Ms Manita Koop
Project Partner 2:	Tipperary County Council (Ireland), Ms Róisín O'Grady
Project Partner 3:	Metropolitan City of Milan (Italy), Mr Dario Parravicini
Project Partner 4:	Pons Danubii European Grouping of Territorial Cooperation (Slovakia), Ms Orsolya Békési
Project Partner 5:	Vidzeme Planning Region (Latvia), Ms Lienīte Priedāja - Klepere
Project Partner 6:	Province of Zuid-Holland (the Netherlands), Mr Hans Heupink

Appointed Project Managers:

Project Partner 1:	Association Regio Water (the Netherlands), Ms Manita Koop
Project Partner 2:	Tipperary County Council (Ireland), Mr Michael Moroney
Project Partner 3:	Metropolitan City of Milan (Italy), Mr Dario Parravicini

Project Partner 4:	Pons Danubii European Grouping of Territorial Cooperation (Slovakia), Ms Zsófia Domány
Project Partner 5:	Vidzeme Planning Region (Latvia), Ms Lelde Ābele
Project Partner 6:	Province of Zuid-Holland (the Netherlands), Mr Etienne van der Leur

Appointed Stakeholder and Institutional Group (SIG) Managers:

Project Partner 1: Association Regio Water (the Netherlands) and from Project Partner 6: Province of Zuid-Holland (the Netherlands), **to be defined later (delegated by VRW)**

Project Partner 2:	Tipperary County Council (Ireland), Ms Róisín O'Grady
Project Partner 3:	Metropolitan City of Milan (Italy), Ms Carla Botazzi
Project Partner 4:	Pons Danubii European Grouping of Territorial Cooperation (Slovakia), Ms Valéria Bogárová
Project Partner 5:	Vidzeme Planning Region (Latvia), Ms Lienīte Priedāja - Klepere

(4) The Lead Partner (LP) appoints the Chair Person, who will also moderate the meetings of the TWG, as well as one vice-chairperson, who will take over this function in case the chairperson can not participate. The Chair Person can be assisted by the external project manager in its role.

(5). The TWG may be assisted at its meetings by experts to be invited on an occasional basis. These persons take part in the deliberation but have no voting power, and act only in an advisory capacity.

3. Responsibilities

(1) The TWG is responsible for sound and quality thematic implementation of the SWARE project.

(2) The TWG practices a regular overview and discussion of the project's content related status (on its regular meetings), including proposals for any necessary modifications in the implementation plan and the related budget. It reports towards the SG on a regular basis.

(4) In its work, the TWG is supported by the Project Management Team, which prepares and organizes the meetings, takes the minutes, handles follow-up work for the meetings and ensures the information exchange between SG and TWG.

4. Procedures

(1) The TWG will meet in person in total 7 times during the implementation phase of the project in compliance with the schedule indicated in the Application Form and the Project Implementation Plan of the SWARE project.

(2) Furthermore, additional TWG meetings may be convened at the invitation of the Chairperson of the last TWG meeting being held if special circumstances necessitate such a meeting or if a meeting is requested by at least three members of the TWG.

(3) The appointed members, if necessary their deputies, are present at the TWG meetings. The project level Financial Manager is also present if this is required by the items on the agenda for the meeting.

(4) All recommendations shall be taken by consensus. In the event if consensus is not possible at least 2/3 majority of PPs who are present should agree. In the event of a tied vote, the Chairperson has the casting vote. The TWG shall have a quorum if at least four of its members are present (in person or by video conferencing).

(5) All meetings are prepared by the Project Management Team in close cooperation with the partner responsible for hosting the given TWG meeting. The Agenda and all related documents are sent within 7 calendar days before the meetings to all TWG members.

(6) The minutes of the discussions including a summary of the TWG recommendations are taken by the Project Management Team and circulated to the members of the TWG afterwards.

(7) Relevant recommendations by the TWG are formulated as task assignments in the minutes, those responsible for the implementation shall be named, deadlines for implementation set and the way in which reports shall be laid down, and controlling of the implementation defined.

(8) The topics of the meetings and the contents of the minutes are treated confidentially by all participants. It is the responsibility of the Project Manager to communicate the recommendations of the TWG to the Steering Group or to any relevant third parties.

(9) The Chairperson of the TWG may decide to launch a written decision making procedure for those items which cannot be subject to any delay. The TWG members will give their opinion on the items for which a decision is needed within 10 working days after the launch of the procedure. If one TWG member objects to take a decision by written procedure, the decision on the item will be postponed to the next regular TWG meeting.

5. Closing remarks

These Rules of Procedure are approved at the Kick-off meeting of SWARE held in The Hague on the 18-19, May, 2016.

Signature of the Chair Person

18 May, 2016