



Rules of Procedures

of the

Steering Group (SG)

of the

SWARE - Sustainable heritage management of Waterway Regions

INTERREG EUROPE project

1. Main tasks and objectives

(1) The SG represents the supreme decision-making body of the SWARE INTERREG EUROPE project, which was approved by the INTERREG EUROPE Monitoring Committee on 9 February, 2016. It performs its function against the background of the INTERREG EUROPE Operational Programme and the EU regulations on the management of ERDF funded projects.

(2) The SG's role is to guide and monitor the implementation of the SWARE project and to ensure that the project remains closely in line with its strategic objectives and results as described in the approved Application Form and the Programme documents.

2. Members

(1) The SG is composed of the partner level project managers of the 6 participating partners, the project level Financial Manager (delegated by VRW) and the Communication Manager (from VPR).

(2) The named appointees remain member of the SG for the entire duration of the SWARE project. Nonetheless, the participating partner has the right to recall their appointed member of the SG and to nominate a new member. In that case, the change should be reported to the LP immediately.

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

Appointed members of the SC are:

Lead Partner:	Association Regio Water (the Netherlands) Ms Manita Koop , in her role as Project Coordinator and Manager of the project on partner level. to be defined later as Financial Manager
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), Lelde Ābele, Project Manager, Jānis Rubulis, Information Manager (partner project manager and project level communication manager).
Project Partner 6:	Province of Zuid-Holland (the Netherlands), Mr Etienne van der Leur

(4) The Project Coordinator delegated by the Lead Partner (LP) will be the Chair Person of the SG, and will appoint one vice-chairperson, who will take over this function in case the chairperson can not participate. The Chair person can be assisted in its role by the external project manager or a specifically appointed external expert.

(5) The SG may decide to appoint an advisory member. This person takes part in the deliberation but has no voting power and acts only in an advisory capacity.

3. Responsibilities

- (1) The SG is responsible for monitoring the implementation of the SWARE project.
- (2) The SG formally approves the strategic project documents: SWARE Project Implementation Plan, Financial and Project Management Guide (FPMG), and the Communication Strategy.
- (3) The SG takes decisions on required budget changes, possible project modification requests with regard to activities, timing and partnership to the INTERREG Joint Secretariat (JS), approves strategic project documents
- (4) In its work, the SG is supported by the Project Management Team, which prepares, organizes, takes the minutes, handles follow-up work for the meetings and ensures the information exchange between SG and Thematic Working Group.

4. Procedures

- (1) The SG will meet in total 7 times during the implementation of the project in compliance with the schedule indicated in the Project Implementation Plan of the SWARE project.
- (2). Furthermore, additional SG meetings may be convened at the invitation of the chairperson if special circumstances necessitate such a meeting or if a meeting is requested by at least three members of the SG.
- (3) The appointed members, if necessary their delegates, are present at the SG meetings, as well as the appointed advisory member, if any. If the SG decides, other guests may be invited to take part in the meetings.
- (4) All decisions shall be taken by consensus where each partner has one vote of the same weight. If no consensus can be reached, majority voting is used and in case of an even vote, the Chair's (Project Coordinator of LP) vote shall be decisive. The SG 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 Manager in close cooperation with the Chair Person. The Agenda and all related documents are sent 10 working days before the meetings to all SG members.
- (6) The minutes of the discussions, including a summary of the SG decisions are taken by the Project Management Team and circulated to the members of the SG.
- (7) Relevant decisions by the SG 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 decisions of the Steering Group to the Thematic Working Group and to any relevant third parties.

(9) The Chair of the SG may decide to launch a written decision making procedure for those items which cannot be subject to any delay. The SG members will give their opinion on the items for which a decision is needed within 10 working days after the launch of the procedure. A written procedure decision is taken by consensus. In the event when consensus is not possible, the majority of the PPs should agree. If one SG member objects to take a decision by written procedure the decision on the item will be postponed to the next regular SG meeting. If an SG member is not replying within the given deadline, it is taken as acceptance.

5. Closing remarks

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

Signature of the Chair Person

18 May, 2016.