



**“Protection, improvement and integrated management
of the sea environment and of cross-border natural
resources”
ECOSEA
(code 2°ord./0236)**

WP1 - CROSS BORDER PROJECT MANAGEMENT AND COORDINATION

**RULES OF PROCEDURES of
ECOSEA STEERING COMMITTEE**



PREAMBLE: PURPOSE OF THE STEERING COMMITTEE

The primary function of the ECOSEA Steering Committee (hereinafter ECOSEA SC) is to take responsibility for the feasibility and the achievement of outcomes of the ECOSEA project.

The ECOSEA SC will:

- monitor and review the project status, as well as provide oversight of the project deliverable roll out;
- provide a stabilizing influence, both for organizational and partnerships matters, providing insight on long-term strategies in support of legislative mandate;
- ensure project objectives are being adequately addressed and the project remains under control, by controlling project scope as emergent issues force changes to be considered;
- resolve project conflicts and disputes, reconciling differences of opinion and approach.

ARTICLE 1

TASKS AND RESPONSIBILITIES

The ECOSEA SC is responsible for strategic guidance in ECOSEA Project and for decision-making regarding the implementation of the project. Its decisions include guidelines and requirements (regarding content, scheduling, finances, etc.) which must be observed by the Project Beneficiaries.

The ECOSEA SC is responsible for:

- Cross-border co-ordination of all components of the project;
- adjustments of the work plan;
- give orientation on contents for the different Work Packages, notably on contents, but also on general time table and financial allocations;
- decisions on institutional structures (e.g. membership, themes);
- decides on major implementation issues including adjustments;
- releasing dissemination material.



ARTICLE 2

MEMBERS, CHAIRPERSON

All Project Beneficiaries are represented in the ECOSEA SC by one official member who has voting rights. He/She must fully represent the Beneficiary's will and be capable of taking decisions on behalf of the Beneficiary.

The Lead Partner chairs the ECOSEA SC.

If a member is hindered in attending, a comprehensively informed representative (substitute member) of the affected Project Beneficiary is to be named.

Changes in personnel are to be immediately reported to the Lead partner.

The ECOSEA SC is an advisory body. In addition, experts can be invited as deemed appropriate for individual meetings, but they have no voting rights.

ARTICLE 3

DECISION-MAKING

Opinion-building occurs in a co-operative manner. Decisions are to be made amicably from the present voting members. Abstention is possible but has not to be counted as a dissenting vote.

Decisions are assumed with a single majority of the present voting members (in case of ECOSEA SC meeting procedure).

In case of no feedback, the presented decision is automatically accepted.

Decisions are either made on the occasion of the SC meeting or in circulation (written) procedure. The Lead Partner decides the best procedure to adopt in taking decisions.

Urgent matters can be requested by each voting member by submitting them to the Lead Partner. The Lead Partner decides the best procedure to adopt in taking decisions.

These rules of Procedure could be amended with the single majority of the total voting members.



ARTICLE 4

MEETING PROCEDURES

The ECOSEA SC generally meets every six months in closed meetings. The ECOSEA SC is convened by the Lead Partner in accordance with the approved application form. In order to be valid, the meeting of SC must involve the presence of at least n. 5 voting members.

Invitations and agendas are distributed by the Lead Partner to the members two weeks in advance, while advisory materials one week in advance.

Additions to the agenda must be communicated to the Lead Partner one week in advance of the meeting.

All members, according to their role, report in each meeting about the current status of the implementation of one's own contribution.

The Lead Partner prepares the minutes for all meetings and distributes them not later than 10 working days to the members.

The minutes are considered accepted if no member of the SC submits an objection in writing within 10 days of receipt of the minutes.

The members of the ECOSEA SC can submit additions to the minutes within 10 working days of receipt. If a member of the SC submits a written objection to the content of the minutes by this deadline, the Lead Partner determines which decision making process has to be taken for a positive resolution of the content.

The Lead Partner informs the members immediately after the deadline of the results of the process.

ARTICLE 5

WRITTEN PROCEDURES

Decisions, which are needed in addition to the meetings of the ECOSEA SC will be made in circulation procedure (written procedure).

The Lead Partner delivers the request to all voting members by e-mail, asking for the acknowledge of receipt.



The members can comment on decision drafts within 5 working days of receiving the written materials. The members of the ECOSEA SC provide their reply in 5 working day. The suggestion is accepted if no voting member of the ECOSEA SC objects by this deadline.

After this written procedure, the Lead Partner informs the members of the SC of the results.

Venice, 15th February 2013

LP – Veneto Region

FB1 – Friuli Venezia Giulia Region

FB2– Emilia-Romagna Region

FB3– Marche Region

FB4– Abruzzo Region

FB5– Apulia Region

FB6– County of Primorje and Gorski Kotar



FB7– Zadar County

FB8– Ministry of Environment,Forestry and Water Administration