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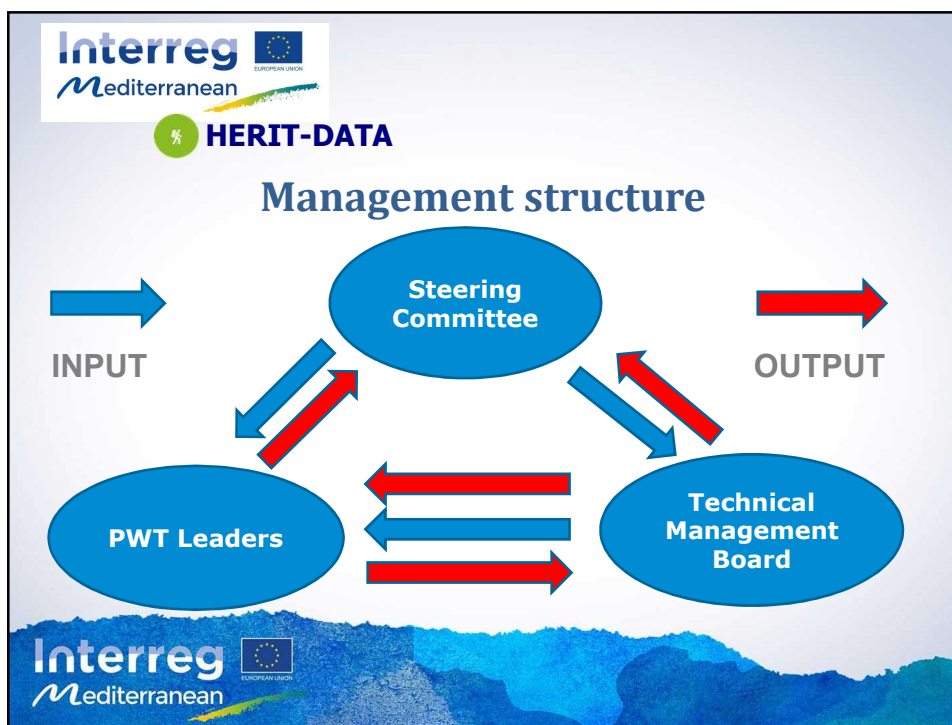
**Sustainable Heritage Management towards Mass Tourism  
Impact thanks to a holistic use of Big and Open Data**


**1° Steering Committee**  
**28<sup>th</sup> March 2018**

*Management Structure +  
Proposal of rules of procedures for the steering committee*

 Fondazione per la ricerca  
e l'innovazione


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<b>Steering Committee</b>	Made of 24 members, 2 per beneficiary, with 1 Chairman and 1 Vice-chairman
<b>PWT Leaders</b>	Made of the Project Coordinator + Work Package + Task Leader: WP leaders are already appointed into the AF, the Tasks leader will be appointed by the SC under proposal of the Project Coordinator and TMB
<b>Technical Management Board</b>	Managed by Grupo Dex, is made also of all the other sub-contractors indicated into the AF as external expertise





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## Proposal of rules of procedures for the steering committee

- 1 - The Steering Committee's composition and competence
- 2 - The tasks of the Steering Committee
- 3 - The conduct of Steering Committee meetings
- 4 - Minutes of the Steering Committee
- 5 - Other provisions





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### 1 - The Steering Committee's composition and competence (1/2)

§ 1.1 The Steering Committee consists of 24 members. Each Project Participant appoints 2 members as representatives of the Project Participant.

§ 1.2 At the Steering Committee's inaugural meeting a Chairman and a Vice-Chairman are appointed by the Steering Committee. The Chairman and Vice-Chairman must be members of the Steering Committee. The appointments are made through simple majority of votes. In the absence of the Chairman the Vice-chairman acts on his/her behalf. If the Chairman or Vice-Chairman resigns the Steering Committee appoints a new Chairman or Vice-Chairman amongst the members of the Steering Committee

§ 1.3 The Steering Committee members are appointed for the entire duration of the Investment Period. If a member resigns before time, the successor will be appointed by the Project Participant, whom the member represents in the Project.




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### 1 - The Steering Committee's composition and competence (2/2)

§ 1.4 A member is personally appointed but can be also represented by another person by delegation. As an alternative member may also, if prevented from being present or represented, vote by proxy through the Chairman.

§ 1.5 The Steering Committee forms a quorum when at least  $\frac{3}{4}$  of the members and the chairman, and in his/her absence the Vice-chairman, are present.

§ 1.6 All decisions in the Steering Committee are made by simple majority of votes. In case of a tied vote the Chairman's vote, or in his/her absence the Vice-chairman's vote, will be doubled.

§ 1.7 Other representatives belonging to the project participants, not designated as member of the SC, has the right to attend as hearers at the Steering Committee.





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## 2 - The tasks of the Steering Committee (1/2)

§ 2.1 The tasks and responsibilities of the Steering Committee are described in the Application Form.

§ 2.2 The Steering Committee has the overall responsibility for the completion of the Project as well as being responsible for the overall monitoring of the project. The Steering Committee will appoint a Project Leader who will have the daily responsibility for the Project. Operations which are of unusual type in relation to the content of the Project, or which will be of great importance to the Project, may only be undertaken with special authorization from the Steering Committee

§ 2.3 The Steering Committee will monitor the development and progress of the Project and make decisions to ensure that the interaction between the Project Participants and the Project's organisation, management and resource allocation enables the achievement of the Milestones and the production of the due Deliverables. The Steering Committee must amongst other things ensure that the Project Participants collaborate towards common goals throughout the Project lifespan, and if appropriate make the necessary adjustment of the Project Plan and/or the Project's organisation.




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## 2 - The tasks of the Steering Committee (2/2)

§ 2.4 The Steering Committee must ensure that account is taken of the Project's management and administration throughout the entire project lifespan.

§ 2.5 The Steering Committee must undertake the Project's monitoring in order to prevent the risk that the Joint Secretariat will not approve the passage from a module to another after the verification of the results, causing a delay in the development of the project with the consequence of complicating the achievement of project's objectives. However, dedicated contingency measures will be planned and applied in case of needs.

§ 2.6 Any member of the Steering Committee are entitled to raise matters concerning the Project's scientific content, results, business relevance, etc., for the Steering Committee to evaluate.

§ 2.7 The Chairman and Vice-Chairman of the Steering Committee together with the Project Leader represent the Project vis-à-vis the outside world.





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### 3 - The conduct of Steering Committee meetings

§ 3.1 The Steering Committee must meet at least twice a year (at least 8 times during the project lifespan), or whenever the Chairman, and in his/her absence the Vice-chairman, finds it necessary, or upon written request from at least four members of the Steering Committee. The Steering Committee must in that case, at the request of the Chairman, and in his/her absence the Vice-chairman, convene within three weeks of receiving the request.

§ 3.2 Meetings are called by the Chairman, and in his/her absence the Vice-chairman, with at least two weeks' notice if possible. An agenda for the meeting is sent out with the call for the meeting. Any supplementary documents must be sent out at least a week before the meeting if possible. Every member may request an item to be put on the agenda.

§ 3.3 At the start of the meeting the proposed agenda is approved. The Chairman, and in his/her absence the Vice-chairman, chairs the meeting.




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### 4 - Minutes of the Steering Committee

§ 4.1 The Chairman, and in his/her absence the Vice-chairman, is responsible for minutes to be taken of the Steering Committee's negotiations and decisions. If a Project Participant does not agree with a Steering Committee decision they have the right to have their opinion reported in the minutes. The minutes must contain clear definitions of actions and clearly state who are responsible for the actions.

§ 4.2 The draft minutes must be sent out no later than 2 weeks after the steering committee meeting with notice of a deadline for comments. The minutes must be approved by email no later than 3 weeks after the steering committee meeting. The approved minutes are approved via mail by the Chairman and all members of the Steering Committee irrespective of their participation in the meeting.

§ 4.3 Unless objections have been raised to the minutes within the given notice, cf. 4.2, the Steering Committee's decisions may be executed after the expiry of the notice.







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### 5 - Other provisions

§ 5.1 The present Rules of procedure have been agreed during the first Steering Committee held on 28 March at 11.30 CET in the virtual room 65432 of the videoconference system of the Tuscany region as allowed by the Interreg MED program rules and approved by HERIT-DATA project officer.

§ 5.2 Courtesy: Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

§ 5.3 Each Entity's hereby undertakes with respect to other Entities all reasonable endeavors to perform and fulfill, promptly, actively and on time, all of its obligations including in particular the submission of the deliverables pursuant to the part C of the application form.

§ 5.4 The steering committee has the solely responsibility to approve or not, as well as to propose amendments/integrations, the project's outputs;

§ 5.5 The Steering Committee can be joined also by the project technical management team, who has the right to attend and speak in the Steering Committee.




**Thank you!**

