

**Project Acronym: CO-CREATE**

**Project title: Setting up a network of Competitive Clusters with the contribution of  
CREATive industriEs**

**Grant Agreement number: 1MED15\_1.1\_M23\_113**

## **D. 1.1.2**

# **Guidelines for Steering Committee and Technical Committee**

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## **CO-CREATE Project**

### **Project Management Structure Regulation The Steering and Technical Committees**

#### **Article 1: The governing bodies of the CO-CREATE Project.**

In order to ensure an effective implementation of the CO-CREATE project activities and a successful achievement of the project objectives, the CO-CREATE partnership agrees that the overall management processes of the project will be supervised and implemented by two bodies (Steering Committee and Technical Committee), representing all partners of the project.

#### **STEERING COMMITTEE REGULATION**

##### **Article 2: Role and Functions**

The CO-CREATE Steering Committee (CO-CREATE-SC) is the decisional body of the project, responsible for its implementation, supervision and evaluation. The CO-CREATE-SC assures the effectiveness and the quality of execution of the Project by exercising, in brief, the following functions:

1. approval of the detailed work plan (included the applied methodology) of each single WP according to the Application Form approved
2. approval of the upcoming six-monthly work programs of the project implementation
4. monitoring the implementation of the workplan
5. periodical evaluation of the results achieved by the Project
6. periodical monitoring of the financial status of the Project
7. decision regarding delays on the project and reception of PPs requests for modification and/or changes in their task/activities
8. approval of Project changes to be transmitted to the JS
9. .decision regarding disputes between PPs concerning Project obligation

##### **Article 3 : CO-CREATE Steering Committee Components**

The CO-CREATE-SC is made up of one representative of each project partner with the right of one vote.

The CO-CREATE Steering Committee is officially installed during the first meeting of CO-CREATE project convened by the Lead partner.

It is made up of:

- named members (see Annex 1):

- One Representative of the Lead Partner (or a delegate) with the right of one vote; in case of parity and the need to assure a majority, then the LP(or delegate) will have the right of 2 votes
- One Representative of each Project Partners (or delegates) with the right of one vote each
- the Project Manager of the Project appointed by the Lead Partner as permanent invited with no voting right
- the Financial Manager of the Project appointed by the Lead Partner as permanent invited with no voting right
- the Communication Manager of the Project appointed by the Lead Partner as permanent invited with no voting right

Members of CO-CREATE-SC may recommend the presence of external experts to the Chairman of CO-CREATE-SC, who has to provide a written invitation in order to let them participate in the assemblies, according to the topics dealt with, but with no voting right.

Each of the nominated members may be substituted by a delegate appointed by the same partners of the Project, whose representative should be substituted.

The delegate appointed to substitute the official member of the SC is included in the Annex 1.

The notice of the substitution must be communicated in written form to the Project manager in advance respect to the CO-CREATE-SC.

#### **Article 4: President of the CO-CREATE-SC**

The CO-CREATE-SC will be chaired by the Representative of the Lead Partner or its delegate (the CO-CREATE Project Manager).

#### **Article 5: Assemblies**

The CO-CREATE-SC, as a rule, assembles according the grid in the article 6, by invitation of the Lead Partner and exceptionally by written request of at least two thirds of the partners.

The Lead partner convenes the assembly, usually through e-mail, asking for a confirmation of the message or, alternatively by fax, at least 30 calendar days before the proposed date of assembly. The proposed agenda, the date, place, time and expected duration of the assembly will be confirmed in the invitation. Further details concerning transports, accommodation, eTC will be provided by the Hosting Partner.

Members of the Steering Committee, may propose additional agenda points at the opening of the session, only if it is demonstrated that it was not possible to communicate them via email before the meeting.

The CO-CREATE-SC is considered duly assembled and its decisions are adopted if at least two-thirds of the members are present. Decisions will be taken by unanimity of those present.

If unanimity is not reached by the Participants at the CO-CREATE-SC, then the majority will prevail.

In case of parity, the LP will decide.

Every hosting Partner will be in charge to take the minutes of the CO-CREATE-SC, which have to be sent to CO-CREATE Project Manager for validation and then to all PPs.

Minutes will be elaborated in English and must be sent to the CO-CREATE Project Manager within 5 working days after the closure of the CO-CREATE-SC.

Project Partners shall give full support for the provision of the documents required within the deadlines indicated.

All documents has to be written in English.

## Article 6: Written procedure

In case of urgent decisions and no Steering Committee meeting has been planned, the Lead applicant could start a written procedure of approval by asking each Project Partner to answer either with a simple e-mail or providing a formal declaration stating its position.

## Article 7: Timing, Hosting Partner and Location of the CO-CREATE Steering Committee meetings

According to the Application form and the Project's obligation, the grid shows the place where ordinary CO-CREATE-SC meetings will take place during the project implementation

	Hosting Partner	Place	Timing(estimated)
I CO-CREATE-SC			
II CO-CREATE-SC			
III CO-CREATE-SC			
IV CO-CREATE-SC			
V CO-CREATE-SC			
VI CO-CREATE-SC			

Changes could intervene if justified by the PPs and approved by the CO-CREATE-SC.

## Article 8: Costs related to the organization of CO-CREATE-SC

According to: the MED Programme, the Application form and the PPs' obligation, the costs for the organization and the participation at the CO-CREATE -SC are regulated as follows:

- participation at the meeting (travel&accommodation, transports and any other expenses related to the participation to the meeting):  
costs are to be covered by every Project Partner with its own budget(1 the official SC member or his/her substitute is entitled to participate).
- organization of the meeting (rooms, technical instruments, translation, catering during the meeting, any other eventual logistical/operative costs): costs are to be covered by the Hosting Partner.

## TECHNICAL COMMITTEE REGULATION

### Article 9: The CO-CREATE Technical Committee

The CO-CREATE Technical Committee (CO-CREATE - TC) is the operational body of the project, which should allow smooth, effective and efficient coordination of activities and actions. The CO-CREATE - TC is also responsible for the quality of the project activities and deliverables according to the standards. Moreover, CO-CREATE TC advises the SC during decision-making processes.

### Article 10: Role and function of CO-CREATE- TC

The CO-CREATE- TC, is a body of support to the overall coordination of the project activities, in particular the members of the CO-CREATE-TC are in charge of the following tasks :

- Implementation of the working plan approved by the CO-CREATE - SC
- Coordination of all PPs activities for the Project Implementation
- Periodical Monitoring of activities
- Quality Project Monitoring
- relationship with the External Evaluator for the finalisation of Studying Phase and the start-up of the Testing/Transferring phase
- Technical Reporting
- Communication and dissemination activities monitoring
- Other activities connected with the technical implementation and the quality monitoring

### Article 11: CO-CREATE-TC Members

The CO-CREATE - TC is composed of 1 operational representative of each partner in charge for the Technical implementation of the project (see Annex 2), the LP Project Manager, the LP Financial Manager, the LP Communication Manager.

One substitute for each member of the TC must be appointed by each PP (see Annex 2)

The CO-CREATE - TC is chaired by the Project Manager, appointed by the LP.

The chairman of the TC and other members of the Technical Committee can invite other representatives to attend the meetings as advisors.

This invitation must be sent to all TC members, for approval - silence implies consent - in advance respect to the CO-CREATE - TC meeting.

### Article 12: CO-CREATE - TC meetings

The Technical Committee shall meet at least twice a year, jointly with the meetings of the CO-CREATE - SC. Additional meetings of the CO-CREATE - TC can be organized when deemed necessary by the Lead Partner or when requested by the WP responsables or by two thirds of the members of the CO-CREATE - TC.

The CO-CREATE - TC takes decisions by unanimity among the members and should be presented then to the CO-CREATE SC for approval either by written procedure or during the CO-CREATE - SC meetings, taking into account urgency and timing of decisions.

The chairman of the CO-CREATE-TC will be responsible for the collection/preparation of all documentation relating to the meetings and every hosting Partner will be in charge to take minutes of the CO-CREATE-TC, which have to be sent to CO-CREATE Project Manager for validation and then to all PP. Deadlines and any other detail related to the delivery of the Minutes are similar for those of the SC.

The Project Partners shall give full support for providing all documents required within the indicated deadlines.

### **Article 13: Timing, Hosting Partner and Location of the CO-CREATE-TC meetings**

The meetings of CO-CREATE-TC will be organized jointly with CO-CREATE-SC, then the above grid for CO-CREATE -SC (article 7) must be considered even for CO-CREATE -TC meetings. The duration of the TC is minimum 1 full day.

According to the Application form and the Project's obligation, the grid shows the place where ordinary CO-CREATE-TC meetings will take place during the project implementation

	Hosting Partner	Place	Timing(estimated)
I CO-CREATE-TC			
II CO-CREATE-TC			
III CO-CREATE-TC			
IV CO-CREATE-TC			
V CO-CREATE-TC			
VI CO-CREATE-TC			

Changes could intervene if justified by the PPs and approved by the CO-CREATE-SC

### **Article 14: Costs of the CO-CREATE-TC meetings**

The rules for costs concerning the organization and the participation at CO-CREATE- TC are the same than for the CO-CREATE -SC, regulated in article 8.

Optimization and rationalization of costs must be considered, since ordinary CO-CREATE -TC and CO-CREATE -SC will be usually organized jointly.

## **GENERAL RULES**

### **Article 15: Amendments**

The present Regulation is approved by the CO-CREATE-SC and the CO-CREATE-TC on their first assembly (Venice, 26-27<sup>th</sup> January 2017).

The Regulation can be amended through written request, expressed to the Lead Partner by the appointed member or delegate of the CO-CREATE -SC.

The proposed amendments may be approved during the first working session of the SC or through the written consultation procedure.

#### **Article 16: Language**

As a rule, assemblies are held in English.

#### **Article 17: Written consultation Procedure**

By written request of each nominated member or delegate of the CO-CREATE-SC or whenever the Lead partner deems it necessary, the CO-CREATE-SC may take decisions through written procedure or via videoconferencing.

#### **Article 18: General References**

This Regulation is effective till the closing date of all activities foreseen by the CO-CREATE Project.

For all other matters which are not covered by this Regulation, it is necessary to consult the pertinent Community Rules and national legislations in force in the participating countries.

## ANNEX 1

### CO-CREATE Steering Committee Components

PARTNER	APPOINTED MEMBER	SUBSTITUTE	Email of MEMBER and SUBSTITUTE	Phone of MEMBER and SUBSTITUTE	Skype of MEMBER and SUBSTITUTE
LP – CCIAA DL	Luana Rotari	Francesca Zotti	<a href="mailto:Luana.rotari@dl.camcom.it">Luana.rotari@dl.camcom.it</a> ; <a href="mailto:francesca.zotti@dl.camcom.it">francesca.zotti@dl.camcom.it</a>	+39 041	
P1 – VENETO REGION					
<b>P2 – SECARTYS</b>	<b>Sandra del Cerro</b>	<b>Juliana Restrepo</b>	<a href="mailto:sdelcerro@secartys.org">sdelcerro@secartys.org</a> <a href="mailto:jrestrepo@secartys.org">jrestrepo@secartys.org</a>	<b>+34 93 182 88 07</b> <b>+34 93 182 88 00</b>	<b>Domotys_secartys</b> <b>Domotys_secartys</b>
P3 – IAT					
P4 – PMM-TVT					
P5 – JSI					
P6 – MADAN PARQUE					
P7 – CCI KILKIS					
P8 – POLIMI					
P14 –RAZA-TPZ					
P15- KIMbcn					
P16-READ S.A.					



## ANNEX 2

### CO-CREATE Technical Committee Components

PARTNER	APPOINTED MEMBER	SUBSTITUTE	Email of MEMBER and SUBSTITUTE	Phone of MEMBER and SUBSTITUTE	Skype of MEMBER and SUBSTITUTE
LP – CCIAA DL				+39 041	
P1 – VENETO REGION					
<b>P2 – SECARTYS</b>	<b>Sandra del Cerro</b>	<b>Juliana Restrepo</b>	<a href="mailto:sdelcerro@secartys.org">sdelcerro@secartys.org</a> <a href="mailto:jrestrepo@secartys.org">jrestrepo@secartys.org</a>	<b>+34 93 182 88 07</b> <b>+34 93 182 88 00</b>	<b>Domotys_secartys</b> <b>Domotys_secartys</b>
P3 – IAT					
P4 – PMM-TVT					
P5 – JSI					
P6 – MADAN PARQUE					
P7 – CCI KILKIS					
P8 – POLIMI					
P14 –RAZA-TPZ					
P15- KIMbcn					

P16-READ S.A.