

**Regulations of the Steering Committee
OPTIMUS Project**

LIFELONG LEARNING PROGRAMME OPTIMUS PROJECT

REGULATIONS OF THE STEERING COMMITTEE

Introduction

- The OPTIMUS Project was presented on February 2008 as a proposal and was approved and passed on to the next stage before the Commission.
- The European Commission and the Education, Audiovisual & Culture Executive Agency approved the OPTIMUS project in the month of August 2008, with a total budget of 498.840,00 euros.
- The financial – administration manual of the Lifelong Learning programme requires the Steering's committee to be set up comprising representatives from the regions and organisations that are involved in the project. The aforementioned committee establishes the working rules and keeps watch over the technical and financial proceedings of the project.

Art. 1
(Purpose of the Regulations)

1. These regulations govern the constitution and the workings of the Steering's Committee for the running of the OPTIMUS project, under the name of the Steering Committee (from this point on to be called the Committee).

Art. 2
(Constitution and composition of the Steering Committee)

1. For the running of the OPTIMUS project the Committee has its head offices in Valencia at the following address: *FEPORTS, Calle de la Paz, 2 – 2º - 46003 Valencia..*
2. The Committee is made up of the members assigned by the following organisations:
 - FEPORTS
 - Livorno Port Authority
 - Sociedad Estatal de Estiba y Desestiba del Puerto de Valencia, S.A
 - Marseilles Fos Port Authority
 - The Sant'Anna School of Advanced Studies
 - Koper Regional Development Centre
3. Each organisation shall name a member and a substitute for the first Steering Committee and shall have only one vote in the proceedings of the Committee.
4. The Committee shall be presided by FEPORTS, the organisation in charge of the overall development of the OPTIMUS project.
5. President's responsibilities:
 - (a) To call the Committee to meeting, as a rule every 6 months or whenever the need arises through the written request by one of the members, unless it is considered that the requirement cannot be resolved through the procedure of article 5.
 - (b) To establish the agenda for the meetings.
 - (c) To preside the meetings and coordinate the work, thereby being granted with the ordinary authority foreseen for the correct running of the associated organisations. More specifically, it is the President's responsibility to open and close meetings, to direct the discussions, to clear up the matters discusses and to grant the word or refuse word to the members and to decide about matters of procedures related to the nature of events at the meetings.
 - (d) Any of the members may be substituted, in the case of an impediment, but substitution must be in writing.
 - (e) Depending on the matters being dealt with and upon invitation by the President, observers, representatives of other organisations and experts may take part in the Committee meetings.

Art. 3
(Responsibilities of the Steering Committee)

1. The Steering Committee shall oversee all the project actions in the following ways:
 - a) Defining times and ways for the actions carried out in project activities.
 - b) Contributing with the coordination of the activities undertaken by each member of the project and also driving the necessary action in order to speed up the execution of the project tasks if it is believed that a delay has been produced in the tasks.
 - c) Proposing, if necessary, any technical or financial modifications for the project, that should be approved by the Education, Audiovisual and Culture Executive Agency (EACEA).
 - d) Approving the monitoring reports supplied by the technical management organisations upon request of the leading partner.
 - e) Approving the results of the reports about the status in the progression of the project upon request by any of the partners and to deal with the payment of the sustained and duly certified costs by the partners sent to the leading partner in accordance with that stipulated by the Spanish National Lifelong Learning Agency and agreed on by the Committee.
 - f) Coordinating the procedure necessary for the accounting of costs incurred according to that stipulated by the EACEA and to guarantee conservation of accountable documents as well as the possible accountancy control by the organisations proposed for that purpose.
2. For the carrying out of the activities defined, the Committee may turn to technical management organisations for support.

Art. 4
(Running Modalities of the Committee)

1. The Committee shall call meetings through written invitation stating the date, time and place of the meetings and the matters to be discussed on the agenda. The invitations should reach the relevant partners at least fifteen days before the date of the meeting. In the event of an emergency meeting, the invitation may arrive seven days before the date of the meeting. An approximate calendar schedule for the meetings is planned for the Committee, but in either case the date for the next meeting shall be set at the end of each meeting.
2. The Committee meetings shall be held at the head offices of the different partners, or in alternative places proposed by them.
3. On the agenda, apart from the matters decided on by the President, all the items requested by any member of the Committee in writing to the President must be included.

4. The documents referred to in matters to be discussed on the agenda of each meeting, must be sent to the members of the Committee, as a rule, at least seven days before the date set for the meeting in an electronic format.
5. The regularly constituted Committee shall work with half the assigned members, and also with representatives per branch.
6. Decisions shall normally be adopted by a consensus procedure. In the event of disagreement, the decisions shall be adopted by the majority of the members.
7. For each session, minutes will be written and a copy shall be sent to each of the Committee members. The minutes shall be considered as approved if no objections are made within 15 days of having sent them out.

Art. 5

(Written query procedure)

1. In the period between Committee meetings, the President, on his/her own initiative or upon proposal by any other member, may make written queries to the other Committee members, who in turn must express their views in the form of a vote fifteen days after the request is made. A lack of reply from any of the members shall be taken as an approval through the application of consent through silence.

Art. 6

(Methods of communication)

1. Any communication concerning these regulations may be made by fax or e-mail

Art. 7

(Review of the regulations)

1. These regulations may be modified through consensually agreed decisions.

Art. 8

(Disputes)

1. The Steering Committee shall deliberate cases of controversy among members and/or the leading partner.
2. In the event of the Steering Committee not finding itself in the position of being able to settling a matter, it may be referred to the EACEA who shall act as arbitrator to settle the matter in question.