



COASTGAP

Coastal Governance and Adaptation Policies in the Mediterranean

RULES OF PROCEDURE

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PREAMBLE

The Managing Authority of the Operational Programme MED on the transnational territorial cooperation approved the project with the acronym “COASTGAP” during its meeting of March 14th 2013, in Rome, defining a total ERDF co-financing budget at the amount of € 1.042,000,00.

The MED Managing Authority, which is located in the Provence-Alpe-Cote d’Azur Region, in its written communication transmitted on April 11th 2013, declared officially about ERDF co-financing for the implementation of COASTGAP project.

COASTGAP project forces the establishment of 2 (Steering and Technical) Committees composed by representatives of each Region/partner.

Article 1 Objective

1. According to the Operational Programme MED on the transnational territorial cooperation and the approved “COASTGAP” project Application Form, the present Rules of Procedure define the scope of competencies of project Bodies, the functioning of the Steering and Technical Committees, as well as the appointment procedures of the responsible officers.

Article 2 COASTGAP Project Bodies and Responsible Officers

1. COASTGAP project (hereinafter referred as project) Bodies are the following:

- Institutional Legal Representatives
- Steering Committee
- Project Coordinator
- Technical Committee
- External mid-term Evaluator

Project responsible officers are the following:

- Partner Coordinators
- Financial Manager
- Regional Financial Responsible Officers

PROJECT BODIES

Institutional Legal Representatives

Article 3 Institutional Legal Representatives Role

1. The Administrations / Partners shall be represented in contracts by the Institutional Legal Representatives.
2. The Institutional Legal Representatives shall delegate the right of decision to the Partner Coordinators for all activities related to the Project functioning, through a document sent to the Project Coordinator.

Steering Committee

Article 4 Steering Committee Responsibilities

1. The Steering Committee shall make upper level decisions concerning the Project and shall be responsible for the overall coordination and supervision of this project.
2. The Steering Committee shall have the following functions:
 - Draw up the guidelines for Project evaluation and supervision in order to ensure the observance of its operational goals;
 - Approve Project main documents and in particular rules of procedure, final technical results, as well as all documents of strategic importance, which contain partners' extraordinary decisions;
 - Define Project execution operational methodology, coordinating the procedures for the observance of timetables and goals that were set;
 - Co-ordinate and supervise the technical and financial Project implementation through the collection of all necessary data from responsible officers in order to monitor and evaluate the project;
 - Approve Project eventual modifications of technical or financial nature;
 - Constitute the necessary Committees and structures for Project implementation.

Article 5 Steering Committee Functioning

1. The Steering Committee shall meet 4 times during the project implementation, on Project Coordinator initiative or at the request of the Partner Coordinators, in accordance with the annex of the present Rules of Procedure.

2. The Project Coordinator shall send meeting invitations to all members / partners via post, fax or e-mail at least 15 calendar days prior to the meeting date. The invitation shall specify the day, time and the place of the meeting and include the agenda and all necessary working papers.
3. In the case of an urgent matter, the invitation shall be sent in concise written form, at least 5 working days prior to the meeting date.
4. The partners shall respond to the invitation in the same way and via e-mail, within two working days after the receipt of the invitation. Any request for adjournment or change after this deadline will not be considered.
5. The Steering Committee shall fix at the end of each meeting the date of the next one in accordance with the annex of the present Rules of Procedure.
6. Meetings' procedural rules:
 - Meetings are chaired by the Lead Partner Representative.
 - All arguments proposed by the Project Coordinator or Partner Coordinators (Partner Coordinators shall present their arguments by means of a written statement within the prescribed time) will be mentioned in the Agenda.
 - After the dispatch of invitations, the Project Coordinator shall modify the Agenda no later than 3 working days prior to the meeting date.
 - Committee meetings and decisions taken are valid if at least half of the members are legally represented. Abstentions and relevant reasons shall be recorded on the minutes.
 - At all meetings, decisions shall be taken by an absolute majority of the members present. In the event of an equal number of votes the Lead Partner shall have a casting vote.
 - At the end of discussion of each Agenda's topic, Lead Partner Representative shall summarize the conclusions in order to verify the content of the data that will be included in the minutes.
7. The Steering Committee shall record its decisions in the minutes, where the part of explanations and the part of decisions shall be easily discerned.
8. The minutes shall be drafted by the COASTGAP Technical Secretariat during the meetings, and sent for approval to the Steering Committee members by email no later than 5 working days after the meetings, thereafter the minutes are approved automatically if none of the participants express observations within 5 working days.
9. The minutes shall include the place, date and time of meeting and also the list of participants, detail schedule and Committee's decisions. The minutes shall be signed by all Committee members present in the meetings.
10. The Steering Committee shall also hold meetings through teleconference, following the same methodology as mentioned above. The minutes shall be approved by electronic signatures.

11. Meetings shall also take place through written consultation procedures. In particular, the Project Coordinator shall, on his own initiative or acting on a proposal of Partner Coordinators, be informed in writing (and electronically) by Committee partners, who shall express in writing their opinions within 15 calendar days. The consultation minutes, which shall include all observances and opinions, as well as consultation results, shall be sent to the partners. The consultation minutes shall be approved and relevant decisions shall be considered final and binding upon written notification of acceptance (and electronically) by Committee partners. Consultation proposal is approved with the same criteria set out above as regards the legal number, the valid majority, the answer deadlines etc. This procedure shall be suspended during August.

12. According to the arguments examined and if a need is identified, the External Partners and other persons such as experts or collaborators serving as observers shall have also the right to take part in the Steering Committee meetings. This possibility shall be mentioned in the agenda.

13. The Steering Committee is established for the purpose of providing guidance during the implementation of the Project. The Steering Committee and all other structures mentioned in the present Rules of Procedure shall cease to exist upon Project completion.

14. The working language of the Steering Committee shall be English.

15. In the execution of its duties, the Steering Committee will be assisted by the COASTGAP Technical Secretariat.

16. The seat of the Steering Committee shall be at the following address:
Region of Latium – Directorate for Infrastructures, Environment and Housing Policies, 432, Viale del Tintoretto, 00142 Rome, Italy.

Article 6 Steering Committee Composition

1. The Steering Committee shall be established on the basis of the Community provisions and composed of the Institutional Legal Representatives of Partners, Partner Coordinators and Project Coordinator. Their personal data are the following:

- Latium Region – Directorate of Infrastructures, Environment and Housing Policies (Lead Partner N°1), represented by Raniero DE FILIPPIS (Director). The Partner Coordinator (also Project Coordinator) is Paolo LUPINO.
- Emilia-Romagna Region – Directorate General Environment, Soil and Coast Protection (Partner N°2) represented by Giuseppe BORTONE (Director). The Partner Coordinator is Roberto MONTANARI.
- Department of Hérault - Centre for Sustainable Development / Directorate for the Sea, Littoral and Water Management (Partner N°3), represented by Sébastien FOREST (Director). The Partner Coordinator is Philippe CARBONNEL.

- Region of East Macedonia and Thrace (Partner N°4) represented by Aristidis GIANNAKIDIS (Regional Governor). The Partner Coordinator is Pavlos DAMIANIDIS.
- Decentralized Administration of Crete (Partner N°5), represented by Georgios DEIKTAKIS (General Secretary). The Partner Coordinator is Akaterini TSOUKALA.
- Region of Tuscany (Partner N°6), represented by Gilda RUBERTI (Responsible of Sector Protection and Valorisation of the Coastal Area and the Marine Environment). The Partner Coordinator is Luigi Enrico CIPRIANI.
- Region Liguria (Partner N°7), represented by Pier Paolo TOMIOLO (Director of Territorial Planning Department). The Partner Coordinator is Corinna ARTOM.
- Ministry of Communications & Works of Cyprus – Department of Public Works (Partner N°8), represented by Chrystalla MALLOUPPA (Deputy Director). The Partner Coordinator is Stelios ZERVOS.
- Universidad Pablo Olavide de Sevilla (Partner N°9), represented by Bruno MARTÍNEZ-HAYA (Vice-Rector for Research and Technology Transfer). The Partner Coordinator is Fatima NAVAS.
- Port Institute of Studies and Cooperation of the Valencian Community (Partner N°10), represented by Vicente CERDÁ GARCIA DE LEONARDO (Director). The Partner Coordinator is Pablo GOROSTIZA.
- Universitat Autònoma de Barcelona (Partner N°11), represented by Maria Pilar DELLUNDE I CLAVÉ (Vice-Rector). The Partner Coordinator is Françoise BRETON.
- Centre for Technical Maritime and Waterways Studies (Partner N°12), represented by Olivier PIET (Vice-Director). The Partner Coordinator is François HISSEL.
- Christian-Albrechts Universitaet zu Kiel (Partner N°13), represented by Katja BARTH (Director Research Affairs). The Partner Coordinator is Nassos VAFEIDIS.
- Public Institution RERASD for Coordination and Development of Split-Dalmatia County (Partner N°14), represented by Srećko RADNIĆ (Director). The Partner Coordinator is Srećko RADNIĆ.
- Dubrovnik Neretva County Regional Development Agency (Partner N°15), represented by Melanija MILIĆ (Director). The Partner Coordinator is Melanija MILIĆ.

2. The Steering Committee shall apply an eventual substitution of the Institutional Legal Representatives after a written communication with the new Institutional Legal Representatives.

3. The Steering Committee shall apply an eventual substitution of a Project Coordinator or a Partner Coordinator after a written communication with the Institutional Legal Representative of the respective partner.
4. Substitution of a Steering Committee member for a representative, extraordinary or ordinary, shall be conducted, if necessary, upon Institutional Legal Representative's approval.
5. The Steering Committee shall be established during the first official meeting of the above mentioned persons, in accordance with the present Rules of Procedure.

Project Coordinator

Article 7 Project Coordinator Responsibilities

1. The Project Coordinator shall be appointed by the Lead Partner Legal Representative, which shall have the right to sign the Subsidy Contract with the Managing Authority.
2. The Project Coordinator "shall be responsible for the financial management, the coordination of the different participants in the Project and shall be responsible to the Managing Authority about physical and financial aspects", sharing the responsibilities with the other partners through the Partnership Agreement.
3. The Project Coordinator shall:
 - Be responsible for the coordination of all execution parameters regarding Project's overall management.
 - Convene the Steering Committees and set the agenda.
 - Preside over the meetings and coordinate the activities, handling ordinary responsibilities in order to ensure the sound operation of corporate bodies. In particular, the coordinator shall declare the opening and closing of meetings, direct the discussion and decide on procedure issues regarding meeting conduct.
 - Coordinate and direct all activities provided for in the Project for the Working Package N°1 (Administrative and financial management of the project / coordination of the partnership).
 - Ensure the submission of all documents regarding the Project to the Managing Authority and especially the progress reports, the financial reports and the eventual Project modifications.
 - Monitor and verify the progress reports and the financial reports elaborated by the partners.
 - Keep accounting records.

- Coordinate and direct all activities provided for in the Project for the Working Package N°2 (Information, awareness raising and capitalization).

4. The COASTGAP Technical Secretariat shall assist the Project Coordinator during the execution of his duties.

Article 8 COASTGAP Technical Secretariat

1. Leader-Administration shall assume the role of the COASTGAP Technical Secretariat.
2. The Project Coordinator shall direct the COASTGAP Technical Secretariat and decide on its structure and composition.
3. The COASTGAP Technical Secretariat shall dispose in advance the necessary documents as regards the activities of the Project Coordinator and the Steering Committee, the taking of meeting minutes, the administrative procedures for the sound progress of the activities and the verification of the Project's progress.

Technical Committee

Article 9 Technical Committee Responsibilities

1. The Technical Committee shall supervise the technical and operational elements related to management and coordination of all planned actions for each Component.
2. The Technical Committee shall assess the quality of project actions on the basis of the reports foreseen, collected and submitted by the Work Package/Phase Responsible Officers, which shall have been previously informed by the Partner Coordinators.
3. The Technical Committee shall
 - Approve the progress reports from a technical point of view.
 - Indicate to the Work Package/Phase Responsible Officers the guidelines for the observance of objectives of each action.
 - Propose to the Steering Committee eventual changes or thorough examinations of the procedures and the content of the necessary actions for the full observance of objectives.
4. The Technical Committee shall take decisions only on issues related to the Project activities not yet examined by the Steering Committee.

Article 10 Work Package/Phase Responsible Officers

1. The Work Package/Phase Responsible Officers shall be appointed by the Steering Committee during the first meeting.
2. The Work Package/Phase Responsible Officers shall be appointed only for the Components 3 and 4, given that the Project Coordinator shall be directly responsible for the Components 1 and 2.
3. The Work Package/Phase Responsible Officers shall supervise the general technical aspects as well as the observance of the Project and Programme objectives related to their Work Package/Phase.
4. The Work Package/Phase Responsible Officers shall assist to the drafting of the reports foreseen into the Application Form, which shall be approved by the Project Coordinator.
5. The Work Package/Phase Responsible Officers shall convene the Technical Committee in the same way as mentioned above.

Article 11 Technical Committee Functioning

1. The Technical Committee shall meet at least 4 times during the project implementation on Coordinator's or Work Package/Phase Responsible Officers' initiative.
2. The invitations for the meetings shall be sent by the Project Coordinator to the Committee members via post or fax or electronically, at least 15 days prior to the date of the meeting. The date, the time, the duration and the place of meetings shall be included in the invitation, as well as the agenda and, if possible, the necessary working papers.
3. In the case of an urgent matter, the invitation shall be sent in concise written form at least 5 working days prior to the meeting date.
4. The partners shall respond to the invitation in writing and via e-mail, within 2 working days after the receipt of the invitation. Any request for adjournment or change after this deadline will not be considered.
5. The Technical Committee shall fix at the end of each meeting the date of the next one, in accordance with the annex of the present Rules of Procedure.
6. Meetings' procedural rules:
 - Meetings are chaired by the Coordinator Partner.
 - Work Package/Phase Responsible Officers shall obtain the consent of the Partner Coordinators for the Agenda's content before convening the Committee.
 - All arguments proposed by the Work Package/Phase Responsible Officers shall be mentioned in the Agenda.
 - After the dispatch of the invitation, the Work Package/Phase Responsible Officers shall modify the Agenda no later than 3 working days prior to the meeting date.

- Committee meetings and decisions taken shall not be valid without a quorum.
 - All decisions shall be approved by majority vote. In the event of an equal number of votes, the decision shall be taken by the Steering Committee.
 - At the end of discussion of each agenda's topic, the Work Package/Phase Responsible Officers shall summarize the conclusions in order to verify the content of the data that shall be included in the minutes.
7. The Technical Committee shall record its decisions in the minutes, where the part of explanations and the part of decisions shall be easily discerned.
8. The general operational rules of the Technical Committee shall be based on the rules applicable to the Steering Committee.
9. The Technical Committee shall seat at the address given above for the Steering Committee (Article 5 par. 16).

Article 12 Technical Committee Composition

1. Committee shall be composed of one member for each Work Package/Phase Responsible Officer. Their personal data shall be indicated during the first meeting of the Steering Committee, when Committees shall be established.
2. The Partner Coordinators of the Steering Committee or anyone else considered by the partners involved competent to deal with the above-mentioned issues shall become member of the Committee.
3. The Technical Committee shall apply eventual substitution of members after a written communication with the respective Partner Coordinator.
4. The substitution of a Technical Committee member for an extraordinary representative shall be conducted, if necessary, upon an ordinary member's approval.

Article 13 External Quality Advisor

1. The main activities to be carried out in COASTGAP and explained in the Application Form, shall be evaluated as well by an External Quality Advisor.
2. The EQA role is not a fiscal assessment of the project accomplishments but the verification of the general effective relevance of the undertaken activities with regard their impact and their quality.
3. The requested monitoring activity will include the attendance to COASTGAP main meetings, request of information, specific meetings and/or communication by e-mail with the Project Coordinator and Work Package/Phase Responsible Officers. The requested outputs will consist in two Reports (mid-term and final).

4. The Reports will be delivered by the EQA to the Project Coordinator in order to be presented during the 3rd and 4th Steering Committee to the partners and successively delivered to the JTS.
5. Being the foreseen total budget for these assessment activities of 10.000 €, the EQA shall be appointed directly according to the European rules.
6. The EQA must be chosen between institutions with an unquestionable experience on coastal matter and ICZM.
7. The EQA will be proposed during the 1st Steering Committee and once individuated, one volunteer partner, chosen between the Work Package/Phase leaders, will take in charge this appointment (contract and payments)

PROJECT RESPONSIBLE OFFICERS

Article 14 Partner Coordinators

1. The Partner Coordinators are appointed by the Institutional Legal Representatives of the respective Administrations.
2. The Partner Coordinators shall
 - Guarantee the realization of the activities assigned to them, including those arisen from the relevant obligations related to the programme's implementation and in accordance with the national and European policies.
 - Approve the internal actions according to the decisions taken by the Steering Committee.
 - Communicate in due time to the Project Coordinator, within the dates laid down by the Committee, all relevant data as regards the technical and financial implementation that are necessary for the periodical and final accountancy.
 - Preserve the accounting records, the competency expenses and accept all audits to be carried out by the special Authorities.
 - Communicate in due time to the Project Coordinator the dates of the eventual technical meetings.

Article 15 Financial Manager

1. The Financial Manager is appointed by the Institutional Legal Representative of the Lead's Administration.
2. The Financial Manager shall supervise the general financial aspects and monitor the project's financial progress.

Article 16 Regional Financial Responsible Officers

1. The Regional Financial Responsible Officers are appointed by the Institutional Legal Representatives of the respective Administrations.
2. The Regional Financial Responsible Officers shall supervise the general financial aspects and monitor the project's financial progress regarding their Administrations.
3. The Regional Financial Responsible Officers shall be accountable for any expenditure, payment or commitment regarding the financial part of their participation in the project, as it is clearly stated in the Subsidy Contract and the Partnership Agreement.

Article 17 Final Provisions

1. The present Rules of Procedure shall be amended upon the Steering Committee's decision with regard to the approved project Application Form and the European and national provisions.
2. Communication and exchange of documents between project members shall be mediated via electronic mail, fax, courier and phone. However, the e-mail shall prevail. Electronic communication shall provide a formal means of written communication and serve as communication protocol.

Drawn up at Rome, 19 September 2013

SIGNED AND APPROVED AS UNDERNEATH

N.	PARTNER	COORDINATOR	SIGNATURE
1	Latium Region	Paolo LUPINO	
2	Emilia-Romagna Region	Roberto MONTANARI	
3	Department of Hérault	Philippe CARBONNEL	
4	Region East Macedonia & Thrace	Pavlos DAMIANIDIS	
5	Decentralized Adm. of Crete	Akaterini TSOUKALA	
6	Region of Tuscany	Luigi CIPRIANI	
7	Region Liguria	Corinna ARTOM	

8	Ministry of Comm. & Works Cyprus	Stelios ZERVOS	
9	Universidad Pablo Olavide Sevilla	Fatima NAVAS	
10	FEPORIS	Pablo GOROSTIZA	
11	Universitat Autònoma de Barcelona	Françoise BRETON	
12	CETMEF	François HISSEL	
13	Christian-Albrechts University Kiel	Nassos VAFEIDIS	
14	RERASD	Srećko RADNIĆ	
15	DUNEA	Melanija MILIĆ	

ANNEX

STEERING COMMITTEES/TECHNICAL COMMITTEES

&

STRATEGIC LEVEL MEETINGS IN BRUSSEL

S/N	DATE	RESPONSIBLE PARTNER
1 SC/TM	19/09/2013	Ferrara (IT) - Region of Latium
2 SC/TM	MAR 2014	Valencia (SP) - Port Institute of Studies and Cooperation of the Valencian Community (FEPORTS)
3 SC/TM	JUN 2014	Montpellier (FR) - Department of Herault
4 SC/TM	OCT 2014	Rome (IT) - Region of Latium
1 SMBX (awareness)	APR 2014	Brussel (BE) - Region of Latium <i>Strategic level meeting with EU and not-EU policy-makers to foster the impact of the Joint Action Plan on MED ACC into the MED maritime tools</i>
2 SMBX (discussion)	SEP 2014	Brussel (BE) - Region of Latium <i>Strategic level meeting with EU and not-EU policy-makers to foster the impact of the Joint Action Plan on MED ACC into the MED maritime tools</i>
3 SMBX (proposition)	DEC 2014	Brussel (BE) - Region of Latium <i>Strategic level meeting with EU and not-EU policy-makers to foster the impact of the Joint Action Plan on MED ACC into the MED maritime tools</i>