

RULES OF PROCEDURES
of the
STEERING GROUP (SG)
of
**SILVER CITY: innovative urban strategies and
action plans to increase the social and economic
role of seniors**
SOUTH EAST EUROPE PROJECT

1. Main tasks and objectives

(1) The Steering Group (SG) represents the overall operative and supreme decision-making body of the SILVER CITY SOUTH EAST EUROPE project, which was approved by the Monitoring Committee of the SOUTH EAST EUROPE Programme on 28 September 2012. It manages the overall formal/administrative aspects of the project, and guarantees interregional content exchange.

(2) The specific role of the SG is to ensure that the project remains closely linked to current and future local and regional policies, that it is implemented in line with the approved Application Form and the Programme requirements, and to take the necessary corrective interventions if needed. It performs its function against the background of the SOUTH EAST EUROPE Programme and the EU regulations on the management of ERDF funded projects.

(3) The SG steers and monitors the implementation of the SILVER CITY project.

(4) The specific objective of the SG is to establish a strong policy and strategic support and basis for the implementation of SILVER CITY and to ensure that the results of the project are taken further e.g. by transferring practices into Structural Funds programmes.

2. Members

(1) The SG consists of the Project Management Team (the LP's Project Manager, Financial Manager and Communication Manager) and the Partner Project Managers (PPM) representing each funding partner. Partners are asked to nominate a deputy member of the SG.

Official names of the funding Project Partners in English:

Partner role	Official name in English	Abbreviation	Country
LP	Municipality of the Capital City of Budapest District XIV. Zugló	Municipality of Zugló	Hungary
ERDF PP1	Province of Treviso	Treviso	Italy
ERDF PP2	Economic Institute Maribor, Human Resource Development Centre	EI Maribor	Slovenia
ERDF PP3	Burgas Municipality	BM	Bulgaria
ERDF PP4	Municipality of Galati	Galati	Romania
IPA-I PP2	University of Zagreb	Zagreb University	Croatia

(2) The named appointee remains a member of the SG for the entire duration of the SILVER CITY project. Nonetheless, the participating partner has the right to recall their appointed member of the SG and to nominate a new member or deputy. In that case, the change should be reported to the LP immediately.

The SG can also propose to recall an appointed member in case of serious problems in the fulfilment of management tasks, or permanent delay in the fulfilment of tasks or mismanagement of the given partner's project part. Such a recalling can only be implemented if there is a consensus between the SG and the partner concerned.

(3) The following named members have been appointed members of the SG:

Appointed members of the SG are:

Project Manager of the LP: Mr Tamás Luka

Partner Project Managers (PPM):

ERDF PP1: Melato Filippo

ERDF PP2: Mateja Karničnik

ERDF PP3: Jana Koleva

ERDF PP4: Adrian Bucur

IPA-I PP2: Zoran Stiperski PhD

(4) The Lead Partner (LP) appoints the Chairperson, who will also moderate the meetings, as well as one vice-chairperson, who will take over this function in case the chairperson cannot participate.

The Chairperson can be assisted in its role by the external project manager or a specifically appointed external expert.

The appointed Chairperson of the SILVER CITY SG is: Mr Tamás Luka.

The appointed Vice-Chairperson of the SILVER CITY SG is: must be appointed in every SG meeting.

(5) The Steering Group may decide to appoint an advisory member. This person takes part in the deliberation but has no voting power and acts only in an advisory capacity.

3. Responsibilities

(1) The Steering Group is the overall operative and supreme decision-making body of the SILVER CITY Project, serving as a basis for the whole implementation of the project.

(2) The SG has a monitoring role over the following activities:

- overall project activities
- the development and delivery of the planned project outputs and results
- financial implementation
- dissemination activities and the fulfilment of the Communication Plan (including the effectiveness of communication and dissemination activities)

all in relation to the approved Application Form.

(3) The SG takes decisions on required changes in activities or the budget, and approves strategic project documents.

4. Procedures

4.1. Meetings

(1) The SG will meet in total 4 times during the implementation phase of the project in compliance with the schedule indicated in the Project Implementation Plan of the SILVER CITY project. Exact dates of the SG meetings shall be discussed and approved by the members of the Steering Group.

(2) Furthermore, additional SG meetings may be convened at the invitation of the chairperson if special circumstances necessitate such a meeting or if a meeting is requested by at least six members of the SG.

(3) The appointed members, if necessary their deputies, are present at the SG meetings, as well as the appointed members. If the SG decides, other guests may be invited to take part in the meetings.

(4) In order to ensure the overall administrative/formal management as well as the interregional content exchange of the project, all of the SG meetings are to be organized together with project content and dissemination-related events.

4.2 Decision making

(1) All decisions shall be taken by consensus, where each partner has one vote of the same "weight".

If no consensus can be reached, 2/3 majority (7 SG members) voting is used. Members will be informed prior to each SG meeting of all issues that require decision making.

In the event when no such majority can be reached, i.e. in case of a tied vote, the Chairperson has the casting vote.

The SG shall have a quorum if at least six of its members are present (in person or by video conferencing).

(2) All meetings are prepared by the Project Manager (the Chairperson) or appointed deputy in close cooperation with the Partner Project Manager responsible for organizing the given SG meeting. The Agenda should include all issues that require decision making and should be sent together with all related documents 8 working days before the meetings to all SG members. Any member may propose additional agenda items 3 working days before the meetings.

(3) The topics of the meetings and the contents of the minutes – which is sent no later than 10 working days after the meeting - as well as the decisions are treated confidentially by all participants. It is the responsibility of the Project Manager to communicate the recommendations of the SG to any relevant third parties. In case of confidential issues, the SG Members agree on what can be forwarded to the press.

4.3 Written decision making

(1) The Chair of SG may decide to launch a written decision making procedure by email for those items which cannot be subject to any delay.

(2) Upon receipt of the email, each SG member has to announce receipt of the email.

(3) The SG members will give their opinion on the items for which a decision is needed within 10 working days after the launch of the procedure.

(4) A written procedure decision is taken by 2/3 majority (7 SG members) voting.

(5) If one SG member objects to take a decision by written procedure the decision on the item will be postponed to the next regular SG meeting.

(6) If an SG member is not replying by the given deadline, the LP ensures that the SG member is reminded by phone first. If still no reply can be received, the SG member's silence will be taken as 'not present' as for physical meetings.

4.4 Administration

(1) The minutes - which is sent no later than 10 working days after the meeting - of the discussions, including a summary of the SG decisions are taken by the Project Manager and circulated to the members of the SG for approval.

(2) Relevant decisions by the SG are formulated as task assignments in the minutes, those responsible for the implementation shall be named, deadlines for implementation set and the way in which reports shall be laid down, and controlling of the implementation defined.

(3) The topics of the meetings and the contents of the minutes are treated confidentially by all participants. It is the responsibility of the Project Manager to communicate the decisions of the Steering Group to any relevant third parties.

5. Closing remarks

These Rules of Procedures are prepared by the Project Manager and approved by the SILVER CITY Steering Group at its 1st meeting (held in Budapest), on 14 December, 2012.

Budapest, 15 April, 2013

Signature of the Chairperson
Mr Tamás Luka, chairperson of the
Steering Group