**PROJECT STEERING COMMITTEE**

Rules of Procedure for the Project Steering Committee created for the implementation of the ERASMUS+ project "STARLIGHT – Skills for Tourism And Recognition of the importance of dark skies"

## Preamble

The project partners of the approved ERASMUS+ project STARLIGHT – Skills for Tourism And Recognition of the importance of dark skies, as listed in the final application form submitted under 2021 call for proposal key action 2 Cooperation partnerships in vocational education and training (n° 2021-1-IT01-KA220-VET-000034771) set up a Project Steering Committee (hereinafter referred to as PSC) for joint decision-making and monitoring of the project.

## § 1 Tasks of the PSC

1. The PSC is responsible for monitoring the implementation of the STARLIGHT project, in particular monitoring of the project progress and, in necessary, adjustments of the work and budget plan.
2. The PSC will address deviation in the budget plan such as a structural underspending of a project partner or risks of overspending of a budget line. In particular, the PSC'S approval is necessary if one partner wishes to overspend a budget line or if budgets are moved between partners.
3. The PSC has to decide on all significant changes and change requests that will be submitted to the NA, notably budget changes.
4. The PSC is responsible for the settlement of any disputes among project participants (p. 55 of the application form). If an agreement cannot be found within the PSC, the Coordinator will seek the support of the NA. If an internal agreement is not found even with the intervention of the NA, the disputes will have to be addressed to competent legal bodies.
5. PSC representatives will also identify within their working group a financial manager and a communication manager (the position may be held by the same person even by the PSC representatives herself/himself).

## § 2 Composition of the PSC

1. The PSC shall be composed of one representative of each project partner participating in the STARLIGHT project.
2. The members of the PSC shall be legal representatives of each project partner or duly authorised persons. It is each partner's responsibility to ensure the participants in PSC meeting have authorisation to represent their institution in decision-making processes.

## § 3 Chair and meetings

1. The chair will be appointed by the Coordinator, the Istituto Nazionale di Astrofisica (IT)
2. The chair shall:
    - convene the PSC during official project meetings (the dates of the official project meetings will be decided from meeting to meeting);
    - draw up a provisional agenda, which shall be sent together with the invitation and the necessary documents to the members of the PSC at least 10 working days in advance;

    - perform chairperson's duties during the meetings, e.g. direct the discussion, put questions to the vote, announce the decisions, etc.
3. The chair should find agreement on the draft minutes within 15 working days after the meeting and shall send the draft minutes to the members of the PSC for comments not later than 15 working days. If no objections are raised within 15 working days after the minutes were received by the members of the PSC, the minutes are considered as approved. If objections are raised, the chair shall revise the minutes accordingly, decide on the final version and send it to the members of the PSC.

## § 4 Decision-making

1. The PSC decision-making will be by a majority of the two-thirds of project partners (one vote per partner). If a decision needs to be taken before the next PSC meeting, or should some PSC member not being present during the PSC meeting, the chair can initiate a decision-making process in writing. In this case the chair shall send the text by mail. Partners shall have 15 working days from dispatch of the proposal to respond in writing.
2. If a written objection to the procedure or to the draft decision is raised, the matter shall be placed on the agenda of the next meeting of the PSC. Partners can withdraw their objection at any time before the meeting of PSC. If all objections are withdrawn before the meeting, the decision is deemed to be taken by the PSC.
3. If no written objection to the procedure or to the draft decision has been received by specified time, the decision is deemed to be taken by the PSC. In any case, after the 15 day-time limit has expired, the chair shall immediately inform all members on whether the decision is deemed to be taken or what objections have been raised.
4. In case that the chair has profound objections concerning the compliance of a decision taken by PSC in legal or contractual terms, the decision shall be taken with reservation until the chair has clarified the matter, e.g. by confronting with the NA. The chair will report the result to the members of the PSC. A new decision by the PSC has to take the report into consideration.

## § 5 Project Management

The PSC will be supported by the Project Manager (PM) within the Coordinator Institution. The PM will be responsible for technical assistance to the PSC by carrying out the following activities:

- preparation and communication of the agenda;
- preparation and communication of the official documents;
- documentation of the PSC meetings and elaboration of the meeting minutes.

## § 6 Payment procedure

1. The Coordinator is responsible for pre-financing and final payment requests to the NA accordingly with Subsidy Agreement:
    - 40% as pre-financing at project start;
    - 40% as pre-financing after 18 months from project start and/or when 70% of the first 40% has been spent;
    - 20% as final payment under submission of the final report.
2. The Coordinator is responsible for transferring to partners due amounts accordingly to each partner's budget, following this trail:
    - the Coordinator requests the pre-financing/final payment amount to the NA;
    - as soon as the Coordinator receives the amount requested it forwards to partners a

template to collect data useful for the bank transfer;
    - Once all duly completed templates are collected the coordinator starts the payment procedure within its internal procedure.
3. The first pre-financing installment shall be proportionally distributed to all partners (40% to each partner accordingly with their own budget).
4. The second pre-financing installment shall be distributed proportionally to project partners in accordance with their own budget exhaustion, upon reporting. Three cases might occur:
    - If all partners reach at least 70% of the 40% of the first pre-financing amount, all partners will receive a maximum of 40% of their budget;
    - If the 70% of the 40% of the first pre-financing amount is not uniformly reached by all partners (i.e. if some partners have contributed in a larger proportion and/or other in a smaller proportion), the second pre-financing installment will be distributed proportionally to the expenses reported;
    - If after 18 months from project start the 70% of the 40% of the first pre-financing amount is not reached from all the partners, the second pre-financing installment cannot be requested. The Coordinator will monitor the progress of the budget. It shall proceed with the pre-financing request when the 70% will be reached. At this stage, the rules in the above points will be applied.
5. The final payment will be requested after the submission of the final report (deadline sets 2 months after the project end), to which all partners will contribute. The Coordinator will pay the final installment accordingly to each project partners budget as set at Article 6 point 2).

## § 7 Official language

Official language of the PSC shall be English. This rule also applies for the official documents of the PSC.

## § 8 Revision

On the completion of consideration by any ordinary membership these rules shall be adopted by unanimous decision of the delegations of the participating partners present. After their adoption they may be amended by consensus of the current membership.

Adopted in.................., on …...........

| PP | Name of the PSC representative | Signature |
|---|---|---|
| P1<br>(Coordinator) | | |
| P2 | | |
| P3 | | |
| P4 | | |
| P5 | | |
| P6 | | |
| P7 | | |