

Interreg



CENTRAL EUROPE

European Union
European Regional
Development Fund

REIF

TAKING
COOPERATION
FORWARD



Project Steering Group



Tasks of the Steering Group

Responsible for monitoring the implementation of the project, in particular monitoring of the project progress and, if necessary, adjustments of the work and budget plan.

Addresses deviations in the budget plan such as a structural underspending of a project partner or risks of overspending of a budget line. In particular, the SG's approval is necessary if one partner wishes to overspend any budget line by more than 10 per cent of its original total or if budgets are moved between partners.



TASKS

Decides on all significant changes and change requests that will be submitted to the JS/MA, notably budget changes as defined in Article 8 of the Subsidy Contract, changes in the partnership, and changes in activities and project duration.

The SG is responsible for the settlement of any disputes among project participants (as stipulated in Article 14 of the Partnership Agreement)



COMPOSITION OF THE STEERING GROUP



The SG shall be composed of one representative of each project partner participating in the REIF project.

The members of the SG shall be the legal representatives of each project partner or duly authorised persons. It is each partner's responsibility to ensure the participants in SG meetings have authorisation to represent their institution in decision-making processes.



At any meeting of the SG no less than two-thirds of the delegations of project partners shall constitute a quorum.

In case that the SG has a quorum at a meeting, decision-making will be by simple majority among the delegations of the project partners present (one vote per delegation), unless the Partnership Agreement defines another majority. Votes cannot be delegated to other project partners.



MEETINGS

Steering group will meet at least at every official partner meeting and can meet when it is needed.



The SG will be supported by the External Project Management which participates as observer in its meetings. The External Project Management will be responsible for technical assistance to the SG by carrying out the following activities:

- Preparation and communication of the agenda (to be approved by the chair)
- Preparation and communication of the official documents (signed by the chair)
- Documentation of the SG meetings and elaboration of the meeting minutes (signed by the chair).



CONTACT



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