

## **Description of Steering Committee functions**

The Steering Committee, which was created during the first months of the project and established in the first general meeting in Murcia (Spain) in September 2006, was made up of one representative from each partner, a general coordinator and a financial coordinator from the project leader. The three countries from N. Africa (third party countries/non EU countries) will also have a permanent representative in the Steering Committee and will be invited to attend the meetings, their expenses being covered by the common budget of the project. The Steering Committee will meet three times throughout the Project: at the beginning, middle, and at the end of the project. Due to the high number of partners, national coordinators have also been designated in order to make the information flow among the partners of the same country easier (Italy and Malta have been grouped together and the same was done for the countries of the southern side of the Mediterranean).

The first task of the Steering Committee will be the drafting of the Internal Rules of the project. Then, the technical decisions and common methodologies elaborated during the project will also be approved. In addition, any budget modifications will also have to be first approved by the Committee. The operative mode of this committee can be summarized as follows:

- all decisions will be made through consensus
- during the first meeting of the project, the Internal Rules will be approved by all partners
- three meetings of the steering committee are scheduled throughout the project
- all activities will be discussed and agreed upon by the participants during the meetings
- the steering committee will undertake the coordination, follow-up and validation of Project results
- the steering committee will ensure proper communication among the partners
- the steering committee will supervise the proper implementation of the activities and the respect of the deadlines
- any modifications in the initially adopted methodology will be done during the meetings of the steering committee
- the coordinator of the project will inform the partners about any decisions adopted by the Steering Committee
- any administrative or financial problems will be solved during the Committee meetings
- an unscheduled meeting will be possible only after the request of a minimum of 3 partners
- all members of the Steering Committee will be in continuous contact during the entire project, by e-mail, telephone and fax.