**ANNEX 6. The Project Steering Group. Rules of Procedure.**

1. The Project Steering Group (PSG) as well as the LP follows and assesses the quality of project PPs’ achievements and monitors the overall progress of the project.

2. The PSG consists of one representative of each Partner with a right to vote (hereinafter referred to as „Voting Member“) and experts who can act as advisors with no right to vote (hereinafter referred to as „Members“). The LP Project Manager participates the PSG meetings in the status of a Member and in the role of the secretary of PSG.

3. Upon the need, the help of technical assistant(s), or other trusted personnel is used. All personnel will be informed about the confidentiality rules.

4. The main tasks of the PSG are:

- to monitor and steer the project in order to meet the targets/objectives set in the project application. If necessary, the PSG can propose changes to the implementation of the project;

- to handle all changes in the project budget and project plan within the limits set by the project plan approved by the Managing Authority and approve them before the LP submits the material to the Joint Technical Secretariat/Managing Authority;

- to approve Progress, Interim and Final Reports to be submitted by the LP to the Joint Technical Secretariat;

- to handle all major purchase and expert services contracts;

- be informed on the personnel involved in the project from each project Partner;

- participate in the planning of information activities.

**Rules of Procedure of the Project Steering Group**

1. The position of chairperson of the Project Steering Group is rotated between the Project Partners. The chairperson is elected by the PSG for the period of 4 months starting from August, 2012. The co-chaiperson will represent the institution of the Lead Partner.
2. The meetings of the PSG are chaired by the chairperson, in his/her absence by a co-chairperson. The chairperson is obliged to notify a co-chairperson about his temporary leave and authorize his role in chairing the meeting 30 calendar days before the leave. Hereinafter all the statements concerning the chairperson apply as well to the authorized co-chairperson.
3. Upon need, chairman may ask external experts to participate in the sessions or parts of the sessions of meetings or PSG.
4. For communication purposes, the PSG meeting sessions where no confidential information is discussed can be open to the project co-ordinators and the project staff when the chairman proposes it and Voting Members do not object. Should any Voting Member object the open session, a closed session will be held instead.
5. The chairperson shall convene ordinary meetings of the PSG at least once every six months and shall also convene extraordinary meetings at any time upon written request of any Voting Member. The chairperson shall give notice in writing of a meeting to each Member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting. The chairperson shall send each Member a written original agenda no later than 14 calendar days preceding the regular meeting, or 3 calendar days before an extraordinary meeting. Any agenda item requiring a decision by the Members must be identified as such on the agenda. Any Member may add an item to the original agenda by written notification to all of the other Members no later than 7 calendar days preceding the regular meeting. During a meeting of the General Assembly the Members present or represented can unanimously agree to add a new item to the original agenda.
6. Any decision may also be taken without a meeting if the chairperson circulates to all Members a written document which is then signed by the defined majority of Voting Members (see item 7 below). Meetings of the PSG may also be held by teleconference or other telecommunication means.
7. The PSG shall not deliberate and decide validly unless 4 (four) Voting Members of the PSG are present or represented (quorum). Each Member shall have one vote. Defaulting Parties may not vote. Decisions shall be taken by a majority of two-thirds (2/3) of the votes.
8. A Voting Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the PSG may exercise a veto with respect to the corresponding decision or relevant part of the decision. When the decision is foreseen on the original agenda, a Voting Member may veto such a decision during the meeting only. When a decision has been taken on a new item added to the agenda before or during the meeting, a Voting Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent. In case of exercise of veto, the Members shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Members. A Party may not veto decisions relating to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the partnership or the consequences of them. A Party requesting to leave the partnership may not veto decisions relating thereto.
9. The chairperson shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He shall send draft minutes to all Members within 15 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no Voting Member has objected in writing to the chairperson with respect to the accuracy of the draft of the minutes. The chairperson is responsible for ensuring that the accepted minutes are sent to all the Members of the PSG, and to the LP, who shall safeguard them. If requested the LP shall provide authenticated duplicates to PPs.