

## **Project Coordination Mechanism**

The Lead Agency and the Partners have agreed to establish the following cooperation groups and working positions for the smooth operation of the Project.

### **1. Coordination Group (Steering Group)**

1. The Coordination Group will be chaired by the Lead Agency and will comprise of one representative of each of the Partners. The Chair shall preside all the meetings. Each Partner shall use reasonable endeavours to ensure that its member attends at least 75% of the meetings held in each twelve (12) month period.
2. The Coordination Group adopts decision upon a strategic direction, support and oversight, strategic coordination and relationships management between the Partners, Lead Agency and all the major stakeholders.
3. The Coordination Group will be kept informed of activities in delivering the contracted services through regular reports from the Technical Group (par. 2) and Communication Group (par. 3).
4. Coordination Group meetings will take place in a location according to the election of the Lead Agency or at such other locations as may be agreed by the Partners, or virtually.
5. Unless otherwise agreed by the Coordination Group, the meetings shall be held bi-monthly as a minimum, or ad hoc if needed.
6. Coordination Group meetings will be considered to be properly convened if:
  - a. notification of the date, time and location of the meeting (by telephone, email or similar) and an agenda have been sent out by the Coordination Group Chair at least five (5) working days prior to the meeting though this requirement may be waived by the consent of at least 75% of the Partners; and
  - b. at least three Coordination Group members (one of whom must be the Chair), are present throughout the meeting.
7. Questions arising at a Coordination Group meeting shall be decided by a majority of the votes of the Coordination Group members, with each member having one vote. In the case of an equality of votes, the Chair shall have a second or casting vote or power of veto.
8. The Chair has an overriding power to veto any decision of the Coordination Group, which the Chair reasonably feels would affect the Lead Agency ability to deliver on contractual obligations to the External Funding Agency.
9. A written resolution agreed by all the members of the Coordination Group is as valid as a resolution actually passed at a Coordination Group meeting duly convened and held.
10. Minutes of Coordination Group meetings will be circulated to the members by the Chair within five working days of the relevant meeting.
11. If needed, the Coordination group may appoint ad hoc groups composed of some of the Partners' representatives under the overall coordination of the Lead Agency.

### **2. Technical Group**

The Technical Group is composed of experts on the specific themes/sectors dealt with by the Project and provide technical/sectoral/methodological guidance. They may be appointed by the Partners, including the Lead Agency, and be Partners' staff, too – however, the Partners are aware that the participation in the Technical Group is motivated by their skills, competence and experience.

### **3. Communication Group**

1. The Communication Group is a working group formed of communication experts (or any other project staff responsible for communication) to support communication activities of the Project and follow the communication strategy. It will work closely together with the PR/

advertising agency on the preparation/implementation/evaluation of the joint communication campaign.

2. The Communication Group meets virtually when needed. The regulation for convening of the meetings, quorum for taking decisions and reporting agreed for Coordination Group (par. 1) applies accordingly.

#### 4. **Consortium Manager**

1. The Consortium Manager shall be appointed by the Lead Agency and will be in charge of the overall Project management and coordination of activities in the different countries. The Consortium Manager will chair the Coordination Group.

2. The Consortium Manager will closely work with the financial manager and administrative support. A number of support staff will also collaborate for the implementation of the action, through assisting the coordination staff for the technical and operational aspects.

#### 5. **Financial Group**

The Financial Group is composed of the representatives of each of the Partners (Financial Officers) responsible for financial management of the project and financial reporting to the Lead.

#### 6. **Consortium Financial Officer**

The Consortium Financial Officer shall be appointed by the Lead Agency and will be in charge of the financial project management and preparation of the financial reports to the External Funding Agency.

#### 7. **Further Staff**

Each Partner, including the Lead Agency, will have a national coordinator of the Project, financial staff assigned to the Project, communication/social media officers supporting communication campaigns and supervising all visibility activities.