

Month Twelve ASSISTANT Steering Group Meeting
Nine AM June 17th – Two PM June 18th 2013
Vienna, Austria

Steering Group

The Steering Group shall consist of one representative of each Party. The Project Leader shall chair all meetings of the steering group. Each representative should have one vote and may appoint a substitute to attend and vote at any meeting of the Steering Group.

The Project Leader will convene meetings of the Steering Group at least once every 6 months physically, and every three months by distance (Telephone Conference, Online workspace, etc.). The project leader shall also convene meetings at any time upon written request of any Party in case of an emergency situation.

Any decision requiring a vote at a Steering Group meeting has to be identified as such on the invitation.

Attendees:

- TECNALIA Research & Innovation (coordinator)
- Citruna Technologies Oy
- E-Seniors
- Fara Oy
- Transport & Travel Research Ltd.
- University of Vienna
- VTT Technical Research Centre of Finland
- IN2 welcome but not mandatory

Agenda:

Day 1 –Monday June 17 th		
Timing	Topics	Responsible partner
9:15 – 9:30	Welcome and introduction to the meeting: <ul style="list-style-type: none"> • Greet all • Present outline of meeting 	UNIVIE & TECN
9:30 – 10:15	Project Management (WP5): <ul style="list-style-type: none"> • Review of what has been done so far (WP5) • What has been delivered to AAL and Spanish NCP • Review of time line – distribute copies on A3 • Internal review of documents: procedure • Financial claims at national level • Review of risk register 	TECN
10:15 – 10:30	WP1 – Status of work, results, next steps, Q&A	TECN
10:30 – 11:15	WP2 – Status of work, results, next steps, Q&A	VTT
11:15 – 11:45	<i>Tea Break</i>	
11:45 – 12:30	WP3 – Status of work, results, next steps, Q&A	E-SENIORS
12:30 – 13:15	WP4 – Status of work, results, next steps, Q&A	TTR
13:15 – 14:45	Lunch	

Day 1 After lunch – Monday June 17th		
Timing	Topics	Responsible partner
14:45 – 16:30	Short Reports from partners (15' each)	TECN, CIT, ESENIORS, FARA, TTR, UNIVIE, VTT
16:30 – 17:45	First Tecnacal breakout session – topic TBD	ALL
17:45 – 18:00	Wrap up, discuss next day and End of day 1	
19:00	Consortium dinner	

Day 2 –Tuesday June 18th		
9:00 – 9:15	Todays agenda	TECN
9:15 – 11:15	Technical session 2 – topic TBD	ALL
11:15 – 11:45	<i>Tea Break</i>	
11:45 – 13:00	Technical session 3 – topic TBD	ALL
13:00 – 13:30	Review of next 3 and 6 months work (on-going and future tasks and deliverables)	TECN & All
13:30- 13:31	Reminder of partner and WP reports due	
13:31	End of meeting	

Useful bits from the CA:

1.1. Steering Group

The Steering Group shall consist of one representative of each Party. The Project Leader shall chair all meetings of the steering group. Each representative should have one vote and may appoint a substitute to attend and vote at any meeting of the Steering Group.

The Project Leader will convene meetings of the Steering Group at least once every 6 months physically, and every three months by distance (Telephone Conference, Online workspace, etc.). The project leader shall also convene meetings at any time upon written request of any Party in case of an emergency situation.

The project leader shall give each of the Parties at least thirty calendar days notice in writing of such meetings or fifteen calendar days notice in case of an emergency situation.

Any decision requiring a vote at a Steering Group meeting has to be identified as such on the invitation.

Should a Party suggest adding a discussion/decision to the proposed agenda, it shall do so in writing to all other Parties at least seven calendar days prior to the meeting date.

The Steering Group shall be in charge of the overall direction and major decisions with regard to the Project.

The Steering Group shall in particular be responsible for:

- Deciding upon the allocation of the project's work and budget in accordance with the project plan, and any changes to it,
- Acceptance of project reports,
- Deciding upon major changes in work packages,
- Deciding upon dissemination and exploitation issues,
- Making proposals to the Parties for the review and/or amendment of terms of this agreement,
- Deciding to suspend or terminate all or part of the project,
- In case of default of a Party agreeing on actions to be taken and making proposals to the other Parties to assign the defaulting Party's tasks, and if appropriate to agree upon a new entity to join the project for that purpose,
- In case of default of the project leader in the performance of hers tasks as project leader, agreeing on actions to be taken and possibly nominating a new project leader,
- Deciding upon the entering into the Project and this Agreement of new Parties.

The Steering Group shall not deliberate and decide validly unless a majority of two-thirds (2/3) of its members are present or represented. Decisions shall be taken by a majority of 75% of the votes of Parties present or represented. However, any Party whose scope of work, time for performance, costs or liabilities are changed, may veto such Steering Group decision.

The Parties agree to abide by all decisions of the Steering Group.

The project leader shall organize the drafting of the minutes of each meeting to formalize in writing all decisions taken and shall dispatch them to all Parties within fifteen calendar days of the concerned meeting.

The minutes shall be considered as accepted by the Parties if, within fifteen calendar days from receipt thereof, no Party has objected in writing to the project leader.

And:

1.2. Technical Committee

The Technical Committee shall consist of one representative from each Party including the Project Leader and all work package leaders. The Project Leader shall chair all meetings of the Technical Committee. Each party shall have one vote in the Technical Committee and may appoint a substitute to attend and vote at any meeting of the Technical Committee.

The Project Leader (assisted by the Technical Leader) shall convene meetings of the Technical Committee at least on a 6 month basis and shall also convene meetings at any time upon written request of any member of the technical committee in case of an emergency situation. This notice shall be accompanied by a written agenda. Each Party may assign as many participants to Technical Committee meetings as she deems necessary.

The Technical Leader shall give each of the Parties as early as possible but at least fourteen calendar days notice in writing of such meetings or seven calendar days notice in case of an emergency situation.

Any decision requiring a vote at the Technical Committee meeting must be identified as such on the invitation.

Should a member of the Technical Committee suggest adding a discussion/decision to the proposed agenda, it shall do so in writing to all other members at least two calendar days prior to the meeting date.

The Technical Committee shall be in charge of managing the project.

The Technical Committee shall in particular be responsible for:

- Following the technical progress of the project,
- Deciding on technical roadmaps for the project,
- Making proposal to the Steering Group for the acceptance or non-acceptance of technical reports,
- Monitoring and controlling continuously the quality of the overall system and the individual components to be developed and provided to the project (QA – Quality Assurance),
- Making proposal to the Steering Group for dissemination and exploitation issues,
- Making proposal to the steering group for the allocation of the project's work and budget in accordance with the project plan,
- Making proposal to the steering group for the review and/or amendment of the terms of the project,
- Making proposal to the steering group to suspend all or part of the project, to terminate all or part of the project plan or to terminate the participation of one or more Parties,
- Reviewing and deciding in case of default of a Party to prepare proposal to the Steering Group with regard actions to be taken and assignment of the defaulting Party's tasks, and suggestion on any new entity to join the project for that purpose,
- Reviewing and deciding in case of default of the project leader in the performance of hers tasks as project leader to prepare proposal to the Steering Group on actions to be taken and possible nomination of a new Project Leader,
- Selecting and proposing to the Steering Group possible new Parties to enter into the project and this agreement,
- Reviewing the selection of additional expertise (sub Parties),
- Agreeing to press releases and publications by the Parties,
- Supporting the technical leader in preparing relevant meetings.

The Technical Committee shall not deliberate and decide validly unless at least two-thirds (2/3) of its members are present or represented. Decisions shall be taken by a majority of 75% of the votes of Parties present or represented. However, any Party whose scope of work, time for performance, costs or liabilities are changed, may veto such Technical Committee decision.