



# **SOLE PROJECT - High Energy efficiency for the public stock Buildings in Mediterranean**

## **1<sup>st</sup> Steering Committee Meeting - Virtual meeting**

14 December 2020, 10.00 – 13.30 (CET)

Participation through the following link:

<https://global.gotomeeting.com/join/268125061>

### **Preparatory activities**

Before the 1<sup>st</sup> Steering Committee, participants will receive the Draft Steering Committee Regulations. Steering Committee members must be ready to approve the regulations during the Steering Committee meeting. Any suggested modifications can be sent to the Lead Partner before the meeting and/or discussed at the meeting.

MOREOVER, all partners will be asked to complete a short questionnaire on their knowledge of the ENI CBC MED financial management and reporting procedures (Survey available here: <https://it.surveymonkey.com/r/TQFPZ5S>). This will allow us to target the training session to your needs / level of knowledge on the programme.

### ***Part 1 – Project and Financial Management***

#### **10.00 – Opening and Official instatement of the Steering Committee**

Presentation of Steering Committee regulations, approval of regulations, approval of Steering Committee work plan

Presentation of Project Management system, confirmation of roles of Lead Beneficiary and all partners. Approval of output structure: SOLE Management Structure Guidelines

#### **10.30 – Training session on financial management and technical reporting \_ Part 1**

Presentation on programme level financial management and reporting procedures, internal procedures within SOLE.



*11.00 – Coffee Break*

**11.15 – Training session on financial management and technical reporting \_ Part 2**

Practical discussion and Q&A on programme level financial management, reporting procedures and internal procedures within SOLE.

Approval of Approval of output structure: SOLE Technical Manual on reporting and financial procedures

*11.45 – Short break (and entry of staff involved in technical WPs / Communication, if different from Project Management Staff)*

***Part 2 – Technical WPs and Communication***

**12.00 – Updates on Technical Work packages**

Updates from Lead Beneficiary and WP Leaders on technical activities within SOLE

**12.30 – Communication**

Updates on WP2, Communication from WP Leader and External support.

**13.15 - Closing and Any other business**

Round up of decisions, reminder of next steps, any other business.

*13.30 - End of Steering Committee*