

RULES OF THE THEMATIC NETWORK

for the eContentplus programme project called

@SCIENCE ECP-2005-CULT-038137

approved at the Kick-off meeting on 4 December 2006

Article 1 – Name

- 1.1. The Thematic Network shall be called @SCIENCE (“the network”)

Article 2 – Object

- 2.1. In the framework of the eContentplus programme, UNIVERSITÀ DEGLI STUDI DI MILANO (“the coordinator”) concluded a grant agreement with the European Commission on 10/10/2006 to carry out the network (“the basic grant agreement”). The basic grant agreement is appended to these rules as Annex A.
- 2.2. The purpose of these rules is to enable network members to contribute, together with the coordinator, to the efficient implementation of the provisions of the basic grant agreement in accordance with these rules.

Article 3 – Obligations of members

- 3.1. Members shall attend events organised by the network, contribute to the dissemination of the activities and results of the network and provide the coordinator with the information required to ensure smooth co-ordination of the network and liaison with the Commission.
- 3.2. Members shall perform their share of the work in compliance with the Description of Work appended as Annex I to the basic grant agreement (“the Description of Work”) and with the decisions of the Steering Committee.
- 3.3. The work carried out by the network members may be the subject of a technical review in accordance with Article II.19 of Annex II to the basic grant agreement.

Article 4 – Network management

- 4.1. Members undertake to adhere to the provisions set out in the Description of Work governing network management (see 10), the decision-making process and conflict resolution.

Article 5 – Accession to membership of the network

- 5.1. Organisations whose names are mentioned in the Description of Work appended as Annex I to the basic grant agreement are founding members of the network. Membership may be extended to other organisations (“new members”) which in the opinion of the Steering Committee are interested in and support the object of the network and have significant relevant expertise, subject to approval from the Commission as provided for in the grant agreement.
- 5.2. All network members shall sign a confirmation stating that they agree to join the network and to abide by these rules, using the form set out in Annex B. Founding members shall do so within 2 months from notification of the adoption of these rules. New members shall do so within 2 months from notification of the invitation to join the network.
- 5.3. The coordinator shall maintain an up-to-date list of network members and submit them to the Commission as part of the periodic reports.

Article 6 – Resignation, suspension and termination of membership

- 6.1. A network member shall cease to be a member on giving written notice to the coordinator of the Thematic Network. The period of notice shall be one month from the date of receipt of the letter of resignation. The coordinator shall inform the Commission in writing of any resignation of network members within one month from the date of receipt of the letter of resignation.

- 6.2. The Steering Committee shall have the power to suspend or to terminate membership of a network member when, in its opinion, it would not be in the interest of the network for that member to remain a member. In particular, this shall be the case if such member fails to meet in full its obligations under these rules, if it fails to use reasonable endeavours to promote the object of the network or if its interest and expertise in support of the object of the network cease to be of relevance. The member should be informed of the reasons for a proposal to suspend or to terminate membership and be given the opportunity to answer before a decision is taken. A provisional decision to suspend a member may be taken without notice in an urgent case.
- 6.3. Termination of membership of network members is subject to approval from the Commission as provided for in the grant agreement.

Article 7 – Reimbursement of Travel and Subsistence Expenses to Network Members

- 7.1. The basic grant agreement provides in Articles II.13 and II.14(3) of Annex II for reimbursement by the Commission of up to 100% for reimbursement of travel and subsistence expenses incurred by network members for events organised by the network or attended by a network member on behalf of the network. The indicative travel and subsistence costs reserved for network members is contained in Chapter 10.2 of Annex I to the basic grant agreement. The provisional amount reserved for each network member is €25000 for founding members while new members expenses will be reimbursed up to the amount of a devoted fund provisionally estimated to be €11000. These costs for which reimbursement is claimed may be the subject of a financial audit by the Commission, the European anti-fraud office or the Court of Auditors in accordance with Article II.18 of Annex II to the basic grant agreement. No other costs shall be reimbursable for network members.
- 7.2. The coordinator shall pre-finance travel and subsistence expenses to network members in instalments as indicated below:

- ✚ 1st pre-financing as soon as it will be received by EC of €10000.
- ✚ 2nd pre-financing as soon as it will be received by EC of €10000.

Payment of the pre-financing instalments subsequent to the first will be conditional on provision of a statement that the network members have incurred eligible costs by that instalment date equivalent to at least 70% of the total amount of any earlier pre-financing. The outstanding balance shall be reimbursed to the network members on submission to the coordinator of supporting documents of the costs incurred and receipt by the coordinator of the final payment from the Commission in accordance with the provisions of Article 6(3.b) of the basic grant agreement.

Article 8 – Amendment of these Rules

- 8.1. These rules may be amended by a decision of the Steering Committee taken by two-thirds majority, Members should be given at least 14 days notice of a proposal to amend these rules before a decision is taken. This period may be shortened by the Steering Committee. Amendments are subject to approval from the Commission as provided for in the grant agreement.

Accession Form

(To be filled in by each member of the Thematic Network)

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[full name and legal form of network member], - hereinafter “the member” - represented for the purpose hereof by [name of legal representative) (function) or her/his/their authorised representative established in (full address: city/department, county, state or province/country)] acting as its legal authorised representative, hereby agrees to become a member of the Thematic Network funded by the basic grant agreement signed between the Commission of the European Community and UNIVERSITÀ DEGLI STUDI DI MILANO;

The member agrees to abide by the Rules of the Thematic Network and accepts all the rights and obligations of a network member.

The member acknowledges that it has received a copy of the basic grant agreement and of the Rules of the Thematic Network.

Enclosures:

- * Copy of the basic grant agreement (Annex A)
- * Rules of the Thematic Network (Annex B)

Done in 1 original, to be kept by the coordinator which will acknowledge receipt and return a copy to the member and send another copy to the Commission.

Name of Legal Entity: (full name of the member)

Name of legally authorised representative: (written out in full)

Title – job position - of legally authorised representative:

Signature of legally authorised representative:

Date:

Stamp of the organisation: