Minutes

STEERING MANAGEMENT COMMITTEE MEETING	
Meeting number	1st SMC meeting
Date	September 20th, 2023
Time	15:30
Location	Redeiras Building – University of Vigo

LIST OF PARTICIPANTS	
Chair	Xavier Simón (UVIGO)
Attendees	Antti Roose (UTARTU)
	Lucía González (FEGAMP)
	Reigo Lehtla (AECM)
	Martin Kikas (TREA)
	Araceli Rodríguez (SAPIENS ENERGIA)
	Triin Kallas (ELU)
	Lucía Mendoza (ESPAZOCOOP)
	Alfonso Ribas (FJDV)
	Kristiina Tammets (ELARD)

MEETING AGENDA
1. Constitution of the SMC
2. Debate on the first draft of the Project Management Plan (PMP)
3. EC4RURAL Next Steps

1. **Constitution of the Steering Management Committee (SMC)**

The 1ˢᵗ meeting of the Steering Management Committee was held in Vigo on the occasion of EC4RURAL kick-off meeting.

The Project Coordinator, who chaired the meeting, welcome all the participants.

The SMC was constituted with one representative of each project partner, as per the list shown above.

2. **Debate on the first draft of the Project Management Plan (PMP)**

The draft version of the PMP was sent by UVIGO to all partners prior to the celebration of the SMC meeting.

During the SMC, they were addressed the main contents of the PMP as well as a general overview of its annexes (Project Management Guide, Data Management Plan and Risk Management Plan).

As the elaboration of the PMP will require the participation and validation of all project partners, it has been proposed to have a shared document on EC4RURAL Teams Platform containing the draft version of the PMP so all members will be able to do their comments and contributions to the plan in real-time, avoiding duplication of efforts and email overload. FJDV has already given access to Teams folders to all partners.

The deadline for receiving comments and contributions from partners is **October 16ᵗʰ, 2023**.

The PMP and its annexes will have to be **approved by the SMC by the end of November 2023**. It has been proposed to hold an on-line SMC meeting to approve the PMP, if possible. On the contrary voting will be done via e-mail.

Deliverables associated with the PMP:

- D1.1 Project Management Plan
- D1.2 Project Management Guide
- D1.3 Data Management Plan
- D.1.4 Risk Management Plan

The draft version of the Project Management Plan was approved by assent

3. **EC4RURAL Next Steps**

They were discussed the main next steps to be taken to guarantee the efficient and effective progress of the project, as set out below:

- Ending D1.1, D1.2, D1.3 and D1.4. Deadline November 25ᵗʰ, 2023
- Next SMC online meeting: before deadline for approving PMP and Annexes.
- Each partner: preparing first reporting obligations to the Coordinator. Deadline: M6