	<b>FEDERATION EUROPEENNE DES GEOLOGUES</b> <b>EUROPEAN FEDERATION OF GEOLOGISTS</b> <b>FEDERACION EUROPEA DE GEOLOGOS</b>	Number: N5 Issue: Ver 4 Date: June 2010
	<b>REGULATIONS</b>	Approval Authority
	<b>Projects and Contracts</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that procedures are in place for the European Federation of Geologists to undertake projects and enter into contracts for undertaking such projects on behalf of a third party in accordance with the legal status of the Federation and Statutes.

## 2 SCOPE

This Regulation covers the arrangements for taking decisions on which projects and contracts will be undertaken by the EFG and the commercial arrangements that will apply to the administration of such projects and contracts.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation N6: Financial Management
- Regulation G4: Code of Ethics

## 4 PROCEDURES

### 4.1 Participation in Projects

Council may commit EFG to contractual activities compatible with its scope and activities. The contractual activities shall normally be limited to those of a coordinating nature, where EFG shall represent its membership as part of project steering committees, advisory boards, executive bodies, or comparable activities.

The EFG may also participate in contracts which involve outreach activities. These may include:

- conferences, lectures, symposia and congresses;
- dissemination of professional geology information and data generated by its Members, individually and collectively.

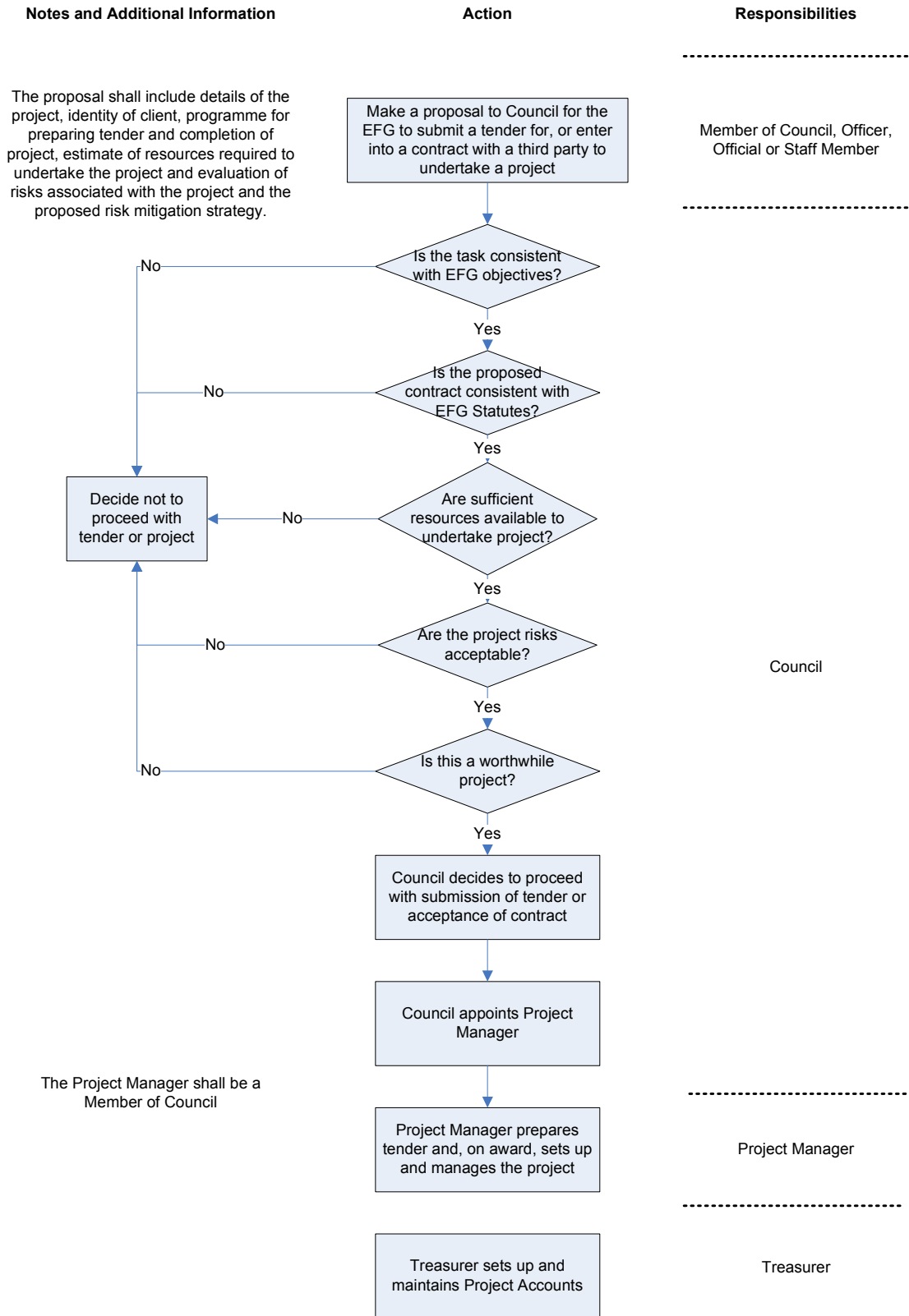
Council may delegate some or all of these responsibilities to the Board.

### 4.2 Decisions on Projects and Contracts.

Decisions on whether the EFG will undertake a project or enter into a contract with a third party to undertake such a project shall be taken by Council having due regard to:

- (i) the legal status of the EFG as an International Non-Governmental, non-profit making Organisation (Statutes; Section 1); and
- (ii) the requirement defined in Statutes (Section 6) that Council may not enter into contracts with third parties that could incur financial liabilities for the EFG or its Members.

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Note: Council may delegate some or all of the above responsibilities of Council to the Board.

#### **4.3 Arrangements for undertaking projects**

Projects undertaken by the EFG under contract with a third party shall be undertaken in accordance with the following arrangements:

- (i) all Project activities shall be undertaken in accordance with the EFG Code of Ethics;
- (ii) if a contract or subcontract is funded wholly or in part by the European Commission, eligible costs for reimbursable expenditure will respect the EU financial regulations in place at the time and the specific financial rules forming part of the contract signed with the European Commission or any other EU institution.
- (iii) all reports and other deliverables arising from EFG projects shall be published subject to the contractual requirements of the project. The EFG web site shall be used as far as possible for such publication. Intellectual property rights will be in accordance with the terms of the contract.
- (iv) the Council of the EFG shall approve the appointment of a Project Manager to manage the project in accordance with the contract and the best interests of the EFG. The Project Manager shall be an individual member of a Full Member of the EFG or a member of staff.
- (v) the Board shall appoint a liaison officer (who shall normally be a member of the Board, past president, or an official of EFG) to keep the Board and Council informed of progress and outcomes.
- (vi) the Project Manager shall report regularly (at intervals to be agreed) to the Board via the Liaison Officer, providing information on the progress of the project and on any matters that actually or could potentially impact on the successful completion of the project. The Project Manager shall notify the Liaison Officer immediately any changes that may affect the completion of the project especially where these may have an impact on the financial liability of the EFG;
- (vii) the Project Manager shall be responsible to Council for the completion of the project in accordance with the contract;
- (viii) the Project Manager shall maintain a set of accounts separately for each project undertaken by the EFG and provide this information to the Treasurer for the annual accounts and on request. The financial matters related to the project shall be reported to the Board and the Council and included in the EFG Accounts in a manner that allows clear identification of the revenue and payments related to each separate project;
- (ix) the Board, on behalf of the Council, will be responsible for arranging sub-contractors to work on the project. Subcontracts must include details in writing of the tasks they are required to undertake in support of the project, any payment of fees and/or expenses they are to receive and the terms for payment.
- (x) any funds arising from the project shall be remitted to the European Federation of Geologists and appropriately recorded by the Treasurer. Under no circumstances shall monies arising from a contract be remitted to the personal account of any individual.

## **5 RECORDS**

The Secretary General is responsible for maintaining the following records:

- Details of all proposals for projects submitted to council for their approval;
- Minutes of Council Meetings recording the decisions taken about whether or not to proceed with individual projects and the nominated Project Manager; and
- Progress Reports submitted by Project Manager for each Project.

The Project Manager is responsible for maintaining the following records:

- Project accounts recording all funds received and payments made under an

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individual project.

- Project records including all commercial and technical information related to the execution of the project.

The Treasurer is responsible for maintaining the following records:

- Record of supervision of the financial management of the project and inclusion of the project funds in the accounts of the EFG.