



Foundational description

Coordination Point and Board

Name of the CCI

Version | Year

Constitution Date	
Description	<i>Maturity Model information: The coordination point/function is the contact point for external requests, maintaining the website, and supervising CCI projects.</i>
Missió	
Functions	<p><i>Maturity Model information: The tasks of the coordination point/function are described in the rules of procedure and include:</i></p> <ul style="list-style-type: none"> • <i>Organising the coordination Board and other working groups</i> • <i>Supporting the development and extension of the CCI and financial accountability.</i> <p><i>Organising the coordination Board</i></p> <ul style="list-style-type: none"> • <i>Representatives from all members of the CCI are actively involved in the coordination board. If necessary, other stakeholders can be included (e.g. associated partners (criterion 2). The coordination board has rules of procedure that describe among other things the objectives, tasks (see criterion 4), working methods (e.g. election of chairpersons CCI and/or coordination board, voting, etc.) and meeting formats.</i> • <i>The initiation of further boards should be reviewed in the coordination board.</i>
Objectives	
Frequency of meetings	
Meeting place	

Position in the CCI	Name and Surname	Institution	Phone number	E-mail address
Chairperson				
Deputy Chairperson				
Head of Coordination Point				
President of the IF-WG				
Representative				
Representative				



Representative				
Representative				

Updates:

Version	Reason for update	Responsible	Date
0			
1			
2			
3			