



project
coordinator

Slovak Academic and Scientific Programme



Statute and Rules of Procedure of the SASPRO 2 Programme Evaluation Committee

March 2021



project partner



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This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945478

Statute and Rules of Procedure of the SASPRO 2 Programme Evaluation Committee

The full wording as follows from Amendment No. 1 dated 11. March 2021.

Article I General provision

The present Statute and Rules of procedure of Evaluation Committee (hereinafter refers as „the statute and rules of procedure“), which has been established by Slovak academy of sciences presidium under provisions of the Article VI of SASPRO 2 Programme Statute, being the professional and evaluating body of the SASPRO 2 Programme, governs a sphere of activities and competences of the Evaluation Committee (hereinafter refers as „evaluation committee“).

Article II The scope of activities and competences of the Evaluation Committee

1. The statute and rules of procedure of the Evaluation Committee is an internal rule which governs the Evaluation Committee sessions and shall be bound for its members.
2. The Evaluation Committee on the basis of assessments made by independent experts (hereinafter refers as „Evaluators“ and its own negotiations evaluates applications for SASPRO 2 Programme, classifies them into individual categories and elaborates proposals for their financing. Consequently, it provides continuous - interim and final checking of meeting projects' objectives.
3. Within the frame of SASPRO 2 Programme there are established three Evaluation Committees:
 - Evaluation Committee for Physical, Space, Earth and Engineering Sciences
(1st department of Science - DS1),
 - Evaluation Committee for Life, Chemical, Medical and Environmental Sciences
(2nd department of Science - DS2),
 - Evaluation Committee for Social Sciences, Humanities, Arts and Culture
(3rd department of Science - DS3)
4. The Evaluation Committee is accountable for its activities to the Presidium of the Slovak Academy of Sciences (SAS).

5. The Evaluation Committee's tenure is five years.
6. The Statute and Rules of procedure of the Evaluation Committee is approved by the SAS Presidium.
7. The Evaluation Committee's scope of authorities include, particularly, the activities aiming to the selection of the premium quality applications for the SASPRO 2 Programme:
 - a) Nominating and approving of the Evaluators for individual applications filed under SASPRO 2 Programme,
 - b) Discussing the received Evaluators' opinions (peer reviews),
 - c) Personal interviews with applicants with the participation of representatives of organisations planning to employ selected applicants,
 - d) Making a final ranking of applications based on their classification into the respective categories,
 - e) Recommending applications for funding,
 - f) Negotiating – discussing the interim reports submitted by the accountable fellows,
 - g) Negotiating the final reports submitted by the accountable fellows,
 - h) Elaboration of proposals and recommendations for the SASPRO 2 Programme Steering Committee and to the Presidium of the Slovak Academy of Sciences.

Article III

Nomination of representatives for Consensual Panel

1. During its first session the Evaluation Committee shall nominate two representatives from its members for a Consensual Panel. The Consensual Panel has six members, each Evaluation Committee will be represented by two representatives.
2. The Consensual Panel task is to reach proportion when supporting projects of similar difficulties.
3. The Evaluation Committee members within the frame of the Consensual Panel always meet after applications had been assessed by the Evaluation Committees within individual programme calls. A minutes of meeting (record) shall be made, which will be sent to all Evaluation Committee members.
4. The following actions are the main part of scope of the Consensual panel representatives:
 - a) Submitting proposals on projects financing from respective Evaluation Committee to

- b) the Consensual Panel,
- c) Accepting consensus and submitting proposals on projects financing to be approved by the SAS Presidium from all SASPRO 2 Programme Evaluation Committees.
- 5. The Consensual panel representatives are entitled for a remuneration for their activities in the Consensual panel. The amount of the remuneration is 75 Euro (in words: seventy-five Euro) which shall be paid at the end of the calendar year, after the end of the evaluation process of the SASPRO 2 Programme.

Article IV

Management and activity of the Evaluation Committee

- 1. Chairman of the Evaluation Committee manages the activities of the Committee and acts on its behalf. The Chairman of the Evaluation Committee is always the SAS Vice Chairman for respective scientific department.
- 2. The Chairman of the Evaluation Committee appoints a Vice Chairman of the Evaluation Committee from the Committee members. It is possible that another Evaluation Committee member may be appointed as the Vice-Chairman if a 3/5 of majority of the Evaluation committee members proposes so.
- 3. Vice-Chairman of the Evaluation Committee or the Evaluation Committee member entrusted by Chairman deputizes Chairman of the Evaluation Committee during his/her absence.
- 4. Activities of the Evaluation Committee shall be administratively provided by SAS Department of Research and Development (DRD) in cooperation with other partners.

Article V.

Evaluation Committee members

- 1. The Evaluation Committee shall have at least 15 members (including the Chairman and Vice-Chairman).
- 2. At least 50% of the Evaluation Committee members are experts from abroad.
- 3. The members of the Evaluation Committee are knowledgeable experts and premium top level scientists whose scientific orientation corresponds to the orientation of relevant Evaluation Committee. Two of Evaluation Committee members are the representatives of applied science.
- 4. The Evaluation Committee members shall be nominated by the respective SAS scientific sections and partners of CU and STU Universities. The Evaluation Committee members are appointed by the SAS Chairman.

5. Membership of the Evaluation Committee expires at the end the Evaluation Committee's tenure.
6. Membership in the Evaluation Committee may be terminated before the end of the tenure of the Evaluation Committee upon member's request, or if it proposes a 3/5 majority of the Evaluation Committee members. Proposal for membership suspension shall be discussed and approved of by the SAS Presidium. The President of SAS then recalls the Evaluation Committee member.
7. Should be the case the Evaluation Committee member is recalled, the President of SAS shall appoint a new member of the Evaluation Committee – according to a proposal from the relevant scientific section or nomination proposal made by partners after Chairman's approval.
8. Membership of the Evaluation Committee is incompatible with the following duties:
 - a) A member of SAS Presidium (except Chairman of the Evaluation Committee), a member of management of Universities (CU, STU),
 - b) A member of Scientific Board of SAS (except Chairman of the Evaluation Committee), a member of the Scientific Council of Universities (CU, STU),
 - c) A member of „Steering Committee” the SASPRO 2 Programme,
 - d) The director of the scientific organisation of the SAS, deans of Universities (CU and STU),
 - e) A member of the Scientific Council of the scientific organisation of SAS (excluding the Chairman of the Evaluation Committee), a member of the Scientific Council of the scientific Universities departments (CU, STU).
9. The Evaluation Committee members are obliged not to disclose matters being negotiated and session conclusions unless the conclusions are published, or/and it results from session conclusions and resolutions otherwise. They bound themselves not to make accessible documents and information received to the third parties or other people unless from documents and information character it follows otherwise,
10. The Evaluation Committee members are obliged without postponement to inform the Chairman of the Evaluation Committee about the existing prejudice and potential conflicts of interest in relation to a particular applicant. The Chairman of the Evaluation Committee makes decision whether there is existence of bias, prejudice or conflict of interest. In case of a proven prejudice or conflict of interest is such member of the Evaluation Committee excluded from voting of the relevant application.
11. The list of Evaluation Committee members is published on the SASPRO 2 Programme website.

Article VI

The date and sessions of the Evaluation Committee

1. The Evaluation Committee session dates are determined by the indicative time

2. schedule of the SASPRO 2 Programme, which is annually issued under stipulation of the Article X par.4 of SASPRO 2 Programme Statute.
3. The place of Evaluation Committee session shall be provided by the Secretary of the Evaluation Committee.
4. Any changes to Evaluation Committee session date against the indicative time schedule shall be announced to Evaluation Committee members not later than 14 working days before the session takes place. The Secretary of the Evaluation Committee will announce the particular changes to the SASPRO 2 Programme Steering Committee members as well.
5. Evaluation Committee session will be summoned by the Chairman of the Evaluation Committee, or by other entrusted Evaluation Committee member. The session invitation together with agenda shall be delivered to the Evaluation Committee members not later than 10 working days before session date.
6. In order to provide sufficient flexibility and speed of communication the entire correspondence shall be sent to the Evaluation Committee members via email to the email addresses given by them.

Article VII

Evaluation Committee session course

1. The Evaluation Committee has a quorum to take resolution if its absolute majority is present. The sessions may be carried out via teleconference call too.
2. The Evaluation Committee takes decisions and resolutions by voting. The Committee has a quorum if absolute majority of its members are present. Taking resolution requires absolute majority being present. In case a voting is equal, the decisive vote belongs to Committee Chairman or/and his/her deputy represented by a Committee member.
3. The committee sessions are not public. The Committee members and a Committee Secretary shall participate in session (partners' representatives). The Chairman of the SASPRO 2 Programme Steering Committee is entitled to participate in Evaluation Committee sessions without voting right. In case The Evaluation Committee session includes interviews with applicants, the invited applicants will participate too as well as representatives of partner organisations / deans of Universities departments who plan to employ applicants.
4. Should be a reasonable case of need it is possible to call ad hoc external expert(s) to the sessions upon Evaluation Committee Chairman's proposal. The President of SAS Presidium shall nominate such expert.
5. The Evaluation Committee session is summoned and managed by the Chairman of

Evaluation Committee, in case he/she is absent other member shall be appointed by the Chairman of Evaluation Committee.

6. On introduction of session the Evaluation Committee shall approve of a session agenda.
7. The course of session, conclusions taken and approved resolutions shall be written in a minutes of meeting by the Evaluation Committee Secretary, which shall be inspected and approved by a person chaired the session. Afterwards it is sent via email to the Evaluation Committee members.
8. In reasonable cases and with members' consent the Evaluation Committee Chairman may declare „*per rollam*” voting. Such voting is valid if majority of all Evaluation Committee members participate in it.
9. The communication language of the Evaluation Committee session is the English language. All correspondence being sent to Evaluation Committee members shall be in English. It is possible to send individual correspondence to Czech or Slovak Evaluation Committee members in Slovak.
10. The costs of the Evaluation Committee activities, including the remuneration for the Evaluation Committee members are paid from the budget chapter of SAS, partners budgets, and European Union funds received for the SASPRO 2 Programme, the Grant contract No. 945478.
11. The Evaluation Committee members are entitled for a remuneration for their activities in the Evaluation Committee. The amount of the remuneration shall be determined by the Steering Committee at their first session.
12. The Evaluation Committee members shall be entitled for reimbursement of justified travel and accommodation costs relating to participation in the Evaluation Committee sessions.

Article VIII

Minutes of meeting from sessions

1. The record – minutes of meeting from the Evaluation Committee sessions shall include date, agenda, participation list, conclusions and resolutions taken, their deadline to be fulfilled, persons accountable for their fulfilment.
2. In case „*per rollam*” takes place during session a record shall be made with enclosure proving that individual members of the Evaluation Committee were voting.
3. Upon request the Evaluation Committee Secretary shall make the Evaluation Committee session minutes of meeting (record) available to the SASPRO 2 Programme

Steering Committee.

Article IX

Final stipulations

1. The present Statute and Rules of procedure shall come into force in the very same day it is approved by the SAS Presidium and becomes effective in the same day it is published.
2. Alterations and amendments of the Statute and Rules of procedure must be made in a form of written amendment having its own sequence number. The approved changes shall be approved by the SAS Presidium.
3. The present Statute and Rules of procedure is bound for all members of Evaluation committees and other participants.
4. The current wording of the Statute and Rules of procedure shall be published on website of SASPRO 2 Programme.

Bratislava, dated 11 March 2021

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prof. RNDr. Pavol Šajgalík, DrSc.
President of SAS