



S A S **P R O** 2

# Statute and Rules of Procedure of the SASPRO 2 Programme Ethics Committee

August 2020



project partner



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project partner



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## **Statute and Rules of procedure of the SASPRO 2 Programme Ethics Committee**

### **Article I**

#### **General provision**

The present Statute and the Rules of procedure of Ethics committee (hereinafter as „the statute and rules of procedure“), which are being established under the provision of the Article VI Statute of SASPRO 2 Programme item 1c), being the professional and advisory body of the SASPRO 2 Programme Evaluation committees, governs the scope of activities and competencies of the Ethics committee.

### **Article II**

#### **The scope of activities and competences of the Ethics committee**

1. The statute and rules of procedures of the SASPRO 2 Programme Ethics committee is an internal rule which governs activities concerning judgment of ethical issues occurring in applications submitted under SASPRO 2 Programme calls and shall be bound for its members as well as other proceeding participants.
2. The Ethics committee is an advisory body of SASPRO 2 Programme established by the SAS Presidium.
3. The tenure of the Ethics committee is 5 years.
4. The statute and rules of procedure of the Ethics committee is approved by SAS presidium.
5. The committee is capable to hold a session and have a quorum if the absolute majority of its members are present. More than a half of committee members being present is needed to take resolution. Should be the case of equal number of voices the decisive voice is the Chairman's voice of the committee, or/and deputy member of committee.
6. Within the scope of Ethics committee's activities are those regarding judgement of ethical



issues occurring in the project applications submitted under SASPRO 2 Programme and projects being financed within the frame of SASPRO 2 Programme.

Within the frame of its activities and authorities the Ethics committee provides the following:

- a) Manages execution to judge ethical issues occurred in applications submitted under SASPRO 2 Programme,
- b) Supervises whether are adhered the provisions of Statute SASPRO 2 Programme regarding ethical issues in applications submitted under SASPRO 2 Programme,
- c) Negotiates the documents of individual projects regarding ethical issues,
- d) Invites an independent expert, should be the case to judge ethical issues which are out of scientific focus of committee members,
- e) Investigates projects, determines ethical issues and shall inform applicants in written about measures it recommends to take; it shall call fellow to submit the respective approvals/permits issued by authorised bodies and their submitting to respective participated host organisation departments, while the fellows shall not be rightful to perform any ethically sensitive part of project without prior obtained and received all needed approvals/certificates,
- f) May request for consulting with ethics committees of fellows' host organisations which deal with ethical issues resulting from research being executed by those institutions, e.g. experiments on animals, biomedical experiments, researches with humans participation, clinical testing of medication etc.,
- g) Instructs so that the appointed project officers shall monitor regularly whether all issued, permits/approvals are valid during entire period of execution time of individual projects,
- h) Shall elaborate the summary report on ethical issues being solved within individual applications for each SASPRO 2 Programme call, which shall be a part of each annual programme report. The annual programme report shall be approved by the SAS Presidium.

7. There are the following research activities being excluded from the financing provided by SASPRO 2 Programme:

- focused on cloning humans for reproductive purposes,

- focused on modifying genetical human heritage which could cause genetics of such modifications are inherited (excluding research of gonad cancer, which is allowed to be financed),
- focused on creating human embryos exclusively for research purpose or with a purpose to achieve embryonic stem cells, besides others by means of somatic cell nucleus transfer.

8. An applicant when submitting his/her application for SASPRO 2 Programme in respective table shall include whether his/her project evokes ethical issues and shall propose a solution. Evaluators and SASPRO 2 Programme Evaluation committee members will judge applications within the frame of possible ethical issues (they will also verify if there are any research activities planned in project which are not possible to be financed under Article II., item 1 herein).

9. The Ethics committee shall judge all projects listed in individual calls into A category (recommended to be financed) and B (reserved list) with the aim to identify possible ethical issues and in relevant cases it shall call applicant to supply respective approvals/permits or certificates and declarations of authorized bodies. The Ethics committee shall elaborate a report summarizing all ethical issues being solved.

10. The financed projects shall be monitored regularly by appointed project officers whether are supplied all permits/certificates relating to ethical issues and being valid during entire period of project implementation time.

### **Article III**

#### **Management and activities of the Ethics committee**

1. The Chairman of the Ethics committee manages and acts on behalf of the Ethics committee. The Chairman is nominated by SAS.
2. In case the committee Chairman's absence he/she is being represented by a committee member being entrusted by the Chairman.



3. Department of Research and Development (DRD) administers activities of the committee.
4. The committee members make decisions and resolutions.
5. Sessions of the committee are not public. Session of the Ethics committee shall be summoned by the committee Chairman or/and by the committee Secretary appointed by the Chairman, on the base of results of individual SASPRO 2 Programme calls. The session is called in the earliest possible date of results being declared, not later than 10 working days from the date the results are declared. Each member has one (1) voice.
6. Should be a reasonable case of need it is possible to call other experts. The Chairman of committee shall take decision about such invitation.
7. The committee session is summoned and managed by the Chairman of committee, in case he/she is absent other member shall be appointed by the Chairman of committee.
8. On introduction of session the committee shall approve of a session agenda, or/and approves its alterations.
9. The course of session, conclusions taken and approved resolutions shall be written in a minutes of meeting, which shall be inspected and approved by a person chaired the session. Afterwards they will be sent via email to committee members. The sessions may be carried out via teleconference call too.
10. In reasonable cases and with members' consent the committee Chairman may declare „*per rollam*“ voting. Such voting is valid if majority of all committee members participate in it.
11. The communication language of committee session is the Slovak language. If there are invited persons from abroad the communication language of committee session is the English language. Correspondence being sent to committee members may be in Slovak or English.

#### **Article IV**

#### **Composition and members of Ethics committee**

1. The Committee is formed by at least 5 members and the Chairman of the Committee. The

members list is published on a SASPRO 2 Programme website.

2. All committee members are experts in ethical issues judgment. The members shall be proposed by SAS, CU, STU Universities and one member shall be external. The Chairman of committee shall be experienced in judgment of ethical issues for the European Committee and for Home state bodies. SAS shall propose the committee Chairman and the external committee member. The committee members shall be approved by partnership organisation partners and consequently by Presidium of SAS.

3. The committee members:

- a) Participate in committee sessions,
- b) In frame of their scope of activities and competences shall give their opinion on documents submitted when negotiating at committee session,
- c) 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,
- d) Do not participate in negotiations and voting within the Ethical committee if there exist conflicts of interest.

4. The membership in the committee shall terminate:

- a) By expiration of the committee tenure period,
- b) In the very same day of the delivery in written of membership resignation to the Chairman of committee,
- c) By suspension of member by the Chairman of Committee,
- d) Expiration of Committee,
- e) Expiration of institution the member represents,
- f) Employment contract termination with institution a member represents,
- g) Due to Vis Major reason.

5. The membership in the Committee is incompatible with the membership in the Evaluation



committee for SASPRO 2 Programme.

6. The Committee members shall be rewarded for the committee activities amounting to 150 Euro (in words: one hundred and fifty Euro) for one calendar year.

#### **Article V**

##### **Date and place of Ethics committee session**

1. Date of committee session is set by the date of results announcement of SASPRO 2 Programme individual calls.
2. The place of committee session is provided by the committee Secretary. The sessions may be carried out via teleconference call too.
3. The committee session is called by the committee Chairman, or/and entrusted person with him/her – the committee Secretary. The session invitation altogether with agenda must be delivered to committee members not later than 5 working days before the session date.
4. In order to provide sufficient flexibility and speed of communication the entire correspondence shall be sent to Committee members via email to email addresses given by them.

#### **Article VI**

##### **Documentation**

1. The main documents relating to the Committee activities are mainly the following:
  - a) Working material for the committee negotiation are the applications in A category (approved for financing) and in B category (reserve list) within the frame of individual programme calls,
  - b) Record (minutes of meeting) of Committee negotiation being made by the committee Secretary and its wording shall be approved by the committee Chairman, or/and a person chairing the Committee session. The record shall include agenda, conclusions taken, their deadline to be fulfilled, persons accountable for their fulfilment and a participation list. The record after approval shall be sent to all committee members via emails by the Committee Secretary within 10 working days since the negotiation took place.
  - c) The report of recommendations and instructions regarding ethical principles for each



concerned application, the report of summarizing all recommendations and instructions regarding ethical principles for each call of programme.

## **Article VII The 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 by issuing and publishing a numbered update of the original version of the document indicating the date of amendment on the programme's website, while they have been commented by all Committee members during session or within the written „*per rollam*“ procedure. The adopted alterations shall be approved by the SAS Presidium.
  
3. The Statute and Rules of procedure shall be bound for all SASPRO 2 Programme Committee members.
  
4. The current wording of the Committee's Statute and Rules of procedure shall be published on SASPRO 2 Programme website.

Bratislava, dated 9 September 2020

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President of SAS