



Slovak Academy of Sciences Programme



Rules of procedure of the Evaluation Committee of the Programme SASPRO

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Rules of Procedure of the Evaluation Committee of the Programme SASPRO (hereafter also as the "Rules of Procedure")

Article I

Introductory provisions

1. Rules of Procedure of the Evaluation Committee of the Program SASPRO are the internal regulations, which govern the sessions of the Evaluation Committee of the Programme SASPRO (hereafter as the "Evaluation Committee") and are binding on its members.
2. Rules of Procedure of the Evaluation Committee of the Program SASPRO are issued under the provisions of Article V of the Statute of the Programme SASPRO.

Article II

Date and place of the session of the Evaluation Committee

1. Terms of the Evaluation Committee session are given by the indicative timetable of SASPRO Programme activities, which is published annually under the provisions of Article IX, paragraph 4 of the Statute of the Programme SASPRO.
2. The place of meeting of the Evaluation Committee will ensure the Secretary of the Evaluation Committee.
3. Any changes to the session dates of the Evaluation Committee against the indicative timetable are to be announced to the members of the Evaluation Committee no later than 14 days prior to the session. Secretary of the Evaluation Committee shall notify any changes to the members of the Board of the Programme SASPRO too.
4. Session of the Evaluation Committee is summoned by the Chairman of the Evaluation Committee, eventually by authorized Vice-Chairman of the Evaluation Committee or by other designated member of the Evaluation Committee. Invitation to the session together with the session agenda must be received by members of the Evaluation Committee no later than 10 days prior to the session.

5. In order to have sufficient flexibility and speed of communication, all correspondence will be sent to all members electronically to e - mail addresses given by them.

Article III

The process of the Evaluation Committee session

1. The Evaluation Committee is capable to hold a session and accept resolutions if an absolute majority of its members is present at a session.
2. The Evaluation Committee members express their opinion by voting. A resolution shall be accepted if it accepts an absolute majority of members of the Evaluation Committee. In the event of a tie, the vote of the Evaluation Committee Chairman decides, eventually the vote of the substituting Vice-Chairman of the Evaluation Committee or the vote of the Evaluation Committee member.
3. Evaluation Committee sessions shall not be public. Evaluation Committee sessions are attended by members of the Evaluation Committee and Secretary of the Evaluation Committee. The President of the Slovak Academy of Sciences is entitled to participate in the meetings of the Evaluation Committee, without voting right. In the event that a session of the Evaluation Committee is related to personal interviews with applicants, directors of the SAS organisations that intend to employ applicants are invited to participate in such session.
4. In the event of a justified need can be to the Evaluation Committee session *ad hoc* invited an external expert/s/ on a proposal from the Evaluation Committee chairman. Such expert/s/ shall be appointed by the President of SAS.
5. Session of the Evaluation Committee shall be summoned and chaired by the Evaluation Committee Chairman, in his absence by Vice-Chairman of the Evaluation Committee, eventually by an other member of the Evaluation Committee, authorised by the Chairman of the Evaluation Committee.
6. At the beginning of session the Evaluation Committee approves the agenda of the session, if necessary the Evaluation Committee approves changes in the agenda.

7. The process of the session, the conclusions reached and approved resolutions of the Evaluation Committee are recorded by the Secretary in the Minutes of meeting, which is after verification by the Evaluation Committee member present at the meeting of the Evaluation Committee and approval by the chairperson of the meeting of the Evaluation Committee electronically transmitted to the members of the Evaluation Committee.

8. In appropriate events and with the consent of all members of the Evaluation Committee, the Evaluation Committee Chairman may declare *per rollam* vote. Such a vote is valid if it is attended by an absolute majority of all the members of the Evaluation Committee.

9. Communication language of the Evaluation Committee sessions is English. All correspondence sent to members of the Evaluation Committee is in English. In the case of an individual communication with the Slovak members of the Evaluation Committee, correspondence can be sent in the Slovak language.

Article IV

Minutes of meeting of the Evaluation Committee

1. Written Minutes of meeting of the Evaluation Committee session is elaborated in English language. The Secretary of the Evaluation Committee is the recorder of Minutes of meeting. Minutes verifies the member of the Evaluation Committee present at the session, from which shall be recorded minutes of meeting and approves the person presiding at meeting of the Evaluation Committee.

2. Minutes of the meeting of the Evaluation Committee must include the following particulars:

- a) date;
- b) name of the person presiding at session , approving the minutes ;
- c) the name of the person who verifies the minutes;
- d) the name of the recorder;
- e) an attendance list ;



- f) the agenda ;
 - g) accepted conclusions and resolutions, deadlines for their implementation and the persons responsible for their implementation.
3. In the event of *per rollam* session Minutes shall be elaborated annex of which is evidence of voting by members of the Evaluation Committee.
 4. Minutes after verification and approval shall the Secretary immediately electronically submit to all Evaluation Committee members.
 5. At request the Secretary of the Evaluation Committee shall make available the Minutes of the meeting of the Evaluation Committee to the Board of the Programme SASPRO.
 6. Secretary of the Evaluation Committee keeps records of resolutions and provides documentation to check fulfilling of the resolutions.
 7. If the resolution cannot be achieved in the specified time period, the one who was imposed to perform the implementation is obliged to promptly inform the Chairman of the Evaluation Committee.

Article V

Final provisions

1. The Rules of Procedure shall enter into force after their approval by the Presidium of the Slovak Academy of the Sciences and the Rules of Procedure become effective at the date of their publication.
2. Changes to the Rules of Procedure must be approved by the Presidium of SAS.

In Bratislava, on 6 February 2014

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Prof. Dr. Jaromír Pastorek
President of the Slovak Academy of Sciences