

Statutes of the SoMoPro 3 Steering Committee

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Article 1 Introductory Provisions

The Steering Committee (SC) of the South Moravian Programme for Distinguished Researchers 3 (SoMoPro) is established as a body of experts at the South Moravian Centre for International Mobility (JCMM) in accordance with the SoMoPro cooperation contract between the South Moravian Region (JMK) and JCMM.

Article 2 Committee structure and authorities of its members

1. The SC consists of 5 members (SCM) with voting right and a secretary without the right to vote.
2. The SCMs are, in accordance with the SoMoPro cooperation contract concluded between JMK and JCMM:
 - a) At most 3 distinguished scientists from the Czech Republic;
 - b) At least 2 distinguished scientists from abroad.
3. The SCMs are according to art. 2, sec. 2 nominated and recalled by the Council of JMK.
4. The SCMs are obliged to take part in the SC sessions and participate actively in the execution of SC tasks resulting from the Statutes of the SoMoPro 3 Steering Committee and from the cooperation contract between the JMK and JCMM.
5. The SCMs are, immediately after being appointed, obliged to sign a Declaration of no Conflict of Interest and Declaration of Confidentiality, and to act during the whole time in the function of a SCM in accordance with this declaration.
6. The SCMs are obliged to inform the SC about any disqualifying or possible conflict of interests. The SC will then, in accordance with the Declaration of no Conflict of Interest and Declaration of Confidentiality, decide, whether there is a reason for exclusion of such a member from the decision in the matter in question.

Article 3 Chairman and Vice-chairman of the SC

1. The chairman and vice-chairman are appointed based on the voting of the overall majority of all SCMs. A written record of the chairman and vice-chairman nomination must be made. Only SCM can be appointed as the committee chairman and vice-chairman.
2. The chairman of SC:
 - a) Prepares in cooperation with the secretary a proposal of SC session agenda;
 - b) Leads in cooperation with the secretary the SC sessions;
 - c) Proposes suggestions in the composition of the SC;
 - d) Performs other tasks set by the SC.

3. In the case of chairman's absence is his position carried out by the vice-chairman. In the case of absence of both of them a representative authorized by the chairman in writing will take a place. Only a SCM can be authorized as such a representative.

Article 4 SC Secretary

1. The secretary is a member of the SC without the voting right.
2. The secretary is appointed in writing by the director of JCMM from among its employees.
3. The SC secretary:
 - a) Keeps the list of the SCMs;
 - b) Ensures the organization and administration of SC activities;
 - c) Collects materials and information for SC;
 - d) Submits all background materials necessary for the SC activities;
 - e) Creates background materials for the SC sessions;
 - f) Convenes regular sessions of the SC;
 - g) In cooperation with the chairman prepares a proposal of SC session agenda;
 - h) Is responsible for preparation of materials for SC sessions and for its organization including the session minutes and other agenda connected with the execution of the SC tasks;
 - i) Invokes consultations or voting per rollam on his/ her own initiative or based on a written invitation from the chairman, vice-chairman or at least 3 SCMs;
 - j) Prepares and keeps reports from SC sessions and files other documents related to SC activities;
 - k) Is responsible for adhering to the rules of the Statutes by all SCMs;
 - l) Performs other tasks set by the SC chairman.

Article 5 Rules of Procedure of the SC

1. SC's working language is English.
2. The SC can act and make decisions during a regular session (art. 7) or per rollam (art. 8).
3. The SC may decide as a collective body or by individual members (monitoring of implemented projects – art. 9).

Article 6 Activities and authorities of the SC and its members

The activities of the SC are:

1. Activity 1: Consultations regarding the call preparation and the evaluation process of grant applications (per rollam)

1.1. Activity 1 includes:

- 1.1.1. Consultations during the preparation of a call for grant applications:

- Providing written comments on the call for proposals documentation;
- 1.1.2. Assistance during the organization of expert evaluation of received grant applications:
 - Providing comments on the assignments of the independent evaluators to the received grant applications including the examination of possible conflict of interests;
 - Approving the assignments of independent evaluators to the received grant applications.
- 1.2. Authorities and responsibilities of the SC for the activity 1:**
 - 1.2.1. The SC has the right to comment on the text of the call for proposals and related documents before opening the call;
 - 1.2.2. The SC has the right to comment on the assignments of independent evaluators within each opened call;
 - 1.2.3. The SC approves the assignment of independent evaluations to each grant application, including substitutes.
- 1.3. Implementation of the activity 1 is governed by Article 8 hereof.**

2. Activity 2: Preparation of the final list of grant applications recommended for funding by the JMK (regular session in Brno):

2.1. Activity 2 includes:

- 2.1.1. Supervision of the expert evaluation and preparation of the final ranking of grant applications based on the average score awarded to each applicant by independent evaluators;
- 2.1.2. Checking the compliance with ethical principles - SC can discard the application from the list of applications recommended for funding, if the application does not comply with ethical principles in science and research based on the opinions of ethics panel of SoMoPro, respectively the ethics review conducted by the European Commission - Executive Agency for Research (EC-REA).
- 2.1.3. Control of potential or disqualifying conflict of interest of the independent evaluators assessed with respect to evaluated applications;
- 2.1.4. Approval of final ranking of grant applications that will further specify applications: recommended for funding, conditionally recommended for funding, recommended for the reserve list, not recommended for funding. This order is an essential background material for JMK's decision to award or refuse the grant.
- 2.1.5. The SCMs may approve changes to the project proposals that are to be funded, especially changes recommended by expert evaluators.

2.2. Authorities and responsibilities of the SC for the activity 2:

- 2.2.1. The SC takes note of the list of grant applications on the basis of documents supplied by JCMM and oversees the expert evaluation of assigned applications;

- 2.2.2. The SCMs have the right to request another evaluator. In addition, the SC decides on the method of calculating the final number of points in the case of applications evaluated by four evaluators.
 - 2.2.3. The SC has the following authority in identification of conflicts of interest and their solutions:
 - SC has jurisdiction to determine whether there is a conflict of interest and what kind (potential or disqualifying);
 - SC has the right to call in another evaluator if it is a potential conflict of interest and exclude a grant application from funding in the case of disqualifying conflict of interest;
 - 2.2.4. The SC has the right of statement on the ethical principles for grant applications. For applications that will be submitted to the SC's revision the SC adopts a definitive position, namely:
 - After the revision of an application by ethics panel/ ethics review EC-REA the project was recommended for funding, or
 - After the revision of an application by ethics panel/ ethics review EC-REA the project was not recommended for funding.
- 2.3. This activity takes place at regular session in Brno, and its implementation is governed by Article 7 hereof.**

3. Activity 3: Monitoring implementation of projects supported by SoMoPro 3 grant (per rollam individual SCM)

3.1. Activity 3 includes:

- 3.1.1. Monitoring and commenting on interim and final reports of projects funded by a SoMoPro 3 grant.

3.2. Authorities and responsibilities of the SC for the activity 3:

- 3.2.1. The SCMs divide among themselves the funded projects from each call based on their professional qualifications.
- 3.2.2. On the basis of agreed assignment of projects, the SCMs carry out monitoring of funded projects at least in the following extent:
 - a) Based on a detailed project description and individual annual/ final reports they provide JCMM expert opinion on ongoing/ final implementation of the project objectives, including a written statement regarding the justification of project expenditure, i.e. an evaluation of whether is the structure and the nature of expenditure presented in accordance with the project and whether are the costs necessary for the project or not;
 - b) Indicate in desired form any shortcomings and recommend a way of their rectification;
 - c) In the case that the project fails to meet planned objectives or there is a suspected breach of ethical principles, the SCM has the right to request public administration control carried out by JMK at the project site. The findings may suggest:
 - i) Continuing of the project as it stands;

- ii) The rectification of deficiencies found;
 - iii) Early termination of the project.
- d) Review and provide a reasoned opinion on the requests for project changes.

3.3. Implementation of activity 3 is governed by Article 9 hereof.

**Article 7
Regular Sessions**

1. Regular session is convened by the SC's secretary at least once in each period of the call. It usually takes place in Brno.
2. Electronic notice convening the regular session of the SC must be delivered to the SCMs well in advance, at least 4 weeks before it takes place. Before setting a date, the SCMs can take an opportunity to share their time priority with the secretary who takes it into consideration while setting the date. The session materials are sent to the SCMs no later than 5 calendar days before the SC meeting and they usually include:
 - a) A list of grant applications including their evaluation scores;
 - b) Expert evaluations of individual grant applications, which will include scores and written comments of the evaluator;
 - c) A list of grant applications, which need to be addressed on the question of ethical principles including an independent expert opinion on each of these applications;
 - d) Other relevant documents.
3. Participation in the session is mandatory for the SCMs. If they cannot attend the meeting in person because of serious reasons, they must inform the secretary at least 3 working days before the session. In this case, the SCM can attend session remotely, if such participation is approved by SC at the beginning of the session.
4. The SC is eligible to act and pass resolutions at the session, if at least 3 members with a voting right are present.
5. Sessions may be attended by guests at the invitation of secretary with the prior consent of the SC chairman. Invitation will form part of the written record. Invited guests have no voting rights. The time the guests stay at the meeting is decided by the SC.
6. The meetings are governed by the secretary or the SC chairman, alternatively by the person authorized by the chairman.
7. SC resolutions are usually adopted by consensus. If a decision is not reached consensually, it is possible to use voting system, which is outlined in the points below.
8. The SC votes on each issue of agenda separately.
9. A resolution is adopted if it is supported by the majority of members presented and entitled to vote. In the event of a tie vote, the CS chairman's vote, and if he is not presented the vice-chairman's vote, will decide. In the absence of the chairman and vice-chairman, the vote of the member delegated by the chairman will decide in the case of a tie vote.

10. The meeting minutes indicate the ratio of voting and not the votes of the individual members. In case of tie votes the record also indicates whether and how the chairman used his/her right under art. 7, sec. 9 hereof. Dissenting opinion of the SCM is recorded only upon his/her request.
11. A written record of the SC meeting is always drawn up. The secretary is responsible for these meeting minutes. The record shall be signed by the SC chairman and vice-chairman, alternatively by the SCM authorized to lead the meeting and by another SCM.
12. A written record must contain the date and place, agenda, and concise conclusions. Furthermore, the record shall contain the tasks with time and name of the person responsible for its handling. The record shall be attached to the attendance list.
13. A written record must also include a statement that the art. 7, sec. 2 hereof was in compliance or, exceptionally, the consent of all SCMs that they agree with the session and the agenda, although art. 7, sec. 2 hereof has not been complied with.
14. The session minutes will be electronically sent to the SCMs for comments within 10 calendar days from the date of the meeting. If a SCM does not respond within 10 calendar days from the dispatch from the secretary, it is understood that he/she agrees with the document. The secretary incorporates relevant observations, obtains the signatures under sec. 11 of this article, and he/she circulates the final record in writing to all SCMs. The secretary is responsible for distribution of the session minutes.

Article 8

Consultations and voting per rollam of the SC as a collective body

1. SC as a collective body can consult and vote per rollam (via e-mail).
2. Consultations or distance voting is induced by the secretary on his/her own initiative or at the written request of any SCM.
3. The secretary is responsible for the demonstrable delivery of email to SCMs.
4. The proposal presented for consultation or voting shall be submitted well in advance of scheduled consultations or vote and must contain the elements required for an objective decision.
5. A proposal submitted per rollam must precisely define the desired form of vote or consultation (yes, no, for, against, approve, disapprove, refraining from a vote, etc.) and include a time limit for submitting comments, which shall not be less than 5 calendar days. When setting shorter deadlines the voting may proceed only if all the SCMs voting in this case agree with the shorter limit (electronically, together with the per rollam).
6. The SCMs are obliged to comment on the presented proposal via e-mail within the set deadline.
7. The person submitting a proposal must announce the results of the consultation or distance voting to all SCMs within 5 calendar days from the deadline set for comment submission (does not apply to Activity 3 - monitoring).
8. Per rollam voting is valid if attended by a minimum of 3 SCMs with voting right. The proposal is accepted if a majority of members votes in favour of the proposal.

In the event of the tie vote, the vote of the SC chairman will decide, and if not present, the vote of the SC vice-chairman.

Article 9 Consultations per rollam of individual SCMs

1. All activities for purpose of monitoring the progress of implementation of the supported projects (Activity 3) are carried out per rollam (via email).
2. Monitoring of interim and final reports are considered fulfilled if the relevant SCM fills and submits (electronically) the appropriate form provided by the JCMM at the latest within 20 calendar days from the receipt of project documents (electronically).
3. Assessment of an application for a change of the project is deemed to be met if the SCM gives SC requested opinion on the change of the project electronically within 10 calendar days of receipt of the project change.

Article 10 Duration of the SC

The SC is established for a definite period of time, until 31. 08. 2020.

Article 11 Final Provisions

1. Legal relationships resulting from the Statutes and mutual relationships among the SCMs in matters not arranged in the Statutes are governed by generally binding legal regulations.
2. Other organization and administrative matters are governed by an agreement on performance of work between JCMM and the SCMs.
3. Written amendments to the Statutes are approved by the JCMM director by affixing his/her signature. Immediately after an amendment to the Statutes has been made, JCMM is obliged to deliver the updated text of the Statutes to all SCMs.
4. These Statutes become effective on the day of its signing.

In Brno on 8th August, 2015

RNDr. Miloš Šifalda,
Director of the South Moravian Centre for International Mobility,
interest association of legal entities