

STATUTES

of the Steering committee of the SoMoPro programme

Article 1 **Introductory provisions**

The Steering committee of the SoMoPro programme – South Moravian Programme for Distinguished Researchers (hereafter only as “Committee”) is established as a working body at the Jihomoravské centrum pro mezinárodní mobilitu, z.s.p.o. (hereafter only as “JCMM”) in accordance with the contract between the South-Moravian region (hereafter only as “JMK”) and JCMM on cooperation on the administration of the SoMoPro programme.

Article 2 **Scope of activities of Committee**

The activities of the Committee include mainly the following:

1. Consultations regarding applications and the evaluation process of grant applications

- 1.1. Consultations during the preparation of a call for grant applications (by e-mail):
 - providing written comments on the text of the call for grant applications and related documents;
 - approval of the text of the call for grant applications;
- 1.2. Assistance during the organisation of scientific evaluation of received applications (by e-mail):
 - providing written comments on the database of independent grant application evaluators;
 - approving the assignments of independent evaluators to the received grant applications – the final approval including the verification of possible conflict of interests;
- 1.3. Preparation of the final list of grant applications recommended for financing by the JMK (one-day meeting in Brno):
 - approving the order of grant applications on the basis of average number of points awarded by independent evaluators of each grant applications;
 - verification of adherence to ethical principles – the Steering committee of the SoMoPro programme can exclude an application from the list of applications recommended for financing if the application does not meet the basic ethical principles applied in science and research;
 - verification of possible conflict of interest of the independent evaluators with respect to the evaluated applications in case of any doubts;

- approving the final list of grant applications that will be further classified as: recommended for financing, recommended for a reserve list, not recommended for financing.

2. Consultations during the monitoring of implementation of projects supported by a SoMoPro grant

- 2.1. Providing written comments on monitoring reports of projects supported by a SoMoPro grant, especially in case of doubts regarding the project progress.

3. Consultations regarding the further development of the SoMoPro programme

- 3.1. Suggestions for modifications and improvements of the SoMoPro programme setup.

Article 3

Authority of Committee

1. The Committee acknowledges the list of grant applications on the basis of evaluation data provided by JCMM.
2. The Committee has the right of last opinion regarding the issues of ethical principles in relevant grant applications. In case of application submitted to the Committee for revision the Committee takes a final stand, namely:
 - After a revision of the application no breach of the Ethical principles has been found.
 - or
 - After a revision a breach of the Ethical principles has been found.
3. The Committee has the following powers in the area of identification of conflicts of interests and their solution:
 - The Committee has a final word in deciding whether there is a Conflict of interest and of what type (“potential” or “disqualifying”);
 - The Committee has the right to ask for another evaluator in case there is a potential conflict of interest.
 - In case there occurs a disqualifying conflict of interest during or after the evaluation of grant applications, the Committee proceeds according to Article 3 section 5. of these Statutes.
4. The Committee has the right to ask for another evaluator of an application. Moreover, the SC decides on the method of the calculation of the final points in case of proposals where the fourth evaluation had been undertaken.
5. The Committee has the right to list an application as one that does not meet the conditions for financing specified in Annex I. of the Grant Agreement with the EC only in case that:
 - the application does not meet the ethical principles in science and research as formulated by the European Commission and national rules;

or

- the existence of a disqualifying conflict of interest will be proved during or after the evaluation of the grant application.
6. The Committee, if necessary, expresses its opinion regarding the division of an allocation among individual grant schemes.
 7. The Committee approves the final list of applications and their classification into three basic categories (recommended for financing, recommended for a reserve list or not recommended for financing). This list is a principal foundation material for JMK for awarding the grant application financing.
 8. The Committee upon request from JCMM expresses its opinion regarding part of monitoring reports (description of scientific activities) of SoMoPro grant recipients.
 9. The Committee upon request from JCMM provides recommendations to JMK regarding the procedure in the following situations:
 - in case of material changes of SoMoPro projects,
 - in case of misconduct/breach of condition of grant contracts for SoMoPro projects.

Article 4

Committee structure and authorities of its members

1. The Committee has 7 members with the right to vote.
2. The members of the Committee, in accordance with a Contract on cooperation on SoMoPro project administration concluded between JMK and JCMM:
 - a) 2 representatives of JMK;
 - b) 3 representatives of Czech scientific and research institutions;
 - c) 2 representatives of foreign scientific and research institutions.
3. Committee members according to Article 4 section 2 letter a) are nominated and recalled by JMK.
4. Committee members according to Article 4 section 2 letters b) and c) are nominated and recalled in writing by JCMM.
5. Committee members are obliged to take part in the Committee sessions and participate actively in the execution of Committee tasks resulting from the Statutes of the Committee and from the contract between the South-Moravia region and JCMM on cooperation on the SoMoPro project administration.
6. Committee members are 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 member of the Coordination committee in accordance with this declaration.
7. Committee members are obliged to inform the Committee about any disqualifying or possible conflict of interests. The Committee, in accordance with the Declaration of no Conflict of Interest and Declaration of Confidentiality then decides whether there is a reason for exclusion of such a member of the Committee from the decision in the matter in question.

Article 5
Chair and Vice-chair of the Committee

1. The Committee chair is appointed in writing by the JCMM. Only a Committee member can be appointed as the Committee chair.
2. The Committee vice-chair is appointed by the Committee. Only a Committee member can be appointed as the Committee vice-chair.
3. The Committee chair:
 - is responsible for adhering to the rules of the Statutes by all Committee members;
 - Proposes suggestions to JCMM for changes in the composition of the Committee;
 - in cooperation with the Committee secretary prepares a proposal of Committee session agenda;
 - leads Committee sessions;
 - performs other tasks set by the Committee.
4. In case of an absence of the Committee chair the function of the Committee chair is administered by the vice-chair, in case of an absence of both of them a representative authorized by the chair. Only a Committee member can be authorized as such a representative.

Article 6
Committee secretary

1. The Committee secretary is a member of the Committee without the right to vote.
2. The Committee secretary is appointed in writing by JCMM out of its employees.
3. The Committee secretary:
 - keeps the list of the Committee members;
 - ensures the operation of the Committee regarding its organization and administration;
 - collects materials and information necessary for the activities of the Committee;
 - submits to the Committee all background documentation necessary for its activities;
 - creates background documentation for the Committee sessions;
 - summons regular sessions of the Committee;
 - in cooperation with the Committee chair prepares a proposal of Committee session agenda;
 - is responsible for the preparation for Committee sessions and for the organization of the Committee sessions including the session minutes and other agenda connected with the execution of the Committee tasks;
 - invokes consultations or voting per rollam, on his/her own initiative or based on a written invitation from the chair, vice-chair or at least 3 members of the Committee;
 - prepares and keeps reports from Committee sessions and files other documents related to the Committee activities;
 - performs other tasks set by the Committee chair.

Article 7

Rules of procedure of Committee

1. The working language of the Committee is English.
2. The Committee can discuss and decide during a **regular session** (Article 8) or **per rollam** (Article 9).

Article 8

Regular sessions

1. Regular sessions are summoned by the Committee secretary at least once in each cal period.
2. The Committee members must receive an electronic notification on the summoning of a regular Committee session adequately in advance but no later than 10 days prior to the date of the session. The supporting documentation is sent to the Committee members no later than 7 days prior to the date of the session and usually includes:
 - a list of grant applications including their evaluation in points;
 - evaluation tables for individual grant applications that will include the evaluation in points and a written commentary of the evaluator;
 - a list of grant applications where some issue regarding the ethical principles must be solved, including a statement of an independent expert regarding each of these applications;
 - other relevant documents.
2. Participation in the sessions is mandatory for the Committee members. If a Committee member cannot participate in the session in person, such member must inform the Committee secretary at least 3 days prior to the session date.
3. The Committee is qualified to act and pass resolutions if at least five members with the right to vote are present.
4. Sessions can be attended by guests, after a prior approval by the Committee chair. Invited guests do not have the right to vote. The time during which guests can be present to the session is decided by the Committee.
5. Sessions are lead by the Committee chair, or a person authorized by the chair.
6. Committee resolutions are usually accepted in a consensual manner. If a decision cannot be reached in this manner, it is possible to make a decision by means of voting.
7. The Committee usually votes on each point of the agenda separately.
8. A resolution is accepted if a majority of the present Committee members with the right to vote cast their votes in favour of the resolution. In case of even division of votes the vote of the Committee chair prevails, and if not present, the vote of the vice-chair.
9. The minutes register only the proportion of votes, not how individual members voted. A dissenting opinion of a Committee member is recorded in the minutes only upon his specific request.

10. A written report is made about the Committee session. The secretary of the Committee is responsible for preparation of the report. The report is signed by the Committee Chair and the Committee Vice-chair, if need be by the person presiding at the session and one more of the Committee member. A written report must be always signed by at least one Committee member appointed to the Committee according to Article 4 section 3 of the Statutes.
11. The written report must contain the session date and place, points of the agenda and their brief conclusions. The report further contains tasks with deadlines and names of persons responsible for the fulfilment of the task. A list of attendance is attached to the report. The report will be sent to all Committee members for commenting within 14 days following the session date. If a Committee member does not express any comments within 10 days after the report has been sent out by the secretary, it is assumed that the member agrees with the report. The secretary incorporates all comments, ensures the signatures according to section 10 of this Article and sends out the final report to the Committee members and other persons on the attendance list. The secretary is responsible for the distribution of the report.

Article 9 Consultations and voting per rollam

1. The Committee can consult of vote per rollam (by e-mail).
2. Consultations or voting per rollam is initiated by the secretary on his/her own initiative on the basis of a written invitation from the Chair, Vice-chair or at least 3 members of the Committee.
3. The secretary is responsible for the demonstrable delivery of the e-mail to the Committee members.
4. The proposal submitted for consultation or voting per rollam must be submitted adequately in advance prior to the specified consultation or voting date, and must include all necessary information necessary for objective decision making.
5. A proposal submitted per rollam must precisely define the requested form of voting or consultation (yes, no, for, against, approved, disapproved, refraining from vote etc.) and must include a deadline for sending the opinion that must not be shorter than 5 business days.
6. The Committee members are obliged to provide their opinion regarding the submitted proposal by e-mail within the specified term.
7. The submitter of the proposal is obliged to announce the results of the consultation or voting per rollam no later than within 5 business days after the deadline for sending opinions.
8. In case of voting per rollam the relevant documents are at first sent to the Committee members for commenting, and only when all comments are reflected, the proposal is sent for voting per rollam.
9. Voting per rollam is valid if at least five members of the Committee with the right to vote take part in it. The submitted proposal is accepted if a majority of the Committee members vote in favour of the proposal. In case of even division of votes

the vote of the Committee Chair prevails, and if not present, the vote of the Vice-chair.

Article 10
Duration of Committee

The Steering committee is established for a definite period of time, until 31 March 2013.

Article 11
Final provisions

1. Legal relationships resulting from the Status and mutual relationships among the members of the Steering committee in matters not arranged in the Status are governed by generally binding legal regulations.
2. Written modifications of the Statutes are approved by the JCMM director by affixing her signature. Immediately after a modification of the Statutes has been made, JCMM is obliged to deliver the updated text of the Statutes to all members of the Committee.
3. These Statutes become effective as of 27 July 2009.

In Brno, dated 6th April 2010

Mgr. Ondřej Daniel, Deputy director
Jihomoravské centrum pro mezinárodní mobilitu,
zájmové sdružení právnických osob