

RULES OF PROCEDURE OF THE PROGRAMME COMMITTEE
OF THE PROGRAMME CZ09 RESEARCH SUPPORT FUND

The Ministry of Education, Youth and Sports (hereafter *Ministry*) as the Programme Operator establishes a Programme Committee for the Programme CZ09 Research Support Fund (hereafter *Programme CZ09*) as the part of the Norwegian Financial Mechanisms 2009-2014, in order to approve the selection criteria, proposals for funding and to monitor the programme implementation and the objectives and outputs achievement of the Programme CZ09 as a whole.

1. The tasks of the Programme Committee (hereafter *Committee*) are based on article 2.2 of Annex 12 - "*Rules for the establishment and implementation of donor partnership programmes falling under the Programme Areas "Research within Priority sectors" and "Bilateral Research Cooperation"* of the Regulation on the Implementation of the Norwegian Financial Mechanisms 2009-2014.
2. The Ministry of Education, Youth and Sports as the Programme Operator has responsibility for establishment of the Programme Committee of 5 members, consisting of representatives from the Czech Republic and Norway. The Deputy Minister for Higher Education and Research Section appoints three members of the Committee, including the chairperson and a vice chairperson. The Research Council of Norway as the Donor Programme Partner appoints two members. Both sides appoint vice members of the Committee (three from the Czech side and two from the Norwegian side).
3. The Committee is chaired by a representative from the Czech Republic.
4. The meetings of the Committee are called by the Ministry.
5. The standard work format of the Committee is a meeting at least once a year. Extraordinary meetings may be organised in justified cases, on a proposal by any member of the Committee. Meetings of the Committee may also be held in other work formats (e.g. videoconference, e-mail, or other means of communication). Meetings in which the Committee gives recommendations to the Ministry on which proposals to select for funding and final award of grants, may not be held by videoconference or other communicational means.
6. The agenda of the meeting is prepared by the Ministry in cooperation with the chairperson of the Committee or the vice chairperson during the absence of the former. Representatives of the Research Council of Norway, members of the Committee and vice members may make suggestions regarding the agenda. The agenda, including other necessary materials for review, is sent to the members of the Committee at least ten calendar days before the meeting takes place.
7. The agenda of the Committee is managed by the chairperson or by the vice chairperson during the absence of the former.

8. The tasks of the Committee include:
 - a. Approving the selection criteria and the texts for the calls for proposal in the Programme CZ09;
 - b. Recommending to the Ministry which proposals to select for funding and final awarding of grants in the Programme CZ09;
 - c. Reviewing progress made towards achieving the objectives of the Programme CZ09 and monitoring of the implementation of the Programme CZ09 by the Ministry;
 - d. Reviewing annual programme reports of the Programme CZ09;
 - e. Proposing revisions of the Programme CZ09 likely to facilitate the achievement of the programme's objectives to Norway and the Czech Republic;
 - f. Adopting a Guide for Applicants and guidelines for evaluators.
9. If a member of the Committee cannot attend the meeting or in the case of conflict of interest, s/he must inform the Ministry and the chairperson of the Committee at least five working days before a meeting or as soon as possible. Then a vice member attends the meeting with the right to vote.
10. Each member of the Committee has one vote. The Committee must not deliberate and decide validly unless two-thirds (2/3) of its members are present. Recommendations are accepted by a simple majority of the votes. In case of equality of votes the chairperson's vote prevails.
11. Members of the Committee and vice members are entitled to reimbursement of necessary expenses reasonably incurred in direct connection with the duties of a member. Members and vice members, if present at a meeting shall be entitled to remuneration for work in the Committee on the basis of a written contract/agreement with the Ministry. Evaluation of the project proposals carried out by experts in the framework of the Programme CZ09 open call including expenditures related to activities of the Committee, further expenditures connected with assessment and monitoring of the projects and their achieved results are covered by Financial Mechanism (Norway grants) resources 2009-2014.
12. Members of the Committee and the Ministry have the right to invite advisers and experts to meetings, in order to provide the Committee with necessary information. Members of the Committee notify the chairperson of the Committee of any advisers and experts who are invited to the meeting. The advisers and experts may be given the right to speak at meetings of the Committee. The attendance of advisers and experts at meetings may be limited to specific topics of the meeting agenda. Invited advisers and experts are not rewarded for work.
13. Representatives of the Research Council of Norway, the Financial Mechanism Office/Norwegian Ministry of Foreign Affairs, the National Focal Point, the Royal Norwegian Embassy, the Scholarship Programme CZ07 (Donor Programme Partners and/or Cooperation Committee) are invited to participate in the meetings

as observers. The observers may be given the right to speak at the meetings. Observers are not rewarded for participation at meetings.

14. Central elements of the discussion and the recommendations from the meeting of the Committee are recorded in agreed minutes. The agreed minutes are drafted by the Ministry and sent to members of the Committee not later than ten working days after the meeting. The minutes of the meeting are finally confirmed by the members and signed by the chairperson.
15. Joint meetings for the Programme Committee and the Cooperation Committee (Scholarship Programme CZ07) may be organised, on a proposal by the representatives related to the programmes (Programme Operator, Implementing Agencies, Donor Programme Partners (The Research Council of Norway, Norwegian Centre for International Cooperation in Education (SIU), Icelandic Centre for Research (RANNIS), National Agency for International Education Affairs (AIBA) or the members of the Committees) to discuss and agree on the matters that concern the link between the programmes (e.g. principles of implementation, selection process, programme reports, etc.).
16. The working language is English. All documents of the Committee are presented in English.
17. The Ministry provides the secretarial and organisational functions for the Committee. The Unit of International Cooperation of the Ministry serves as the secretariat of the Programme Committee.
18. The rules of procedure may be amended unanimously by the Committee, on a proposal by the Ministry, the Research Council of Norway or a member of the Committee.

The status is effective from the date of its signature by the Minister of Education, Youth and Sports.

Date 22nd March 2013


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