



The Statute and Rules of Procedure for THE IMPULZ Programme Evaluation Committee

Article I

General Provisions

The present Statute and Rules of the Evaluation Committee Procedure (hereinafter refers to as the "the Statute and Procedure Rules"), which shall be established in accordance with the provisions of Article IV. the Statute of the IMPULZ Programme being a professional and evaluation body of the IMPULZ Programme, hereby governs a sphere of activities and competencies of the Evaluation Committee.

Article II

The scope of activities and competences of the Evaluation Committee

1. The statute and rules of procedures of the Evaluation Committee is an internal rule which governs the Evaluation Committee sessions and shall be bound for its members.
2. The Evaluation Committee on the basis of assessments made by independent experts (hereinafter refers as „Evaluators“) evaluates applications for IMPULZ Programme, and elaborates proposals for their financing. Consequently, it provides continuous - interim and final checking of meeting projects´ objectives.
3. Within the frame of the IMPULZ Programme there is established one Evaluation Committee only.
4. The Evaluation Committee is accountable for its activities to the Presidium of the Slovak Academy of Sciences (herein after refers as “Presidium of SAS).
5. The Evaluation Committee´s term of office (tenure) is five years.
6. The Statute and Rules of procedure of the Evaluation Committee is approved by the SAS Presidium.
7. The Evaluation Committee´s scope of authorities include, particularly, the activities aiming to the selection of the premium quality applications for the



IMPULZ Programme:

- a. in the first round to assess applications filed under IMPULZ programme mainly quality of applicant's curriculum vitae, the extended abstract of the project and the opinion of a host organization,
- b. nominating and approving of three independent foreign evaluators for each individual application shortlisted for the second round of assessment,
- c. discussing final assessments elaborated by foreign evaluators, who have to reach a final consensual evaluation under a rapporteur who is an Evaluation Committee member.
- d. personal interviews with applicants with the participation of representatives of organisations planning to employ selected applicants,
- e. making a final ranking of applications,
- f. proposal on projects funding to be approved by the Presidium of SAS.
- g. negotiating the interim reports submitted by the accountable projects solvers,
- h. negotiating the final reports submitted by the accountable projects solvers,
- i. elaboration of proposals and recommendations for the Presidium of the Slovak Academy of Sciences.

Article III

Management and activity of the Evaluation Committee

1. Chairperson of the Evaluation Committee manages the activities of the Committee and acts on its behalf.
2. The Chairperson of the Evaluation Committee appoints a Vice Chairperson of the Evaluation Committee. It is possible that another Evaluation Committee member may be appointed as the Vice-Chairperson if a 3/5 of majority of the Evaluation committee members proposes so.
3. Vice-Chairperson of the Evaluation Committee or the Evaluation Committee member entrusted by Chairperson deputizes Chairman of the Evaluation Committee during his/her absence.
4. Activities of the Evaluation Committee shall be administratively provided by SAS Department of Science and Research (OVV SAV) in cooperation with other partners.



Article IV

Evaluation Committee members

1. The Evaluation Committee is established upon decision made by the Presidium of SAS.
2. The Evaluation Committee members and Chairperson are appointed by the Presidium of SAS.
3. The Evaluation Committee shall usually have 9 members, in case of larger amount of applications for the IMPULZ Programme the Presidium of SAS may increase its number.
4. 7 members of the Evaluation Committee members are experts from abroad.
5. Members of the Evaluation Committee are knowledgeable scientists and experts from the following scientific fields:
 - a. Earth and Space sciences
 - b. Math, Physical and Computer sciences
 - c. Technical sciences
 - d. Medical sciences
 - e. Biological and Chemistry sciences
 - f. Agricultural and veterinary sciences
 - g. History sciences
 - h. Sciences about Human Anthropology and society
 - i. Sciences about culture and art
6. The Evaluation Committee members shall be nominated by the Chairperson of Evaluation Committee and appointed by the Chairperson of SAS after being approved by the Presidium of SAS.
7. Membership of the Evaluation Committee expires at the end the Evaluation Committee's term of office (tenure).
8. Membership in the Evaluation Committee may be terminated before the end of the term of office of the Evaluation Committee upon member's request, or if it proposes a 3/5 majority of the Evaluation Committee members. Proposal for membership suspension shall be discussed and approved of by the SAS Presidium. The Chairperson of SAS then recalls the Evaluation Committee member.
9. Should be the case the Evaluation Committee member is recalled, the Chairperson of SAS shall appoint a new member of the Evaluation Committee – according to a proposal made by the Evaluation Committee's Chairperson and after approval of the Presidium SAS.



10. Membership of the Evaluation Committee is incompatible with the following duties:
 - a. a member of the Presidium of SAS,
 - b. a member of Scientific Board of SAS,
 - c. a Director of the SAS scientific organisation,
 - d. a member of the Scientific Council of the SAS scientific organisation
11. The Evaluation Committee members are obliged not to disclose matters being negotiated and session conclusions unless the conclusions are published. 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,
12. The Evaluation Committee members are obliged without postponement to inform the Chairperson of the Evaluation Committee about the existing prejudice and potential conflicts of interest in relation to a particular applicant. The Chairperson of the Evaluation Committee makes decision whether there is existence of bias, prejudice or conflict of interest. In case of a proven prejudice or conflict of interest is such member of the Evaluation Committee excluded from voting of the relevant application.
13. The list of Evaluation Committee members is published on the IMPULZ Programme website.
14. The Evaluation Committee members are entitled for a remuneration for their activities in the IMPULZ Programme Evaluation Committee. The amount of the remuneration is 500 EURO (in words: five hundred EUR) per calendar year.

Article V

Evaluation Committee session dates and place

1. The Evaluation Committee session dates is set by an indicative time schedule of the IMPULZ Programme activities, which is issued annually upon the IMPULZ Programme Statute provisions.
2. The place of the Evaluation committee session is provided by the committee Secretary. Depending on the indicative time schedule the sessions are announced to the Evaluation committee members not later than 14 working days before the session itself.
3. The Evaluation Committee session is summoned by the Evaluation Committee Chairperson, or by Vice-Chairperson appointed by him/her or by other appointed Evaluation Committee member. Session invitation including its agenda shall be delivered



to Evaluation Committee members not later than 10 working days before a session takes place.

4. In order to provide sufficient flexibility and speed of communication the entire correspondence shall be sent to the Evaluation Committee members via email to email addresses given by them.

Article VI

Evaluation Committee session course

1. The Evaluation Committee has a quorum to take resolution if its absolute majority is present. The sessions may be carried out via teleconference call too.
2. The Evaluation Committee takes decisions and resolutions by voting. The Committee has a quorum if absolute majority of its members are present. Taking resolution requires absolute majority being present. In case a voting is equal, the decisive vote belongs to Committee Chairperson or/and his/her deputy represented by an Evaluation Committee member.
3. The Evaluation committee sessions are not public. The Committee members and a Committee Secretary shall participate in session. In case The Evaluation Committee session includes interviews with applicants, the invited applicants will participate too as well as representatives of partner organisations who plan to admit applicants.
4. Should be a reasonable case of need it is possible to call ad hoc external expert(s) to the sessions upon Evaluation Committee Chairperson's proposal. The President of SAS Presidium shall appoint such expert.
5. The Evaluation Committee session is summoned and managed by the Chairperson of Evaluation Committee, in case he/she is absent other member shall be appointed by the Chairman of Evaluation Committee.
6. On introduction of session the Evaluation Committee shall approve of a session agenda.
7. The course of session, conclusions taken and approved resolutions shall be written in a minutes of meeting by the Evaluation Committee Secretary, which shall be inspected and approved by a person chaired the session. Afterwards it is sent via email to the Evaluation Committee members.



8. In reasonable cases and with members' consent the Evaluation Committee Chairperson may declare „per rollam“ voting. Such voting is valid if majority of all Evaluation Committee members participate in it.
9. The communication language of the Evaluation Committee session is the English language. All correspondence being sent to Evaluation Committee members shall be in English. It is possible to send individual correspondence to Czech or Slovak Evaluation Committee members in Slovak.
10. The costs of the Evaluation Committee activities, including the remuneration for the Evaluation Committee members are paid from the SAS budget.
11. The Evaluation Committee members are entitled for a remuneration for their activities in the Evaluation Committee.
12. The Evaluation Committee members shall be entitled for reimbursement of justified travel and accommodation costs relating to participation in the Evaluation Committee sessions.

Article VII

Minutes of meeting from Evaluation Committee sessions

1. The record – minutes of meeting from the Evaluation Committee sessions shall include date, agenda, participation list, conclusions and resolutions taken, their deadline to be fulfilled, persons accountable for their fulfilment.
2. In case „per rollam“ takes place during session a record shall be made with enclosure proving that individual members of the Evaluation Committee were voting.

Article VII

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 in a form of a written amendment having its own sequence number. The approved changes shall be approved by the SAS Presidium.
3. The present Statute and Rules of Procedure is bound for all members of Evaluation



committees and other participants.

4. The current wording of the Statute and Rules of procedure shall be published on website of IMPULZ Programme.

Bratislava dated 8 April 2021

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President of the SAS