



S A S **P R O 2**

Statute and Rules of Procedure of the SASPRO 2 Programme Appeal Committee

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Statute and Rules of Procedure of the SASPRO 2 Programme Appeal Committee

The full wording as follows from Amendment No. 1 of 5. 8. 2021

Article I General Provision

The present Statute and rules of procedure of the SASPRO 2 Programme Appeal Committee (hereinafter refers as „the statute and rules of procedure“, which has been established under provisions of the Article VI of Programme Statute, item 1d) being the professional and evaluating body of the SASPRO 2 Programme, governs a sphere of activities and competencies of the Appeal Committee.

Article II Conditions to appeal against SAS Presidium decisions

1. Unsuccessful Programme applicants shall be informed in written about results and reasons their applications were rejected and also about possibility to appeal against decision made by SAS Presidium should be a doubt whether their applications were judged in transparent and impartial manner, without prejudice and conflicts of interest.
2. Unsuccessful applicants may appeal against decision made by SAS Presidium not later than 10 working days from the date of result delivery. Appeals made after such deadline shall not be taken into account.
3. Appeals must fulfil the administrative terms of appealing. Fulfilling the administrative conditions of accepted appeal shall be verified by the Secretary of Appeal Committee (employee of DRD SAS). When verifying the administrative conditions of appealing the following shall be checked:
 - a) Date of sent appeal within a deadline,
 - b) Sent appeal to the correct e-mail address saspro2@savba.sk (the Committee Secretary will acknowledge receipt of email within 24 hours),
 - c) Entireness of appeal, which must include signed appeal together with a respective documentation supporting reasoning of appeal.

4. During appeal proceeding the Committee shall take into account documents sent via email only as an integral part of appeal.

Article III

Scope of activities and competences of Appeal Committee

1. The Statute and rules of procedure of the SASPRO 2 Programme Appeal Committee is an internal rule which governs appeal proceeding relating to appeal against decisions made by SAS Presidium and is bound for its members as well as other appeal proceeding participants.

2. The Appeal Committee is a body established by SAS Presidium and is independent from the SASPRO 2 Programme Evaluation Committee.

3. The statute and rules of procedure of the Appeal Committee is approved by SAS Presidium.

4. Sessions of the Appeal Committee shall be called by the Committee Chairman or/and by the Committee Secretary, appointed by the Chairman, on the base of appeal received.

The Appeal Committee session is called not later than 10 working days from the date an appeal is received.

5. The Appeal Committee provide appeal proceeding activities within the frame of SASPRO 2 Programme.

The Appeal Committee within its scope of authorities executes the following:

- a) Manages appeal proceeding within the SASPRO 2 Programme
- b) Supervises whether the SASPRO 2 Programme Statute provisions relating to appeal proceeding are adhered to,
- c) Negotiates an applicant's appeal against decision made by SAS Presidium, and makes decision whether exists a reason to appeal,
- d) Should be a case of reason to appeal the Committee within 5 working days from session date shall nominate a panel of 3 independent experts, who will once again assess the object of appeal. The panel members may not be the SASPRO 2 Programme Evaluation Committee members. The individual panel experts shall send their statements to the Appeal Committee via email not later than 10 working days from nomination date, and consequently, the Committee shall evaluate the 3 independent experts' standpoints and shall decide in a form of written „per rollam“ procedure.



- e) Submits achievement of assessment made by independent experts to be approved by SAS Presidium.
- f) Announces in written a result of appeal together with reasoning to applicant not later than 30 working days from date of appeal receipt, while the appeal results approved by SAS Presidium are terminate and it is not possible to appeal against them. The results of appeal shall be published on the SASPRO 2 Programme website.

Article IV

Management and activities of the Appeal Committee

1. The Chairman of the Appeal Committee manages and acts on behalf of the Appeal Committee. The Chairman is nominated by SAS institution.
2. In case of the Committee Chairman's absence he/she is being deputized by a Committee member being entrusted by the Chairman.
3. Department of Research and Development (DRD) administers the Committee activities.
4. The 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. Should be the case voting equal, the decisive vote belongs to Committee Chairman or/and his/her deputy represented by a Committee member.
5. The committee sessions are not public. The committee members and a committee Secretary shall participate in sessions.
6. Should be a reasonable case of need it is possible to call other experts. The Chairman of Committee shall take decision about such invitation.
7. The Committee session is summoned and managed by the Chairman of Committee, in case he/she is absent other member shall be appointed by the Chairman of Committee.
8. On introduction of a session the Committee shall approve of a session agenda, or/and approves its alterations.
9. The course of session, conclusions taken and approved resolutions shall be written in a minutes of meeting, which shall be inspected and approved by a person chaired the session. Afterwards they are sent via email to the Committee members.

10. The communication language of Committee session is the Slovak language. If there are invited persons from abroad the communication language of Committee session is the English language. Correspondence being sent to committee members may be in Slovak or English.

Article V

Composition and members of Appeal Committee

1. The Committee tenure period expires by termination of the third selection process of SASPRO 2 Programme.

2. The Committee is formed by at least 4 members (including the Chairman). One committee member is to be external and partners SAS, CU and STU are to be represented by at least one employee.

3. The Committee members are nominated by respective SASPRO 2 Programme partners. SAS institution shall nominate one external member. The Committee members are approved by SAS Presidium.

4. The Committee members:

- a) Participate in Committee sessions,
- b) In frame of their scope of activities and competences shall give their opinion on documents submitted when negotiating at Committee session,
- c) Each member has one (1) vote,
- d) Are obliged not to disclose matters being negotiated and session conclusions unless the conclusions are published, or/and it results from session conclusions and resolutions otherwise. 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,
- e) The members list is published on a SASPRO 2 Programme website.

5. The membership in the Committee shall terminate:

- a) By expiration of the Committee member's tenure period,
- b) In the very same day of the delivery in written a membership resignation to the Chairman of Committee,
- c) Expiration of Committee,
- d) Expiration of institution the member represents,



- e) Employment contract termination with institution a member represents,
- f) Due to vis major reason.

6. The membership in the Committee is incompatible with the following duties:

- a) Members of SAS Presidium, STU University management, CU (Comenius University) management,
- b) The SASPRO 2 Programme Evaluation Committee members.

7. The Committee members shall be rewarded for the Committee activities amounting to 150 Euro (in words: one hundred and fifty Euro) for one calendar year.

Article VI

Date and place of the Appeal Committee sessions

1. Date of Committee session is set by the date of appeal received within the frame of SASPRO 2 Programme, and this always not later than 10 working days from the date appeal is received.
2. The place of the Committee session shall be provided by the Committee Secretary.
3. The Committee session is called by the Committee Chairman, or/and entrusted person with him/her – the Committee Secretary. The session invitation altogether with agenda must be delivered to the Committee members not later than 5 working days before the session date. The sessions may be carried out via teleconference call too.
4. In order to provide sufficient flexibility and speed of communication the entire correspondence shall be sent to Committee members via email to the email addresses given by them.

Article VII

Documentation

1. The main documents relating to the Committee activities are mainly the following:
 - a) Working material – documents for the Committee negotiation which consist of received appeal (appeals) against decision (decisions) made by the Evaluation Committee and the SAS Presidium within due deadline, consisting of all required appropriateness of appeal,
 - b) Record (minutes of meeting) of the Committee negotiation, being elaborated by the



Committee Secretary and its wording shall be approved by the Committee Chairman, or/and a person chairing the Committee session. The record shall include agenda, conclusions taken, their deadline to be fulfilled, persons accountable for their fulfilment and a participation list. The record after approval shall be sent to all Committee members via emails by the Committee Secretary within 10 working days since the negotiation took place.

Article VIII The Final Stipulations

1. The present Statute and Rules of procedures 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 shall be made in a form of the issue and published amendment having a new number with dates of changes of original document on the website, while they have been commented by all Committee members during session or within the written „*per rollam*“ procedure. The adopted alterations shall be approved by the SAS Presidium.
3. The Statute and Rules of procedure shall be bound for all Committee members and other Appeal proceeding participants within SASPRO 2 Programme.
4. The current wording of the Committee’s Statute and Rules of procedure shall be published on SASPRO 2 Programme website.

Bratislava, dated 5 August 2021

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President of SAS