



S A S **P R O** 2

# Statute and Rules of Procedure of the SASPRO 2 Programme Steering Committee

August 2020



project partner



100  
project partner



This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 945478

## **Statute and Rules of Procedure for the SASPRO 2 Programme Steering Committee**

### **Article I**

#### **General provision**

The present Statute and Rules of Procedure for the SASPRO 2 Programme Steering Committee, a managing committee for SASPRO 2 Programme, (hereinafter refers as „statute and rules of procedure“), which is being established under stipulation of Article VI. The Statute of SASPRO 2 Programme as executive and control body of SASPRO 2 Programme governs a sphere of activities and competences of the Steering Committee (hereinafter refers as „the Committee“).

### **Article II**

#### **The scope of activities and competences of the Steering Committee**

1. The Statute and rules of procedure is an internal rule which governs the Committee sessions and is bound for its members.
2. The rules of procedure for the SASPRO 2 Programme Steering Committee is issued under stipulations of Article VI the Statute of SASPRO 2 Programme.
3. The Committee is a body established by the SAS Presidium.
4. The tenure of Committee is five years.
5. The Statute and rules of procedure shall be approved by the SAS Presidium.
6. The Committee sessions are called by the Committee Chairman depending on need, once a year at minimum.
7. The Committee's scope of activities include mainly managing and control activities which ensure proper functioning of SASPRO 2 Programme.
8. Within its scope of competences the Committee does the following:
  - a) Manages the activities within the SASPRO 2 Programme;
  - b) Performs supervision to adhere to the provisions of the SASPRO 2 Programme Statute;
  - c) Approves the Calls to submit applications for SASPRO 2 Programme;
  - d) Discusses documents elaborated by the Committees;
  - e) Negotiates and makes decisions about conceptual issues referring to SASPRO 2 Programme;

- f) Approves the indicative time schedule for SASPRO 2 Programme activities for the following calendar year;
- g) Performs regular evaluations of SASPRO 2 Programme and proposes its changes;
- h) Negotiates proposals, comments and standpoints on SASPRO 2 Programme and submits them to the SAS Presidium;
- i) Discusses SASPRO 2 Programme annual reports and submits them for approval to the SAS Presidium;
- j) Performs other activities and tasks related to SASPRO 2 Programme, which have been assigned to the Committee by the SAS Presidium.

### **Article III**

#### **Management and activities of the Committee**

1. The Committee is managed by the Chairman of the Committee who acts on its behalf. The Chairman of the Committee is the President of the SAS institution. The Vice-Chairmen are representatives of CU and STU Universities.
2. The Chairman of the Committee in his/her absence is deputized by a Vice-chairman of the Committee or, if necessary, by a member of the Committee, entrusted by the Chairman of the Committee.
3. Department of Research and Development of SAS Office (DRD) provides administrative support to all activities of the Committee.
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. In case a voting is equal, the decisive vote belongs to Committee Chairman or/and his/her deputy represented by a Committee member.
5. The sessions are not public. The Committee members and a Committee Secretary participate in session.
6. Should be a reasonable case of need it is possible to call other experts. The Chairman of Committee shall make decision about such invitation. Exceptionally, a professional scientist from abroad having experiences in international mobility may be invited at session.
7. Committee sessions shall be called by the Committee Chairman, if he/she is absent, by the Committee Vice Chairman, or/and other Committee member appointed by the Chairman for such action.
8. On introduction of the Committee session a session agenda will be approved.
9. The course of session, conclusions taken and approved resolutions shall be written

in a minutes of meeting (record) by the Committee Secretary, which shall be inspected and approved by a person chaired the session. Afterwards they will be sent via email to the Committee members. The sessions may be carried out via teleconference call too.

10. In reasonable cases and with members' consent the Committee Chairman may declare „*per rollam*” voting. Such voting is valid if majority of all committee members participate in it.
11. 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 the Slovak or English.

#### **Article IV**

##### **Composition and members of the Steering Committee**

1. The Committee is formed by at least 9 members (including the Chairman and Vice-Chairmen) of the Committee.
2. The Committee members are premium top level scientists and managers of SAS institution, CU and STU universities management. When creating the Committee the equality shall be kept regarding proportion representing each partner, adequate female representation as well.
3. The Committee members are nominated by respective partners and subsequently are approved by SAS Presidium.
4. The Committee members:
  - a) Participate in the Committee sessions;
  - b) In frame of their scope of authorities 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 Committee 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 the 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 memberships:
    - a) SAS Presidium member (excluding the Chairman of the Committee);
    - b) The SASPRO 2 Programme Evaluation Committee.
  7. The Committee members shall be rewarded for the committee activities amounting to 150 Euro (in words: one hundred and fifty Euro) for each calendar year.

#### **Article V**

##### **Date and place of the Committee sessions**

1. The Committee session date is stipulated by an indicative SASPRO 2 Programme activity time schedule under Article X, par. 4 of SASPRO 2 Programme Statute.
2. The place of the Committee session shall be provided by the Committee Secretary.
3. Any changes to session dates against the indicative time schedule are announced to the Committee members not later than 14 working days before the session. The Chairman of Committee shall announce changes to the SAS Presidium.
4. 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 10 working days before the session date. The sessions may be carried out via teleconference call too.
5. 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 VI**

##### **Documentation**

1. The main documents relating to the Committee activities are mainly the following:
  - a) Working documentation for the Committee sessions and;
  - 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 VII 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 must be made by issuing and publishing a numbered update of the original version of the document indicating the date of amendment on the programme's 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 participants.
4. The current wording of the Committee's Statute and Rules of procedure shall be published on SASPRO 2 Programme website.

Bratislava, dated 9 September 2020

.....

prof. RNDr. Pavol Šajgalík, DrSc.  
President of SAS