



## **Rules of Procedure of the Evaluation Committee of the Postdoctoral Grant Programme "PostdokGrant" of the Slovak Academy of Sciences**

**(hereinafter refers to as „Rules of Procedure“)**

### **Article I**

#### **Introductory stipulations**

1. The Rules of Procedure of the Evaluation Committee of the Postdoctoral Grant Programme "PostdokGrant" of the Slovak Academy of Sciences is an internal regulation governing the meetings of the Evaluation Committee of the Postdoctoral Grant Programme "PostdokGrant" of the Slovak Academy of Sciences (hereinafter referred to as the "Evaluation Committee") and shall be binding for its members.

### **Article II**

#### **Date and place of the Evaluation Committee meeting**

1. The date of the meeting of the Evaluation Committee is determined by the indicative schedule of activities of the SAS Postdoctoral Grant Programme.
2. The Secretary of the Evaluation Committee shall arrange the venue of the Evaluation Committee meeting.
3. The Evaluation Committee meetings shall be called by the Chairperson of the Evaluation Committee, or by the Vice-Chairperson of the Evaluation Committee entrusted by the Chairperson or by another authorized member of the Evaluation Committee. The invitation to the meeting together with the agenda must be delivered to the members of the Evaluation Committee at least 5 days before the date of the meeting. In order to ensure sufficient flexibility and speed of communication, all correspondence will be sent electronically to the Evaluation Committee members' e-mail addresses provided by them.

### **Article III**

#### **Conduct of the Evaluation Committee meeting**

1. A quorum of The Evaluation Committee shall exist and Committee can adopt resolutions if a majority of its members are present at the meeting.



2. The members of the Evaluation Committee shall express their opinion by public vote. Only members of the Evaluation Committee shall be entitled to vote. The resolution shall be approved by the affirmative vote of a majority of the present members of the Evaluation Committee. In the event of a tie, the vote of the Chairperson of the Evaluation Committee, or the vote of the Vice-Chairperson or the member of the Evaluation Committee authorized by him/her, shall prevail.
3. The meetings of the Evaluation Committee are closed to the public. The meeting of the Evaluation Committee shall be attended by the members of the Evaluation Committee and the Secretary of the Evaluation Committee. The President of the SAS is entitled to attend the meeting of the Evaluation Committee without the right to vote.
4. In case of a justified need, external evaluators may be invited to the meeting of the Evaluation Committee at the proposal of the Chairperson of the Evaluation Committee.
5. The meeting of the Evaluation Committee shall be managed by the Chairperson of the Evaluation Committee, in his/her absence by the Vice-Chairperson of the Evaluation Committee, or by another member of the Evaluation Committee authorized by the Chairperson of the Evaluation Committee.
6. At the beginning of the meeting, the Evaluation Committee shall approve the agenda or approve changes to the agenda.
7. The Secretary of the Evaluation Committee shall record the proceedings of the meeting, the conclusions adopted and the resolutions approved in the minutes, which shall be sent electronically to the members of the Evaluation Committee after verification by the member of the Evaluation Committee present at the meeting and approval done by the person chairing the meeting of the Evaluation Committee.
8. In justified cases, the Chairperson of the Evaluation Committee may announce a *per rollam* vote. Such a vote shall be valid if an absolute majority of all members of the Evaluation Committee participate.
9. The communication language of the Evaluation Committee meeting is Slovak. All correspondence sent to the members of the Evaluation Committee shall be in Slovak.

#### **Article IV**

##### **Minutes of the meeting of the Evaluation Committee**

1. Written minutes of the Evaluation Committee meeting shall be drawn up in the Slovak language. The Secretary of the Evaluation Committee shall be the recording secretary. The minutes shall be verified by a member of the Committee present at the meeting of the Evaluation Committee from which the minutes are drawn up and approved by the person chairing the meeting of the Evaluation Committee.
2. The minutes of the Evaluation Committee meeting must contain the following:



- a) date;
  - b) the name of the person chairing the meeting who approves the minutes;
  - c) the name of the person verifying the minutes;
  - d) the name of the person recording the minutes;
  - e) the attendance list;
  - f) the agenda;
  - g) the conclusions and resolutions adopted, the deadlines for their implementation and the persons responsible for their implementation.
3. In the case of a per rollam voting, minutes shall be drawn up, annexed to which shall be a record of the voting of the individual members of the Evaluation Committee.
  4. The minutes, once verified and approved, shall be sent without delay by the Secretary of the Evaluation Committee electronically to all members of the Evaluation Committee.
  5. The Secretary of the Evaluation Committee shall keep a record of the resolutions and provide documents for checking the implementation of the resolutions.
  6. In case it is not possible to comply with the resolution within the specified deadline, the person to whom compliance has been imposed is obliged to inform the Chairperson of the Evaluation Committee in due time.

## **Article V**

### **Final stipulations**

1. The present Rules of Procedure shall come into force on the date of their approval by the Presidium of the SAS and shall be effective on the very same day following the date of their publication.
2. All changes to the Rules of Procedure must be approved by the Presidium of the SAS as written numbered amendments to the Rules of Procedure.
3. The current version of the Rules of Procedure, as well as its amendments, will be published on the websites of the SAS and the SAS Postdoctoral Grant Programme.

Bratislava dated 8 February 2024

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