



Selection Committee

Statutes and Rules of Procedure

EEA Financial Mechanism and Norwegian Financial Mechanism 2014 - 2021

Programmes:

- Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation
- Domestic and Gender-based Violence
- Good Governance, Accountable Institutions, Transparency/Cross-border Cooperation
- Local Development, Poverty Reduction and Roma Inclusion

I. Legal framework

- a) This document shall be read in conjunction with the Regulations on the Implementation of the EEA and Norwegian Financial Mechanisms 2014-2021, the Programme Agreements on the Programmes “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation”, “Domestic and Gender-based Violence”, “Good Governance, Accountable Institutions, Transparency/ /Cross-border Cooperation” and “Local Development, Poverty Reduction and Roma Inclusion” (hereinafter referred to as “the Programme Agreements”) and the Guidance Best Practice on Project Selection Procedure. In case of any inconsistency between this document and the Regulations or the Programme Agreements, the Regulations and the Programme Agreements shall prevail.
- b) In accordance with the Article 4.2 of Annex II of the Programme Agreements the Government Office of the SR (hereinafter referred to as “GO SR”) as the Programme Operator (hereinafter referred to as “PO”) hereby establishes the Selection Committees of the Programmes “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation”, “Domestic and Gender-based Violence”, “Good Governance, Accountable Institutions, Transparency/ /Cross-border Cooperation” and “Local Development, Poverty Reduction and Roma Inclusion” (hereinafter referred to as “the SC”).

II. Role of the SC

- a) The SC is established according to the Art. 4.2 of Annex II of the Programme Agreements and the final versions of the Requests for additional information.
- b) The SC is a body that is in charge of reviewing the ranked list of projects based on an expert evaluation by expert evaluators (hereinafter referred to as “experts”).
- c) The SC may modify the ranking of the projects in justified cases. The SC can mainly give priority to the projects enabling to achieve the target value of the indicators, to cover the certain geographical regions lagging behind; and a clearly defined less privileged target groups.
- d) The SC shall submit the list of recommended projects for support to the PO.

III. Composition of the SC

1. Composition

- a) The SC is composed of its chairperson, members, secretary and observers.
- b) The SC shall be chaired by the PO. The chairperson of the SC shall have voting rights.
- c) The SC is composed of the following members with voting rights:
 - i) “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation” Programme
 - 1. the Programme Operator,
 - 2. the Ministry of Culture of the Slovak Republic,
 - 3. the representative of the Civil Society (nominated by the Office of the Government Plenipotentiary for Civil Society Development),
 - 4. the Monuments Board of the SR for the “Heritage” component/the Slovak Arts Council for the “Arts” component,
 - 5. the expert with experience in the cultural heritage field for the “Heritage” component,

6. the expert with experience in the cultural management and sustainability for the “Heritage” component.
- ii) “Good Governance, Accountable Institutions, Transparency/Cross-border Cooperation” Programme
 1. the Programme Operator,
 2. the Ministry of Agriculture and Rural Development of the SR,
 3. the Prešov Self-Governing Region,
 4. the Košice Self-Governing Region,
 5. the representative of the Civil Society (nominated by the Office of the Government Plenipotentiary for Civil Society Development),
 6. the Donor Programme Partner (hereinafter referred to as “the DPP”) – the Norwegian Barents Secretariat.
 - iii) “Domestic and Gender-based Violence” Programme
 1. the Programme Operator,
 2. the Ministry of Labour, Social Affairs and Family of the SR,
 3. the representative of the Civil Society (nominated by the Office of the Government Plenipotentiary for Civil Society Development),
 4. the DPP – the Norwegian Directorate of Health,
 5. the International Partner Organization (hereinafter referred to as “the IPO”) – the Council Of Europe,
 6. the Coordinating Methodical Centre of the Institute for Labour and Family Research for the “Domestic and Gender-based Violence” component.
 - iv) “Local Development, Poverty Reduction and Roma Inclusion” Programme
 1. the Programme Operator,
 2. the Office of the Plenipotentiary for Roma Communities,
 3. the Office of the Deputy Prime Minister of SR for Investments and Informatization,
 4. the representative of the Civil Society (nominated by the Office of the Government Plenipotentiary for Civil Society Development).
- d) The members shall designate their representatives. The designation shall proceed in a flexible manner, e.g. by an e-mail addressed to the PO from the statutory of the member or from a person who should normally be recognised as competent to do so under the organisational structure of the member. The designated representatives of the members of the SC shall be subsequently appointed by the Head of the GO SR.
 - e) The representative may appoint their deputy or deputies by a written notification submitted to the PO. The deputy shall have the same rights as the representative in the representative’s absence.
 - f) The Secretary of the SC shall be a representative of the PO and shall be appointed by the Chairperson. The Secretary is responsible for the operation of the SC.
 - g) The National Focal Point, the Financial Mechanism Office and the Royal Norwegian Embassy in Bratislava shall be invited to participate in the meetings as observers. If the DPP and/or IPO are not a member of the SC, the DPP and/or IPO shall be invited to participate in the meetings as observers.

- h) The experts performing the evaluation can be invited to the meeting of the SC, to provide explanations of their scoring, their overall assessment of the project, and to answer any questions that the members of the SC might have. If the experts are invited to the meeting, this should be clearly reflected in the minutes of the meeting.

IV. Conflict of interest

- a) The representatives of the SC shall refrain from any activity that might be incompatible with the Principles of implementation set forth in Article 1.3 of the Regulation, including, but not limited to, the elaboration, preparation or submission of Project Application under the Calls, participation in the process of expert evaluation of Project Applications or implementation of a Project supported under the Programme, except for cases where this Project is pre-defined.
- b) The respective representative of the SC shall inform the Chairperson about any other conflict of interest situation. A conflict of interest situation is deemed to be present when a person has direct or indirect interests that are or appear to be incompatible with the impartial and/or objective exercise of the functions related to the SC tasks. Such interests may be related to economic interests, political or national affinities, family or emotional ties, other shared interests with a potential or actual applicant or its partner, or any other interests liable to influence the impartial and objective performance of the person involved in the adoption of the decision of the SC.
- c) The representative of the SC shall take every reasonable measure in accordance with Chapter 12 of the Regulation, to prevent a conflict of interest situation from occurring. If a conflict of interest situation nevertheless occurs, the Chairperson, once notified, shall take all the necessary measures to prevent that such a situation affects the integrity of the SC decision-making process.
- d) The representatives of the SC maintain confidentiality about the discussions and the documents submitted to the SC. They shall pledge to fulfil the obligation at the meetings of the SC by signing a Declaration of Confidentiality and Impartiality (Annex I).

V. Basic procedural rules

- a) The members express their opinion on the Project Applications at the meeting. The meeting shall end upon the closing of a review of the ranked list of projects within the SC scope and by taking a decision on the ranking of project applications.
- b) While the members agree that it is not possible to reach consensus on each and every Project Application submitted, the members endeavour to closely cooperate in order to make sure that the votes and objections of any of the other members are carefully considered. Mutual trust and confidence should be applied whenever an objection is raised.
- c) If a member votes against a Project Application or if an objection is raised, proper justification is required. The justification shall be detailed enough to enable the applicant to understand the reasons for the rejection of the application and shall follow the selection criteria.

VI. Functioning

1. Meetings of the SC

- a) The SC shall meet at least once a call.
- a) Additional meetings of the SC may be organised based on a justified proposal of any of the members and with the agreement of the Chairperson.
- b) The PO shall be responsible for organising the meetings of the SC.

- c) The PO shall send the meeting invitation, draft agenda, the ranked list of projects based on an expert evaluation, project applications, experts' evaluation and other relevant documents to the members and observers of the SC at least two weeks before the scheduled meeting.
- d) Meetings may be conducted via video link or teleconference, by agreement of the members.
- e) In case of need and with the consent of all members, meetings may be conducted also as per-rollam meetings.
- f) Any member of the SC may invite representatives from the POs, DPPs or others to participate in the meetings as invitees, if/when their participation is needed for specific issues to be discussed. This should be done with the knowledge of the Chairperson.
- g) The language of the SC shall be English, i.e. the meetings shall be conducted in English and all documents presented to and produced by the SC shall be in English.
- h) The Chairperson may, if necessary, appoint his or her temporary replacement.
- i) The SC meeting shall be considered valid if all members are represented, or if none of the absent members expressly objected to holding the meeting or meetings in their absence.
- j) In case a member of the SC cannot participate in the meeting, it may provide a written input to the PO in advance to the meeting.

2. Decision-making by the SC

- b) Decisions from the SC shall be taken by an absolute majority of all members of the SC.
- c) Decisions taken at the meeting of the SC shall be set out in the agreed Minutes.
- d) The Minutes from the meetings shall be drafted by the PO, summarising the main points discussed at the meeting and following the structure of the agenda. The list of recommended projects for support is attached to the minutes.
- e) The draft Minutes of the meetings shall be circulated to all members and observers of the SC no later than 5 working days after the meeting. Comments to the Minutes may be provided within 5 working days.
- f) The final Minutes shall be sent to the members and observers of the SC generally no later than two weeks after the meeting. The decisions of the SC are effective after the consent with the final text of the Minutes is delivered in writing by the last member, or in case of absence of any objection within 5 working days.

VII. Final Provisions

- a) The Statutes and Rules of Procedure shall be adopted by the SC and enter into force upon the signature of the head of the Government Office of the SR.
- b) Any changes or supplements hereto must be made by way of written amendments entering into force upon being signed by the head of the Government Office of the SR. This does not concern cases when there is a successor of the member that has taken over the member's duties.

In Bratislava, on

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 Matúš Šutaj Eštok
 Head of the Government Office of the SR

SWORN AFFIDAVIT ON IMPARTIALITY, CONFIDENTIALITY AND NON-EXISTENCE OF CONFLICT OF INTEREST

I, the undersigned, hereby declare that, in the performance of my duties, I will act impartially, maintain the confidentiality of the information and undertake to exclude any conflict of interests, in particular, but not exclusively, as described in Art. 7.5 Regulation on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 and the Regulation on the Implementation of the Norwegian Financial Mechanism 2014-2021, so as not to distort or threaten the impartial, transparent, non-discriminatory, effective, efficient and objective performance of my function from financial, personal, family, political or other reasons.

If a conflict of interest or any other similar situation nevertheless occurs, I undertake to inform the Programme Operator and/or my superiors, in order to prevent that such a situation affects the integrity of the tasks carried out by these entities, including, but not limited to the integrity of the selection process.

Programme and Call Code	
Name	
Function	
Unit (if relevant)	
Date	
Signature	