

# **FVEP Rules of Procedure**

## **Article 1**

### **Introductory Provisions**

1. The Rules of Procedure of the Field Verification and Evaluation Panels (hereinafter only “FVEP”) is an internal regulation of the Council for Research, Development and Innovation (hereinafter only as “Council”), which regulates the proceedings of the FVEP and is binding for their members.
2. The Rules of Procedure are issued pursuant to Article 1, Paragraph 5 of the Statute of the FVEP.

## **Article 2**

### **Dates and places of the FVEP meetings**

1. The dates and places of the FVEP meetings are set by the framework annual programmes (plans) of their activities according to Article 5 par. 2 of the FVEP Statute.
2. Places for sessions are arranged by the Council Secretariat or an authorized body.
3. Possible changes of the date and place of FVEP sessions are announced to the members by the FVEP Chair not later than 14 days prior to the session date. The Chair also provides the Council Secretariat members with a new date and place.
4. If it is not possible to hold an FVEP session on the date according to the approved annual programme (activity plan), the Director of the Council Secretariat will inform the FVEP Chair not later than 14 days prior to the session date and together they will arrange a new date and possibly a new place for the session.
5. The FVEP Sessions are called by its Chair or a Vice-Chair authorized by him. The invitation must be delivered to the FVEP members not later than 10 days prior to the Panel meeting.
6. In order to maintain flexibility all correspondence shall be sent in an electronic form to the electronic mail addresses provided by the members at the FVEP sessions.

### **Article 3**

#### **Course of the FVEP meetings**

1. The FVEP is competent to act and adopt conclusions if a majority of its members is present.
2. Council sessions shall be closed to the public. Apart from the FVEP members the Panel sessions may be attended by a Council member, member of the Council's advisory bodies, an authorized representative of the Council's Secretariat or a guest invited by the Council's Chair, if the invitation is approved by the FVEP.
3. Panel meetings are presided by the FVEP Chair, in his absence by a Vice-Chair or another authorized member of the FVEP.
4. At the beginning of the session the Panel approves the programme of the meeting or its amendments.
5. After the individual points are discussed the results of the meeting are summarized in a written record and concluding statement.
6. The approval of the meeting's conclusions shall be decided by vote. The votes of the absolute majority of present members are necessary to approve the concluding statement. In case of an even division of votes, the vote of the person chairing the meeting shall prevail.
7. In urgent cases or in case that the FVEP members agree to do so the Chair may announce "per rollam" voting.
8. The session language shall be Czech or English, if there is at least one member in attendance, who does not have a command of the Czech language. Correspondence shall be written in English, if the FVEP has at least one member, who does not have a command of the Czech language.

### **Article 4**

#### **Panel meeting records**

1. A written record shall be made of the meeting proceedings, which shall include the adopted conclusions as well. The record shall be made by an FVEP member or a Secretariat representative charged by the Chair. The record shall be approved by the person presiding the meeting.

2. The meeting record must primarily contain the following information:
  - a) date
  - b) name of the presiding person, who approves the record
  - c) attendance sheet
  - d) programme of the meeting
  - e) adopted conclusions and resolutions
3. The presiding person hands the approved record and attendance sheet to the Council Secretariat without undue delay. The Secretariat then publishes it on the website [www.vyzkum.cz](http://www.vyzkum.cz).
4. The FVEP Chair is obliged to inform the Council or its Chair about the results of the meeting should the Council or its Chair request this.

## **Article 5**

### **Relations of the FVEP and the Council Secretariat**

1. The Council Secretariat or an authorized subject arranges the following:
  - a) Rooms for Panel meetings (meeting places);
  - b) payments for rented rooms, should the meeting take place outside the Office of the Government of the Czech Republic;
  - c) payments of other necessary expenses according to Article 6 of the Statute of the FVEP;
  - d) gathering, processing and sending or otherwise making available the materials and information for the FVEP meetings to its members;
  - e) publishing records of the FVEP meetings on the website [www.vyzkum.cz](http://www.vyzkum.cz) and presenting them for information at the next Council meeting;
  - f) publishing programmes (plans) of FVEP activities and annual activity reports on the website [www.vyzkum.cz](http://www.vyzkum.cz) after their approval by the Council;
  - g) reimbursement of provable travel expenses to FVEP members according to Article 6 of the Statute;
  - h) administrative matters related to the ordering and payment for the preparation of materials for FVEP according to Article 6 of the Statute.
2. Contact with the Council Secretariat or an authorized subject is provided by the FVEP Chair.

## **Article 6**

### **Concluding Provisions**

1. Changes and amendments to this Rules of Procedure shall be approved by the Council Chair upon the Council's proposal.
2. These Rules of Procedure shall come into effect as of the day of its signing by the 1<sup>st</sup> Vice-Chair of the Council for Research, Development and Innovation.

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1<sup>st</sup> Vice-Chair of the Council for Research, Development and Innovation