



Statute of the Selection Committee

**for the Programme “Climate Change Mitigation and Adaptation” financed
by the European Economic Area Grants 2014 – 2021
and the Norway Grants 2014 – 2021**

Version 1.0

**Ministry of Environment of the Slovak Republic
Programme Operator**

Art. 1

Introductory Provisions

1. In line with the Memorandum of Understanding on Implementation of the EEA Financial Mechanism 2014 – 2021 the Memorandum of Understanding on Implementation of the Norwegian Financial Mechanism 2014 – 2021 signed on 28 November 2016 is the Ministry of Environment of the Slovak Republic (hereinafter referred to as the „Ministry“) the Programme Operator for the Climate Change Mitigation and Adaptation Programme (hereinafter referred to as the „Programme“).
2. The Programme Operator establishes a Selection Committee for the Climate Change Mitigation and Adaptation Programme financed by the EEA Grants 2014 – 2021 and the Norway Grants 2014 – 2021 (hereinafter referred to as the „Selection Committee“).
3. In line with the Organisational Rules of the Ministry of Environment of the Slovak Republic as amended the Directorate for Environmental Programmes and Projects, Department for Transnational Programmes and Supporting Activities is responsible for the preparation and implementation of the Programme.
4. The Statute governs the composition, competencies and activity of the Selection Committee.
5. The Statute shall be binding for all the Members of the Selection Committee referred to in Article 3, Paragraph 1 of this Statute, as well as their Alternates and Invited Persons under Article 8 of this Statute.

Art. 2

Scope and Competencies of the Selection Committee

1. The Selection Committee shall operate in accordance with Article 7.4 of the Regulation on the implementation of the European Economic Area 2014 – 2021 and the Regulation on the implementation of the Norwegian Financial Mechanism 2014 – 2021, the Programme Agreement of 23rd September 2019 and the Programme Implementation Agreement of 7th November 2019.
2. The Selection Committee shall follow the implementation principles set out in Article 1.3 of the Regulation on the implementation of the European Economic Area Financial Mechanism 2014 – 2021 and the Regulation on the implementation of the Norwegian Financial Mechanism 2014 – 2021.
3. The Selection Committee is a collective advisory body of the Minister, which ensures the review of the ranked list of project applications based on results of the evaluation and scoring by experts.
4. The Selection Committee may modify the ranked list of project application scored by experts.
5. The Selection Committee shall neither change nor modify the selection criteria and alter the scoring of project applications as determined by experts in a manner other than that referred to in the preceding Paragraph.
6. After reviewing the ranked list of project applications, the Selection Committee shall submit to the Programme Operator the minutes of meeting and the list of recommended project applications.

Art. 3

Composition of the Selection Committee

1. The Selection Committee shall consist of the Chairman of the Selection Committee, Members of the Selection Committee (Voting Members of the Selection Committee and Non-voting Members of the Selection Committee), Observers and Secretary of the Selection Committee. The provisions of the Statute and Rules of Procedure concerning members shall apply equally to Voting Members and Non-voting Members, unless specified otherwise.

2. The expenditures of the Chairman, all Members, Observers and Secretary of the Selection Committee related to the performance of their duties in the Selection Committee may be eligible under the costs incurred by the Programme Operator.
3. The Chairman of the Selection Committee is the Minister, or a person appointed by him.
4. The Selection Committee shall consist of at least three Voting Members, one of them shall be external to the Ministry.
5. The Selection Committee also consists of three Non-voting Members, who are representatives of the Donor Programme Partners.
6. Voting Members of the Selection Committee shall be experts with relevant experience at the areas addressed by each Call under the Programme.
7. The composition of the Selection Committee will alter depending on the focus of the Calls launched under the Programme.
8. Voting Members of the Selection Committee for Call no. 1 under the EEA Grants and Call no. 2 under the Norway Grants are:
 - a) one representative of the Directorate for Environmental Programmes and Projects of Ministry of the Environment of the Slovak Republic,
 - b) one representative of the Directorate for Climate Change and Air Protection of Ministry of the Environment of the Slovak Republic,
 - c) one representative of the Ministry of Transport and Construction of the Slovak Republic.
9. Voting Members of the Selection Committee for Call no. 3 under the Norway Grants are:
 - a) one representative of the Directorate for Environmental Policy, EU and International Relations of Ministry of Environment of the Slovak Republic,
 - b) one representative of the Directorate for Environmental Programmes and Projects of Ministry of Environment of the Slovak Republic,
 - c) one representative of Ministry of Education, Science, Research and Sport of the Slovak Republic.
10. Voting Members of the Selection Committee for Small Grant Scheme Call no. 1 under the Norway Grants are:
 - a) one representative of the Directorate for Environmental Policy, EU and International Relations of Ministry of Environment of the Slovak Republic,
 - b) one representative of the Directorate for Environmental Programmes and Projects of Ministry of Environment of the Slovak Republic,
 - c) one representative of the Ministry of Education, Science, Research and Sport of the Slovak Republic.
11. Voting Members of the Selection Committee for Call no. 4 under the Norway Grants are:
 - a) one representative of the Directorate for Nature, Biodiversity and Landscape Protection of Ministry of the Environment of the Slovak Republic,
 - b) one representative of the Directorate for Environmental Programmes and Projects of Ministry of Environment of the Slovak Republic,
 - c) one representative of the institution external to the Programme Operator.
12. The representatives of the following Donor Programme Partners for all calls launched under the Programme shall be Non-voting Members of the Selection Committee:
 - a) one representative of the Norwegian Water Resources and Energy Directorate,
 - b) one representative of the Directorate for Civil Protection and Emergency Planning,

- c) one representative of the Norwegian Environment Agency.
13. The Observers of the Selection Committee for all calls launched under the Programme are:
- a) one representative of the EEA and Norway Grants Department of the Office of the Government of the Slovak Republic as the National Focal Point,
 - b) one representative of the Financial Mechanism Office,
 - c) one representative of Royal Norwegian Embassy in Bratislava.

Art. 4

Establishment and Termination of Membership in the Selection Committee

1. The Members and Observers of the Selection Committee shall be appointed and revoked by the Minister, taking into account the principles of expertise, confidentiality, ethics and the rule of impartiality and the elimination of conflict of interest.
2. The performance of a Member and an Observer of the Selection Committee is incompatible with participation in the process of the expert evaluation of the project applications presented to the Selection Committee because of a conflict of interest.
3. The Minister shall issue a nomination/revoking decree to the appointed and revoked Members and Observers of the Selection Committee.
4. The Minister shall revoke a Member and an Observer of the Selection Committee if it is found during the course of the Selection Committee meeting that the appointment of the Member and the Observer of the Selection Committee is contrary to this Article.
5. The Minister shall revoke a Member of the Selection Committee if he violates his duties as the Member of the Selection Committee arising from Article 5 of this Statute.
6. The Minister shall revoke an Observer of the Selection Committee if he fails to fulfill his duties as the Observer of the Selection Committee resulting from Article 6 of this Statute.
7. The Minister may revoke a Member and an Observer of the Selection Committee:
 - a) if his/her health status does not allow him to perform the tasks of the member and the observer of the Selection Committee for at least one year,
 - b) if he has not taken part in two consecutive meetings of the Selection Committee without a written justification,
 - c) for other serious reasons.
8. A Member and an Observer of the Selection Committee may resign the membership in the Selection Committee by written notification to the Minister. In such a case, the Minister shall appoint a new Member and Observer of the Selection Committee in accordance with this Article.
9. Membership in the Selection Committee expires by:
 - a) the revoking by the Minister,
 - b) the resignation of the memberships in written form,
 - c) the termination of activity of the Selection Committee..

Art. 5

Duties of Members of the Selection Committee

1. Participation of Members of the Selection Committee at the meetings is mandatory.
2. If, for serious reasons, a Member of the Selection Committee is unable to attend the meeting, he/she shall be substituted at the meeting of the Selection Committee by an alternate appointed by the Minister which shall meet all provisions and conditions of the Statute. The alternate of the Member

of the Selection Committee shall have the same rights and duties as a Member of the Selection Committee.

3. The Members of the Selection Committee are obliged to maintain confidentiality of all facts which they have learned by performing their duties or in connection with them and which, in order to protect the applicant's interests, cannot be communicated to other persons. They declare this by signing the Declaration on impartiality, confidentiality and exclusion of conflict of interest attached as Annex 1 of Statute prior the meeting of the Selection Committee.
4. A Member of the Selection Committee may not participate in the preparation of the evaluated project application and project implementation.
5. A Member of the Selection Committee is obliged to desist from any activity that would be contrary to his/her activities in the Selection Committee.
6. If a Member of the Selection Committee becomes aware of facts indicating his partiality with regard to his/her relationship to the applicant or the project application, he/she shall immediately announce this fact to the Chairman of the Selection Committee. The Chairman of the Selection Committee shall instruct the Member of the Selection Committee to desist his/her rights and duties when discussing the project application in question. If the Chairman of the Selection Committee becomes aware of facts indicating his partiality, he shall desist his rights and duties when discussing the project application in question.

Art. 6

Duties of Observers of the Selection Committee

1. The Observers of the Selection Committee have the right to comment on individual project applications, to present their views and to draw attention to shortcomings in relation to the work of the Selection Committee. By their participation they must not restrict the work of the Selection Committee and must not interfere with its work.
2. Observers of the Selection Committee shall not have the right to vote.
3. If, for serious reasons, an Observer is not able to attend the meeting of the Selection Committee, he/she shall be substituted by an alternate appointed by the Minister which shall meet all provisions and conditions of the Statute. The alternate of an Observer shall have the same rights and duties as the Observer of the Selection Committee.
4. The Observers of the Selection Committee shall be obliged to maintain confidentiality of all facts which they have learned by performing their duties or in connection with them and which, in order to protect the applicant's interests, cannot be communicated to others. They declare this by signing the Declaration of Impartiality, Confidentiality and Exclusion of Conflict of interest attached as Annex 1 of the Statute prior the first meeting of the Selection Committee.
5. Observers of the Selection Committee shall not be involved in the preparation of the evaluated project application and the project implementation.
6. The Observer of the Selection Committee shall desist from any activity which would be contrary to his/her activities in the Selection Committee.
7. If an Observer of the Selection Committee becomes aware of facts indicating his/her partiality with regard to his/her relation to the applicant or the project application, he/she shall immediately announce this fact to the Chairman of the Selection Committee. The Chairman of the Selection Committee shall instruct the Observer of the Selection Committee to desist his/her rights and duties when discussing the project application in question.

Art. 7

Chairman of the Selection Committee

1. The Chairman of the Selection Committee is the Minister or a person appointed by the Minister.
2. The Chairman of the Selection Committee is a non-voting Member of the Selection Committee.
3. The Chairman of the Selection Committee:

- a) represents the Selection Committee externally,
 - b) convenes individual meetings of the Selection Committee,
 - c) appoints and revokes the Members and Observers of the Selection Committee,
 - d) appoints and revokes the Secretary of the Selection Committee,
 - e) proposes the agenda, conducts individual meetings of the Selection Committee,
 - f) convenes a written procedure in line with the Rules of Procedure,
 - g) supervises compliance with the Statute and Rules of Procedure,
 - h) ensures that the principles of impartiality, confidentiality and exclusion of conflict of interests are respected,
 - i) supervises overall compliance with the objectives and principles of the EEA Financial Mechanism and the Norwegian Financial Mechanism.
4. The Chairman of the Selection Committee may be substituted at the meeting by a representative appointed by the Chairman of the Selection Committee, who must be an employee of the Ministry.

Art. 8

Secretary of the Selection Committee

1. The Secretary of the Selection Committee shall be an employee of the Directorate for Environmental Programmes and Projects of the Ministry.
2. The Secretary of the Selection Committee shall be appointed by the Chairman of the Selection Committee.
3. The Secretary of the Selection Committee shall not have the right to vote.
4. The Secretary of the Selection Committee:
 - a) organizes individual meetings of the Selection Committee,
 - b) draws up the minutes of the meetings of the Selection Committee,
 - c) administers other activities related to the activity of the Selection Committee in at the directions of the Chairman of the Selection Committee.
5. The Secretary of the Selection Committee shall be bound by the confidentiality of all facts which he/she have learned of by performing his/her duties or in connection therewith, to which he/she undertakes to sign an Declaration on impartiality, confidentiality and exclusion of conflict of interest attached as Annex 1 of the Statute prior the first meeting of the Selection Committee.

Art. 9

Invited Persons

1. According the invitation of the Chairman of the Selection Committee, Invited Persons may also attend the meetings of the Selection Committee.
2. Expert evaluators who have evaluated individual project applications may be invited to the meetings of the Selection Committee to provide expert justification of the evaluation of a particular project application.
3. Invited Persons shall not by their participation restrict the work of the Selection Committee and shall not interfere with its work. Invited Persons are not Members of the Selection Committee and shall not have the right to vote.
4. Invited Persons shall respect the principle of impartiality and confidentiality of any facts they have learned during the evaluation of project applications. They declare this by signing the Declaration on impartiality, confidentiality and exclusion of conflict of interest attached as Annex 1 of the Statute prior the meeting of the Selection Committee.

Art. 10

Meeting of the Selection Committee

1. The meeting of the Selection Committee shall be governed by the Rules of Procedure of the Selection Committee, which shall specify in particular:
 - a) preparing and conducting the meetings of the Selection Committee,
 - b) method of examining the ranked list of project applications,
 - c) method of adopting the resolutions and the minutes of the Selection Committee.
2. Meetings of the Selection Committee are not open to public.
3. The absolute majority of all Members of the Selection Committee shall be required for the adoption of a resolution of the Selection Committee, except the case provided in Paragraph 4 of this Article.
4. The agreement of all the Members of the Selection Committee shall be required for the adoption of a resolution of the Selection Committee amending the list of the project applications ranked based on evaluation of expert evaluators.

Art. 11

Minutes of the Selection Committee Meeting

1. Minutes of the meetings of the Selection Committee shall be drawn up by the Secretary of the Selection Committee, the content of the minutes is specified in the Rules of Procedure of the Selection Committee.
2. The minutes shall be signed by the Chairman of the Selection Committee.
3. A copy of the minutes shall be distributed to all the Members and Observers of the Selection Committee. The originals of the minutes shall be archived by the Secretary of the Selection Committee.

Art. 12

Final Provisions

1. Amendments to the Statute shall be made in writing in the form of numbered amendments.
2. The Selection Committee shall cease to exist on the date of signature of the last project contract with the project promoter under the last call launched under the Programme. If necessary, its action can be renewed at the direction of the Chairman of the Selection Committee.
3. This Statute enters into force on 29th November 2019.

László Sólymos
Deputy Prime Minister and
Minister of Environment
of the Slovak Republic

**DECLARATION ON IMPARTIALITY,
CONFIDENTIALITY AND EXCLUSION OF CONFLICT OF INTEREST**

Programme:	
Call title:	
Call code:	
Date of meeting:	

I, the undersigned, hereby declare that, having become acquainted with the project applications submitted under Call No..... from the EEA Grants / Norway Grants, there were no facts for which I would not be able to fulfill the duties of the Chairman of the Selection Committee / Voting Member of the Selection Committee / Non-voting Member of the Selection Committee / Observer of the Selection Committee / Secretary of the Selection Committee / to be present at the Selection Committee meeting as an Invited Person.¹

I hereby declare that in carrying out the tasks arising from my membership in the Selection Committee in the above mentioned Call, I will act impartially, maintain confidentiality and undertake to avoid any conflict of interest, in particular, but not exclusively, as described in Article 7.5 of the Regulation on Implementation of the European Economic Area (EEA) Financial Mechanism 2014 – 2021 / on Implementation of the Norwegian Financial Mechanism 2014 – 2021, so that impartial, transparent, non-discriminatory, effective, economic and objective fulfillment of my duties for financial, personal, family, political or other reasons is not impaired or jeopardized.

However, if there is a conflict of interests or a similar situation, I undertake to inform the Chairman of the Selection Committee without delay in order to prevent this situation from affecting the integrity of the Selection Committee work.

I further declare on my honor that I will keep all matters relating to the work of the Selection Committee confidential and use them solely in accordance with the purpose of this process, in particular, desist from disclosing, assigning or making any access available to a third party, even I have completed my duties arising from membership in the Selection Committee.

I shall not make copies or reproduce in any other way any facts relating to the work of the Selection Committee unless this is due to the performance of my duties arising from the membership in the Selection Committee.

I am aware of the consequences of non-compliance with the obligations under this Declaration.

Position in the Selection Committee	Chairman of the Selection Committee / Voting Member of the Selection Committee / Non-voting Member of the Selection Committee / Observer / Secretary of the Selection Committee / Invited Person ²
First name and last name	
Institution	
Date	
Place	
Signature	

¹ Select relevant

² Select relevant