



Rules of Procedure 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**

Consolidated version as amended by the Amendment 1 and Amendment 2

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

Art. 1

Introductory Provisions

1. The Rules of Procedure of the Selection Committee for the Programme Climate Change Mitigation and Adaptation financed by the European Economic Area Grants 2014 – 2021 and Norway Grants 2014 – 2021 (hereinafter referred as the „Rules of Procedure“) are binding procedural rules for the activity and decision-making of the Selection Committee for the Programme Climate Change Mitigation and Adaptation financed by the European Economic Area Grants 2014 – 2021 and Norway Grants 2014 – 2021 (hereinafter referred as the “Selection Committee”).
2. This Rules of Procedure regulate, in particular:
 - a) preparation and course of the Selection Committee meetings,
 - b) method of reviewing the ranked list of project applications submitted within calls,
 - c) method of examining the list of additional funding requests,
 - d) method of adopting resolutions and minutes of the Selection Committee meetings.
3. The Rules of Procedure shall be binding for all participants in the Selection Committee meetings.
4. The composition, competencies and activity of the Selection Committee are regulated by the Statute of the Selection Committee.

Art. 2

The Selection Committee Meetings

1. The Selection Committee meeting shall be convened by the Chairman of the Selection Committee:
 - a) in order to review the ranked list of project applications submitted within calls in a timely and effective manner or
 - b) in order to review the list of additional funding requests in timely and effective manner.
2. The Secretary of the Selection Committee is responsible for organisational and administrative arrangements of the Selection Committee meetings. In his/her absence, his/her alternate appointed by the Minister performs all duties of the Secretary of the Selection Committee under these Rules of Procedure.
3. The participation of a Member of the Selection Committee in the meeting of the Selection Committee is obligatory.
4. If a Member of the Selection Committee or an Observer of the Selection Committee is unable to attend the meeting of the Selection Committee for serious reasons, he/she is obliged to inform the Secretary of the Selection Committee in writing without undue delay, no later than 3 working days prior the meeting.
5. The agenda of the Selection Committee meeting shall be proposed by the Chairman of the Selection Committee or by a Member of the Selection Committee authorized by the Chairman in cooperation with the Secretary of the Selection Committee.
6. The date, time, venue and agenda of the Selection Committee meeting shall be announced by the Secretary of the Selection Committee by invitation to all Members of the Selection Committee, Observers of the Selection Committee and Invited Persons, in a reasonable time, no later than 5 working days prior the Selection Committee meeting. If necessary, the documents shall also be drawn up in English.
7. The Selection Committee is only valid if:
 - a) an absolute majority of all its Voting Members is present,
 - b) all participants of the meeting signed a Declaration on impartiality, confidentiality and exclusion of conflict of interest,
 - c) the agenda is approved.
8. The meeting of the Selection Committee shall not be open to public.
9. If necessary, at the direction of the Chairman of the Selection Committee, the Secretary of the Selection Committee shall provide at the meeting an interpreter.

10. If necessary, the Selection Committee meeting may take several days.
11. In case of the meeting of the Selection Committee in line with Paragraph 1, Point a) of this Article this shall end with the completion of the review of the ranked list of project applications within the competency of the Selection Committee and by adoption of the resolution on the ranked list of project applications.
12. The Selection Committee meeting shall not take place prior the expiry of time-limit set by the Programme Operator for submitting an appeal the decision of the Programme Operator that the applicant did not meet the administrative compliance criteria or the eligibility criteria of the applicant in such last issued decision or before the processing of last appeal submitted to the Programme Operator within an individual open call.
13. In case of Selection Committee in line with Paragraph 1, Point b) of this Article, if submitted additional funding requests relate to the Projects carried out within several calls for proposal, the meeting could be merged. The Voting Member of the Selection Committee is obliged to vote on those additional funding requests that relate to the Projects carried out within that call on proposals for which he/she is appointed.
14. In case of the meeting of the Selection Committee in line with Paragraph 1, Point b) of this Article this shall end with completion of the review of the list of additional funding requests and by adoption of the resolution on recommendations to the additional funding requests.
15. Upon agreement of the Members of the Selection Committee a meeting of the Selection Committee may be held via video-conference or tele-conference. Article 4 and Article 5 of the Rules of Procedure shall apply *mutatis mutandis*.

Art. 3

Method of Examining the Ranking List of Project Applications Submitted within a Call

1. The Programme Operator shall provide the Selection Committee with all project applications submitted under the particular open call, together with the results of the assessment of the compliance with the administrative criteria, assessment of the eligibility criteria and evaluation sheets from the expert evaluation of project applications, other documents related to individual project applications, if relevant and ranked list of project applications according to the assigned scoring.
2. The Selection Committee shall review the ranked list of project applications established on the basis of the documents referred to in Paragraph 1 of this Article.
3. During its meetings, the Selection Committee may ask the experts who evaluated the individual project applications for additional justification of scoring. The justification of scoring may be presented in written or, where experts are present at the Selection Committee meetings, they may provide additional justification of scoring orally. The justification shall be recorded in the minutes of the Selection Committee.
4. The Selection Committee could make recommendations to individual project applications.
5. The Selection Committee may change the ranking of project applications provided. The Selection Committee may favor, in particular, project application with higher contribution to target values of indicators or with higher impact on specific target groups.
6. Based on the examination of the Selection Committee, the Programme Operator is in case of any change in ranking of the project application that leads to rejection of the project application obliged to inform the applicant in written form and provide the justification of the decision and the possibility to request, in the period of 5 working days, review of the Selection Committee decision by the Programme Operator.
7. The review of the Selection Committee decision on changing the ranking shall be carried out by the Programme Operator.

Art. 4

Adoption of Resolutions on Project Applications Submitted within a Call and Drawing-up the Minutes

1. At the end of the meeting, the Selection Committee shall, by a resolution, compile and adopt a list of recommended project applications, generally divided into:
 - a) Project applications recommended to be approved within the allocation;
 - b) Project applications recommend to be included into the Reserve list (cannot be approved with regard to insufficient allocation for the open call);
 - c) Project application that cannot be approved (with justification).
2. An absolute majority of all Voting Members of the Selection Committee is required for adoption of a resolution of the Selection Committee, unless specified otherwise.
3. The approval of all Voting Members of the Selection Committee is required for the adoption of a resolution of the Selection Committee changing the ranking of project applications.
4. Minutes shall be drawn up of each meeting of the Selection Committee. The minutes shall be drawn up by the Secretary of the Selection Committee.
5. The whole proceeding of the meeting of the Selection Committee shall be recorded in the minutes. The minutes of the Selection Committee meeting shall contain in particular:
 - a) venue and date of the meeting,
 - b) discussed agenda points,
 - c) adopted resolutions,
 - d) statements of the Members of the Selection Committee, Observers of the Selection Committee or Invited Persons, if relevant,
 - e) a list of all project applications assessed, including an overview of the voting of the Voting Members of the Selection Committee for each reviewed project application,
 - f) a list of recommended project applications in line with the Paragraph 1 of this Article,
 - i) signed Declarations on impartiality, confidentiality and exclusion of conflict of interest of the Members of the Selection Committee attending the meeting,
 - j) attendance list.
6. The minutes shall be signed by the Chairman of the Selection Committee.
7. A copy of the minutes shall be forwarded to the Members and Observers of the Selection Committee. The original minutes are archived by the Programme Operator.
8. At the end of the Selection Committee meeting, the Secretary of the Selection Committee shall submit the minutes of the Selection Committee meeting and the list of recommended project applications to the Programme Operator.

Art. 5

Method of Examining the List of Additional Funding Requests

1. The Programme Operator shall provide the Selection Committee with all submitted additional funding requests including annexes, where applicable, together with the results of the assessment of the compliance of additional funding requests with the selection criteria defined in the Call.
2. The additional funding requests are listed in a way defined in the call for award of additional funding requests.
3. The Selection Committee shall review the additional funding requests based on the documents listed in the Article 1.

4. The Selection Committee could make recommendations to individual additional funding requests.
5. The Selection Committee may change the ranking of additional funding requests provided.

Art. 6

Adoption of Resolutions on Additional Funding Requests and Drawing-up the Minutes

1. At the end of the meeting, the Selection Committee shall, by a resolution, compile and adopt a list of additional funding requests, generally divided into:
 - a) additional funding requests recommended to be approved within the allocation,
 - b) additional funding requests recommended to be included into the Reserve list (cannot be approved with regard to insufficient allocation),
 - c) additional funding requests that cannot be approved (with justification).
2. An absolute majority of all Voting Members of the Selection Committee is required for adoption of a resolution of the Selection Committee, unless specified otherwise.
3. The approval of all Voting Members of the Selection Committee is required for the adoption of a resolution of the Selection Committee changing the ranking of additional funding requests.
4. Minutes shall be drawn up of each meeting of the Selection Committee. The minutes shall be drawn up by the Secretary of the Selection Committee.
5. The whole proceeding of the meeting of the Selection Committee shall be recorded in the minutes. The minutes of the Selection Committee meeting shall contain in particular:
 - a) venue and date of the meeting,
 - b) discussed agenda points,
 - c) adopted resolutions,
 - d) statements of the Members of the Selection Committee, Observers of the Selection Committee or Invited Persons, if relevant,
 - e) a list of all additional funding requests assessed, including an overview of the voting of the Voting Members of the Selection Committee for each reviewed additional funding request,
 - f) a list of recommended project applications in line with the Paragraph 1 of this Article,
 - g) signed Declarations on impartiality, confidentiality and exclusion of conflict of interest of the Members of the Selection Committee attending the meeting,
 - h) attendance list.
6. The minutes shall be signed by the Chairman of the Selection Committee.
7. A copy of the minutes shall be forwarded to the Members and Observers of the Selection Committee. The original minutes are archived by the Programme Operator.
8. At the end of the Selection Committee meeting, the Secretary of the Selection Committee shall submit the minutes of the Selection Committee meeting and the list of additional funding requests to the Programme Operator.

Art. 7

Written Procedure

1. In duly justified cases, a written procedure shall be convened by the Chairman of the Selection Committee.
2. The Secretary of the Selection Committee is responsible for organisational and administrative arrangements of the written procedure.
3. The Secretary of the Selection Committee provides the Members and Observers of the Selection Committee with the following:
 - a. the content and justification of the written procedure,
 - b. all relevant documents,
 - c. deadline and form of submitting the opinion and comments.

4. Opinions of the Voting Members of the Selection Committee shall be summarized in the resolution of the Selection Committee.

Art. 8

Final Provisions

1. Amendments to the Rules of Procedure shall be made in writing in the form of numbered amendments.
2. These Rules of Procedure entered into force on 29th November 2019.