

Rules of Procedure of the Selection Committee

**European Economic Area Financial Mechanism and
Norwegian Financial Mechanism 2009 - 2014**

**Government Office of the Slovak Republic
Programme Operator**

ARTICLE 1
Introductory provisions

1. The Selection Committee for evaluating project applications within all European Economic Area Financial Mechanism (“EEA FM”) and Norwegian Financial Mechanism (“NFM”) 2009 – 2014 programmes operated by the Government Office of the Slovak Republic is established under the Statutes of the Selection Committee.
2. These Rules of Procedure of the Selection Committee (“Rules of Procedure”) are a binding procedural regulation governing the deliberations, meetings and decision-making of the Selection Committee regarding project applications submitted in response to individual calls for submission of project applications.
3. The Rules of Procedure govern the activities and decision-making of the Selection Committee, in particular:
 - a) the preparation and course of deliberations of the Selection Committee,
 - b) the method of reviewing the ranked list of project applications,
 - c) the method of adopting resolutions and taking minutes of Selection Committee meetings.
4. The Rules of Procedure shall be deemed binding on all Selection Committee meeting attendees.

ARTICLE 2
Preparation and course of deliberations of the Selection Committee

1. The deliberations of the Selection Committee are, if necessary, divided into several meetings. The deliberations begin with an introductory meeting and continue with second or further meetings designated by sequential numbers. The deliberations of the Selection Committee end upon the closing of a review of the ranked list of project applications within its scope of authority and upon the adoption of a resolution on the ranking of applications.
2. The deliberations of the Selection Committee and all its meetings are convened by the chairperson of the Selection Committee for the purpose of reviewing the ranked list of project applications in a timely and efficient manner.
3. The chairperson of the Selection Committee may also convene its meeting upon a justified request from another member of the Selection Committee.
4. The chairperson of the Selection Committee shall, through its secretary, give all members of the Selection Committee a reasonable prior notification of the date and hour of a Selection Committee meeting, such notification having to be given at least 5 business days in advance.
5. A meeting of the Selection Committee may begin, provided that the following procedural preconditions are met:

- a) it constitutes a quorum; the Selection committee meeting constitutes a quorum if attended by all Selection Committee members or their authorised deputies,
 - b) all the attendees have signed a Declaration of Confidentiality and Impartiality,
 - c) the meeting agenda is approved.
6. The introductory meeting of the Selection Committee may not take place prior to the expiry of a deadline set by the Programme Operator for submitting a request to review the decision by which the Programme Operator decided that the applicant had failed to meet the administrative or eligibility criteria, in such last issued decision, or prior to the handling of such last request that was delivered to the Programme Operator.
 7. If necessary, the secretary of the Selection Committee shall, at the request of its chairperson, provide interpretation assistance for its meeting.
 8. The deliberations of the Selection Committee and its meetings are non-public. It is required to take minutes of the meetings of the Selection Committee.

ARTICLE 3

Method of reviewing the ranked list of project applications

1. At the introductory meeting of the Selection Committee the Programme Operator shall submit all project applications submitted within the particular call, along with the results of reviews of compliance with the administrative and eligibility criteria, as well as the results of expert evaluations thereof (expert opinion by evaluators, ranked list of project applications).
2. The Selection Committee shall review the list of project applications ranked based on an evaluation by expert evaluators. It shall proceed based on project application forms, including annexes thereto, the results of reviews of compliance with the administrative and eligibility criteria, expert opinions of evaluators, and other documents regarding individual project applications.
3. During its meeting the Selection Committee may request the evaluators who have evaluated a particular project application to provide additional justification for such evaluation. If present at the meeting of the Selection Committee, they may provide additional justification for such evaluation orally. Such justification shall be recorded in the minutes of the Selection Committee meeting.
4. The Selection Committee may modify the submitted ranked list of project applications. Such modification must be justified and the justification must be supported by a project application evaluation made by a third - independent - expert. In such cases the average score of the two closest scores shall be used for the ranking of the project applications. If the difference between the scores given by the evaluators is the same, the ranking shall be determined as the arithmetic average of the two highest scores.
5. A proposal as to the person of an independent expert to additionally evaluate a project application pursuant to paragraph 6 below shall be submitted to the Selection Committee by its chairperson. The Selection Committee shall approve such a proposal by adopting a

resolution, and shall commission the proposed independent expert to evaluate the project application, as well as set a deadline for delivery of such an expert evaluation.

6. Any modification to the ranked list shall be notified by the Selection Committee to the applicant who is affected by such modification resulting in the rejection of his project application, including the justification for such modification; in that event, the applicant shall be given a period of 5 business days to request the Programme Operator to review the decision of the Selection Committee.
7. The Selection Committee's decision to modify the ranked list shall be reviewed by the Programme Operator.

ARTICLE 4

Method of adopting resolutions and taking minutes of Selection Committee meetings

1. At the end of its meeting the Selection Committee shall adopt a resolution giving the Programme Operator a recommendation as to which project applications should be approved.
2. The adoption of a resolution of the Selection Committee requires an absolute majority of all members of the Selection Committee, unless stipulated otherwise.
3. The adoption of a resolution of the Selection Committee modifying the list of project applications ranked based on their expert evaluation by expert evaluators requires the approval of all members of the Selection Committee.
4. Minutes shall be taken of each meeting of the Selection Committee. Such minutes shall be taken by the secretary of the Selection Committee.
5. The minutes shall record the entire course of the meeting of the Selection Committee, resolutions adopted by the Selection Committee, and opinions of Selection Committee members or of invitees or observers, if any. The minutes of the Selection Committee meeting at which a recommendation was adopted pursuant to Article 3, paragraph 10 shall be accompanied by a list of project applications ranked based on a review by the Selection Committee of their ranking.
6. The minutes shall be signed by all members of the Selection Committee, whereby they express their consent to the course of its meeting.
7. Copies of the minutes shall, after being signed by all members of the Selection Committee, be sent to the members of the Selection Committee. The originals shall be kept by the Programme Operator.
8. Once the deliberations of the Selection Committee are over, the secretary of the Selection Committee shall submit the minutes of its meetings and the list of recommended projects to the Programme Operator.

ARTICLE 5

Final provisions

1. The Rules of Procedure shall enter into force upon being signed by the head of the Government Office of the Slovak Republic.
2. 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 Slovak Republic.

In Bratislava, dated

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Igor Federič
Head of the Government Office of
the Slovak Republic