

Statutes 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 head of the Government Office of the Slovak Republic (“head of the GO SR”) hereby establishes a 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.
2. These Statutes stipulate the composition, powers and activities of the Selection Committee.
3. The Statutes shall be deemed binding on all Selection Committee members, their deputies, the secretary, other invitees and observers.

ARTICLE 2
Scope of authority and powers of the Selection Committee

1. The Selection Committee shall act in accordance with Resolution of the Government of the Slovak Republic No. 488 of 6 July 2011, by which the Government of the Slovak Republic approved the document titled The EEA FM and NFM Management System for the Programme Period 2009 – 2014.
2. The Selection Committee is a body that is in charge of reviewing the list of project applications ranked based on an expert evaluation by expert evaluators (“experts”).
3. The Selection Committee may modify the ranking that is based on project evaluations by experts. Such modification must be justified and the justification must be supported by a project application evaluation made by a third - independent – expert on the basis of an instruction given by the Selection Committee.
4. The Selection Committee may not change or modify the evaluation and selection criteria or change the scores awarded to project applications on the basis of an expert evaluation, except as provided for in the previous paragraph.
5. After reviewing the ranked list of project applications, the Selection Committee shall submit to the Programme Operator the minutes of its meetings as well as the list of recommended projects.

ARTICLE 3
Composition of the Selection Committee

1. The Selection Committee is composed of its chairperson, members and secretary.

The head of the Government Office of the Slovak Republic or his deputy authorised in writing shall be the chairperson of the Selection Committee. An employee of the Government Office of the Slovak Republic shall be the secretary of the Selection Committee.

2. At least three members of the Selection Committee shall possess the relevant expertise in the given field and, at the same time, at least one member of the Selection Committee shall be external to the Programme Operator.
3. Membership in the Selection Committee shall be non-stipendiary. Expenditures incurred by the members and the chairperson of the Selection Committee in association with the exercise of the function of member or chairperson of the Selection Committee may be eligible.
4. The members of the Selection Committee for the programme 'Adaptation to Climate Change' shall be the following:
 - a) two representatives of the Ministry of Environment of the Slovak Republic,
 - b) two representatives of civil society,
 - c) one representative of the GO SR.
5. The members of the Selection Committee for the programme 'Local and Regional Initiatives to Reduce National Inequalities and to Promote Social Inclusion' shall be the following:
 - a) two representatives of the Ministry of Education, Science, Research and Sport of the Slovak Republic,
 - b) one representative of civil society,
 - c) one representative of the GO SR.
6. The members of the Selection Committee for the programme 'Green Industry Innovation' shall be the following:
 - a) one representative of the Ministry of Economy of the Slovak Republic,
 - b) one representative of the Ministry of Environment of the Slovak Republic,
 - c) one representative of the Technical and Testing Institute of Agriculture, SKTC-106 Rovinka,
 - d) one representative of the Slovak Environmental Agency,
 - e) one representative of civil society,
 - f) one representative of the GO SR.
7. The members of the Selection Committee for the programme 'Domestic and Gender-based Violence' shall be the following:
 - a) two representatives of the Ministry of Labour, Social Affairs and Family of the Slovak Republic,
 - b) one representative of civil society,
 - c) one representative of the GO SR.
8. The composition of Selection Committee members for the other programmes operated by the Government Office of the Slovak Republic shall be supplemented by an amendment to the Statutes.

ARTICLE 4

Commencement and termination of membership in the Selection Committee

1. Members of the Selection Committee shall be appointed and recalled by the head of the GO SR, taking into consideration the principles of expertise, impartiality, confidentiality and ethics and respecting the conflict of interest ban.
2. The exercise of the function of member of the Selection Committee shall, due to possible partiality, be deemed incompatible with participation in the process of expert evaluation of project applications submitted at meetings of the Selection Committee.
3. The head of the GO SR shall recall a Selection Committee member, provided the latter has been validly convicted of having committed an intentional criminal offense.
4. The head of the GO SR shall recall a Selection Committee member if, during the deliberations of the Selection Committee, it is ascertained that the appointment of that member of the Selection Committee is contrary to this Article.
5. The head of the GO SR shall recall a Selection Committee member who has violated his/her obligations under Article 5.
6. A member of the Selection Committee may resign his membership. In that event, the head of the GO SR shall appoint a new Selection Committee member in accordance with this Article.
7. Membership in the Selection Committee terminates:
 - a) upon being recalled by the head of the GO SR,
 - b) upon the service of a written letter of resignation from membership,
 - c) upon the termination of activities of the Selection Committee,
 - d) upon the death of a member of the Selection Committee.

ARTICLE 5
Obligations of members of the Selection Committee

1. Members of the Selection Committee shall be obliged to maintain confidentiality of all information which might come to their notice during or in connection with the exercise of their office and which, in order to protect the interests of a project applicant, may not be disclosed to third parties, which obligation they shall pledge to fulfil at the introductory meeting of the Selection Committee by signing a Declaration of Confidentiality and Impartiality.
2. Members of the Selection Committee shall be obliged to attend meetings of the Selection Committee. If a member of the Selection Committee cannot attend its meeting due to grave reasons, he/she shall be deputised for at the meeting by his/her deputy, who must meet the provisions of this Article. During the meeting of the Selection Committee the deputy shall have the same rights and obligations as a member of the Selection Committee.
3. Members of the Selection Committee must not participate in the preparation of the project application under review or in the implementation of the project.

4. A member of the Selection Committee shall be obliged to refrain from any activity that might be incompatible with his membership in the Selection Committee.
5. If a member of the Selection Committee becomes aware of circumstances testifying to his/her partiality with regard to his/her relation to the applicant or the project application, he/she shall forthwith inform the chairperson of the Selection Committee accordingly. The chairperson of the Selection Committee shall direct that member of the Selection Committee to refrain from exercising his/her rights and obligations in the process of reviewing the project application in question. If the chairperson of the Selection Committee becomes aware of circumstances testifying to his/her partiality, he/she shall refrain from exercising his/her rights and obligations in the process of reviewing the project application in question.

ARTICLE 6

Chairperson of the Selection Committee

1. The chairperson of the Selection Committee shall
 - a) represent the Selection Committee externally,
 - b) revoke individual meetings of the Selection Committee,
 - c) propose the agenda and chair individual meetings of the Selection Committee,
 - d) oversee and superintend compliance with the Statutes of the Selection Committee and the Rules of Procedure of the Selection Committee,
 - e) oversee and superintend overall compliance with the objectives and principles of the EEA FM and the NFM.
2. At the meeting of the Selection Committee the chairperson may be deputised for by a deputy designated by the chairperson; such deputy must be an employee of the Government Office of the Slovak Republic.

ARTICLE 7

Secretary of the Selection Committee

1. The secretary of the Selection Committee shall be appointed by its chairperson.
2. The secretary of the Selection Committee shall have no voting rights.
3. The secretary of the Selection Committee shall
 - a) provide for the organisation of individual meetings of the Selection Committee, including advising potential observers,
 - b) take minutes of individual meetings of the Selection Committee,
 - c) provide for other administrative matters related to the activities of the Selection Committee according to instructions given by the chairperson and in compliance with the Statutes of the Selection Committee and the Rules of Procedure of the Selection Committee.
4. The secretary of the Selection Committee shall be obliged to maintain confidentiality of all information which might come to his/her notice during or in connection with the

exercise of his/her office and which, in order to protect the interests of a project applicant, may not be disclosed to third parties, which obligation he/she shall pledge to fulfil at the introductory meeting of the Selection Committee by signing a Declaration of Confidentiality and Impartiality.

ARTICLE 8

Invitees and observers

1. At the invitation of the chairperson of the Selection Committee, a meeting of the Selection Committee may also be attended by invitees and observers.
2. Experts who have evaluated individual project applications may be invited to attend a Selection Committee meeting for the purpose of providing expert justification for the evaluation of a particular project application.
3. Observers may be representatives of the Financial Mechanism Office, representatives of the Donor States, representatives of the Donor programme partner, and members of the Monitoring Committee for the EEA FM and the NFM (“Monitoring Committee”).
4. Invitees and observers may pronounce on individual project applications, present their opinion and call attention to shortcomings with regard to the activities of the Selection Committee. The presence of invitees and observers must not restrict or interfere with the activities of the Selection Committee. Invitees and observers shall not be deemed members of the Selection Committee and shall have no voting rights.
5. Invitees and observers shall be obliged to maintain the principle of impartiality and confidentiality of all information which might come to their notice during the evaluation of project applications, which obligation they shall pledge to fulfil prior to the meeting of the Selection Committee by signing a Declaration of Confidentiality and Impartiality.

ARTICLE 9

Meetings of the Selection Committee

1. Meetings of the Selection Committee are governed by the Rules of Procedure of the Selection Committee, stipulating in particular:
 - a) the preparation and course of deliberations of the Selection Committee,
 - b) the method of reviewing the ranked list of project applications,
 - a) the method of adopting resolutions and taking minutes of Selection Committee meetings.
2. 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.
3. The adoption of a resolution of the Selection Committee requires an absolute majority of all members of the Selection Committee, except as provided for in paragraph 4 below.

4. 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.

ARTICLE 10
Minutes of the Selection Committee

1. Minutes of the meetings of the Selection Committee shall be taken by its secretary; the contents of such minutes shall be as specified in the Rules of Procedure of the Selection Committee.
2. The minutes shall be signed by all members of the Selection Committee, whereby they express their consent to the course of its meeting.
3. 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 secretary of the Selection Committee.

ARTICLE 11
Final provisions

1. The Statutes of the Selection Committee shall enter into force upon being signed by the head of the GO SR.
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 GO SR.
3. The Government Office of the Slovak Republic will submit the Statutes of the Selection Committee, including its amendments, to the Monitoring Committee at its nearest meeting.
4. The Selection Committee shall be deemed to have been dissolved on the date on which the last project contract was signed with the Project Promoter within the particular call. The activities of the Selection Committee may, however, be resumed at the request of its chairperson.

In Bratislava, dated

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Igor Federič
Head of the Government Office of
the Slovak Republic

Annex 1

Declaration by a Selection Committee member / secretary / invitee / observer* for the purposes of evaluation of the project applications within the EEA financial mechanism / the Norwegian financial mechanism

Title, name, surname:

Employer:

Having become fully conversant with the project applications within the EEA financial mechanism / the Norwegian financial mechanism, I hereby declare that no circumstances have occurred that would preclude me from being a Selection Committee member / secretary / attending the meetings of the Selection Committee*.

I hereby declare that

- I meet the integrity requirement, I am not an applicant nor partial towards the applicants or project applications,
- neither me nor my family members are a statutory body or member of a statutory body of an applicant or a shareholder in a legal entity that is an applicant,
- neither me nor my family members are employees of an applicant.

I further undertake to maintain confidentiality of the contents of statements, certificates and documents to which I have access in my capacity as a Selection Committee member / secretary / invitee / observer^{*}, and to treat as confidential any information obtained within the evaluation process.

In, this day of

.....
signature

* Cross out as inappropriate