



**RULES OF PROCEDURE OF THE EVALUATION COMMITTEE
OF THE MANAGING AUTHORITY OF THE P JAC
FOR THE EVALUATION OF INDIVIDUAL PROJECTS SUBMITTED UNDER THE
CALL NO 02_22_008, PRIORITY 1
JOHANNES AMOS COMMENIUS PROGRAMME**

Part I

General provisions

Article 1

Introductory provisions

1. The Rules of Procedure of the Evaluation Committee (hereinafter referred to as the "Rules of Procedure of the Committee") for the evaluation of projects submitted under Call No. 02_22_008 in Priority 1 of Programme Johannes Amos Comenius (hereinafter referred to as „P JAC“) are issued in accordance with the Statute of the Evaluation Committee of the Managing Authority of P JAC.
2. The Rules of Procedure of the Committee for the evaluation of projects submitted under the Call No 02_22_008 in Priority 1 of P JAC establish the method of convening, participation, meeting and voting of the Evaluation Committee of the Managing Authority (hereinafter referred to as the "Committee").

Part II

Activities

Article 2

Convening the meeting

1. The Secretary of the Committee or an authorized person from the Project Evaluation and Approval Unit proposes the agenda and sets the date of the Committee meeting.
2. The Committee meeting normally starts within 15 working days from the date of completion of the previous phase of the approval process of a round call for proposals and normally ends within 30 working days thereafter.
3. At least 2 working days before the meeting, the member of the Committee receives an invitation, a provisional agenda and, where appropriate, other instructions and information relevant to the Committee meeting.
4. The Secretariat of the Committee / the Secretary of the Committee prepares documents for the Committee meeting and makes them available to the Committee members at least 2 working days before the meeting.

Article 3

Participation in the meeting

1. The Committee has at least three members.
2. The members of the Committee are obliged to participate in the meetings of the Committee and to decide on the conclusions to be adopted on each case by consensus or by a majority vote of all persons present; in case of an equality of votes, the vote of the Chairperson of the Committee decides.



3. If an appointed member is unable to attend a Committee meeting for serious reasons, he/she notifies the Secretary of the Committee, who decides on the next course of action.
4. A person who has been directly involved in the previous phases of the project approval process cannot be a member of the Committee.
5. Representatives of the Managing Authority of the P JAC (also referred to as „MA“) must always be present at the Committee meeting.
6. It is not permissible to change members of the Committee during a Committee meeting.
7. The meetings of the Committee are not public. Invited persons, or other persons asked to participate in the meeting by the MA (including representatives of the applicant when the applicant attends personally / presents the project, if the call allows it), may attend the meeting.

Article 4

Committee meeting

1. The Committee meetings are held online.
2. The meetings of the Committee are opened, closed and chaired by the Chairperson of the Committee.
3. The start of an online discussion between Committee members, usually in the form of a chat, is considered as the opening of a Committee meeting.
4. Online participation of a Committee member is considered as presence at the meeting.
5. A quorum of the Committee is reached if an absolute majority of its members, but not less than three, are present.
6. During the evaluation process and preparation of the conclusions, the members of the Committee are guided by the rules defined in the call for proposals, their expertise and primarily follow the set criteria and priorities, while taking into account the objective evaluation of individual projects delivered by the members of the Committee.
7. The Committee's meetings are held in accordance with the procedures set out in the valid Operational Manual of the MA of the P JAC.
8. The Committee cannot choose evaluation parameters other than those specified in the call for proposals.
9. The Committee always clearly states the reasons for its conclusions based on which the conclusion was taken.
10. The Committee cannot change the minimum score limit necessary to progress to Step 2 of the objective evaluation phase.
11. If, during the meeting, a member of the Committee becomes aware of any connection between himself or herself or any other member of the Committee and the applicant/partner of the project under discussion, he or she notifies the Chairperson of the Committee. The member with the conflict of interest does not take part in the discussion and voting on this specific project.
12. Written minutes of the Committee's meetings are always taken and contain at least the following information: the date and time of the start of the meeting, the list of participants, a summary of the projects evaluated and the resulting scores or verbal evaluation, including the final conclusion to each project.
13. The minutes of the Committee also include the final project evaluation table, which serves as a basis for recording the evaluation in MS2021+.

- 14. Entering the evaluation into the MS2021+ is done by the Committee Secretariat / authorized person from the Project Evaluation and Approval Unit after the minutes (including the final project evaluation table) have been approved by all Committee members.
- 15. Members of the Committee have the minutes available for comments and their accuracy is confirmed by the signature of the Chairperson of the Committee and a representative of the unit that ensures the activities of the MA of the P JAC.
- 16. The minutes of the Committee's meeting are published on the website of the MA of the P JAC within 15 working days from the date of the meeting. The published minutes will not include the names of the evaluators / Committee members, but will include the voting record (i.e. how many Committee members voted for, against or abstained from voting).

Part III

Final provisions

These Rules of Procedure of the Committee enter into force on the date of approval by the Chairperson of the Committee.

In on

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signature of the Chairperson of the Committee