

**STATUTE OF THE EVALUATION COMMITTEE
FOR THE EVALUATION OF INDIVIDUAL PROJECTS
SUBMITTED UNDER THE CALL NO 02_22_008 IN PRIORITY 1
OF THE PROGRAMME JOHANNES AMOS COMMENIUS**

The Managing Authority (hereinafter also referred to as „MA“) of the Programme Johannes Amos Comenius (hereinafter referred to as „P JAC“) issues the Statute of the Evaluation Committee of the Managing Authority of the P JAC (hereinafter referred to as the "Statute of the Committee") for the Call No. 02_22_008 in Priority 1 to ensure the tasks resulting from the approved documentation of the P JAC.

Part I

General provisions

Article 1

Introductory provisions

1. The Evaluation Committee of the Managing Authority of the P JAC (hereinafter referred to as the "Committee") for the evaluation of projects submitted under the Call No. 02_22_008 in Priority 1 is established in accordance with the Operational Manual of the MA of the P JAC.
2. The Committee is hereby established for the period necessary to evaluate the projects submitted under the call for proposals No 02_22_008 in Priority 1 of P JAC, which have successfully passed the eligibility and formal check phase.
3. The Committee recommends/does not recommend projects to proceed to the 2nd step of the objective evaluation phase and entrusts the MA of the P JAC to prepare a list of recommended/non-recommended projects to proceed to the 2nd step of the objective evaluation phase.

Part II

Activities and organisation

Article 2

Composition of the Committee

1. The members of the Committee are nominated out of the evaluators listed in the Database of Evaluators.
2. The Committee has at least three members.
3. A list of the members of the Committee is annexed to the Statute of the Committee.
4. Membership of the Committee is irreplaceable.

Article 3

Organisation of the Committee

1. The meetings of the Committee are convened by an authorised person from the MA of the P JAC (see Article 2 of the Rules of Procedure of the Committee).



2. The Committee is chaired by a Chairperson and, in accordance with Article 4 of the Rules of Procedure of the Committee, the Chairperson manages the Committee meeting.
3. The Chairperson of the Committee is agreed by the members of the Committee at its first meeting. The Chairperson is one of the members of the Committee.
4. The manner and organisation of the work of the Committee is defined in the Rules of Procedure of the Committee.

Article 4

Secretariat of the Committee

1. The activities of the Committee are organisationally, administratively and technically ensured by the authorized persons from the MA of the P JAC, i.e. the Secretariat of the Committee (hereinafter referred to as the "Secretariat") and the Secretary of the Committee.
2. The Secretary of the Committee is an authorized person from the MA of the P JAC, Project Evaluation and approval unit.
3. The Secretary of the Committee/Secretariat prepares and provides the necessary documents for its meetings.
4. The Secretary of the Committee/Secretariat, in cooperation with the Chairperson of the Committee, prepares written minutes of the Committee meetings, which are published on the programme's website no later than 15 working days from the date of the meeting (in the case of multi-day meetings, the deadline for publication starts from the last day of the Committee meeting).
5. The Secretary of the Committee/Secretariat is not a member of the Committee and has no voting rights.

Article 5

Rights and obligations of members of the Committee

1. A member of the Committee is obliged to independently assess the projects discussed by the Committee according to the instructions of the Managing Authority, to prepare a draft evaluation and to participate in the Committee meeting. During the Committee meeting, the Committee member actively participates in the preparation of the final project evaluation table and the final conclusion.
2. A member of the Committee is entitled to receive all grant applications under consideration by the Committee which have successfully passed the eligibility and formal check phase of the call.
3. The Committee members are obliged to attend the training provided for the Committee members by the MA of the P JAC prior to the first Committee meeting and any other training, if convened by the MA of the P JAC.
4. Before the beginning of the evaluation, the members of the Committee sign a declaration of confidentiality and impartiality and a declaration of shredding/deleting all materials related to the evaluation. If, at any time during the evaluation process, 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.

Article 6

Competence of the Committee

1. The Committee independently and impartially assesss the quality of the submitted grant application according to the project evaluation criteria of the objective evaluation phase set out in the call and in the Rules for applicants and beneficiaries - general/specific part.

Article 7

Rules of Procedure

1. The Rules of Procedure of the Committee lay down the procedures to by followed by the Committee during its meetings.
2. The Rules of Procedure of the Committee are adopted by the Committee at its first meeting by a majority of all the members of the Committee.
3. Any amendments to the Committee's Rules of Procedure of an organisational or administrative nature are approved by the Committee and submitted to the Programme Methodology Unit via the Committee Secretariat for information.
4. No other amendments to the Rules of Procedure of the Committee are allowed than those mentioned above.

Part III

Final provisions

Article 8

Effectiveness of the Statute of the Committee

1. This Statute enters into force on the date of signature by an authorised employee of the MA of the P JAC.

In on

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signature of the Director General of International Relations, EU and ESIF Section

Annex: List of regular voting members of the Committee