

FVEP Rules of Procedure

Article 1

Introductory Provisions

1. The Rules of Procedure of the Field Verification and Evaluation Panels (hereinafter only “FVEP”) is an internal regulation of the Council for Research, Development and Innovation (hereinafter only as “Council”), which regulates the proceedings of the FVEP and is binding for their members.
2. The Rules of Procedure are issued pursuant to Article 1, Paragraph 5 of the Statute of the FVEP

Article 2

Dates and places of the FVEP meetings

1. The dates and places of the FVEP meetings are based on the schedule of the Methodology for Evaluation of Results of Research Organizations and Finished Programmes (valid for years 2013 - 2015), approved by the Government Resolution of 19th June 2013 No. 475 and No. 250 of 16th April 2014 respectively (hereinafter only “Methodology”) and are set by the framework annual programme of activities according to Article 5 par. 2 of the FVEP Statute.
2. The place for FVEP meetings is the National Library. The place for sessions is arranged by the Council Secretariat or an authorized body.
3. The Panel may also utilize remote access to data and electronic communication (hereinafter only “electronic sessions”) its meetings including electronic voting. In order to support this activity the FVEP members have special software designed for this purpose at their disposal.
4. Possible changes of the date and place of FVEP sessions are announced to the members by the FVEP Chair not later than 14 days prior to the session date. The Chair also provides the Council Secretariat members with a new date and place.
5. The dates and types of FVEP meetings pursuant to articles 1 – 3 are stipulated by the Expert Panel Chair or upon his authorization the FVEP Vice-Chair.

6. In order to maintain flexibility all correspondence shall be sent in an electronic form to the electronic mail addresses provided by the members at the FVEP sessions.

Article 3

Course of the FVEP meetings

1. The FVEP is competent to act and adopt conclusions if a majority of its members is present.
2. Council sessions shall be closed to the public. Apart from the FVEP members the Panel sessions may be attended by a Council member, member of the Council's advisory bodies, an authorized representative of the Council's Secretariat or a guest invited by the Council's Chair, if the invitation is approved by the FVEP.
3. Panel meetings are presided by the FVEP Chair, in his absence by a Vice-Chair or another authorized member of the FVEP.
4. Prior to the beginning of the Expert Panel's activity the Chair sends a framework programme to all the Expert Panel members, who then approve the programme.
5. The approval of the meeting's conclusions shall be decided by vote. The votes of the absolute majority of present members are necessary to approve the concluding statement. In case of an even division of votes, the vote of the person chairing the meeting shall prevail.
6. If the FVEP members agree to do so the Chair may announce electronic voting. In case of a personal attendance meeting the voting proceeds pursuant to article 3, par. 5.
7. The session language shall be Czech or English, if there is at least one member in attendance, who does not have a command of the Czech language. Correspondence shall be written in English, if the FVEP has at least one member, who does not have a command of the Czech language.

Article 4

Panel meeting records

1. A written record shall be made of the meeting proceedings, which shall include the adopted conclusions as well. The record shall be made by an FVEP member or a

Secretariat representative charged by the Chair. The record shall be approved by the person presiding the meeting.

2. The meeting record must primarily contain the following information:
 - a) date
 - b) name of the presiding person, who approves the record
 - c) attendance sheet
 - d) programme of the meeting
 - e) adopted conclusions and resolutions
3. The presiding person hands the approved record and attendance sheet to the Council Secretariat without undue delay. The Secretariat then publishes it on the website www.vyzkum.cz.
4. The FVEP Chair is obliged to inform the Council or its Chair about the results of the meeting should the Council or its Chair request this.

Article 5

Relations of the FVEP and the Council Secretariat

1. The Council Secretariat or an authorized subject arranges the following:
 - a) rooms for FVEP meetings;
 - b) payments for rented rooms, should the meeting take place outside the Office of the Government of the Czech Republic;
 - c) reimbursements to Panel members as well as payments of other necessary expenses according to Article 6 of the Statute of the FVEP;
 - d) gathering, processing and sending or otherwise making available the materials and information for the FVEP meetings to its members;
 - e) publishing of records of the FVEP meetings on the website www.vyzkum.cz and presenting them for information at the next Council meeting;
 - f) publishing of annual activity reports on the website www.vyzkum.cz after their approval by the Council;
 - g) administrative matters related to the ordering and payment for the preparation of materials for FVEP according to Article 6 of the Statute.
2. Contact with the Council Secretariat or an authorized subject is provided by the FVEP Chair.

Article 6

Concluding Provisions

1. Changes and amendments to this Rules of Procedure shall be approved by the Council Chair upon the Council's proposal.
2. These Rules of Procedure shall come into effect as of the day of its signing by the Chair of the Council for Research, Development and Innovation.

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