

Statute of the MERIT Project Steering Committee

Preamble

The MERIT Project Steering Committee (MPSC) is established for the purposes of supervising and governing the project “Central Bohemia Mobility Programme for Excellence in Research, Innovation and Technology” (MERIT), which is implemented by the Central Bohemian Innovation Centre (SIC) and supported by the Central Bohemia Region and the European Union through the Marie Curie-Sklodowska Action COFUND call.

Article 1

Establishment and membership

1. The MPSC is established by the director of SIC who is its Chairman. The MPSC has 5 members, one of them is the Chairman. The other 4 members are appointed by the Chairman at his discretion.
2. The membership is honorary without provision of any financial reward or reimbursement of related costs.
3. The MPSC is established for the period April 2023 to December 2027. The expected total number of meetings during this period is 10, usually two meetings per year.
4. Membership in the MPSC is associated with the appointed person. However, a member can appoint a substitute to represent him/her at the commission meetings.
5. A member who wants to cancel the membership will send a written resignation to the Chairman. The membership ends by a written acceptance by the Chairman.
6. The membership can be cancelled unilaterally by the Chairman based on an unsatisfactory performance of the member or repetitive absence (three subsequent absences of the member/substitute) at the meetings. In this case, the Chairman will send a written cancellation to the member stating a date when the membership ends. The Chairman then appoints a new member.

Article 2

Responsibilities of the Steering Committee

1. Approval procedure of the applications:
 - a. Voluntary participation in the interviews with the applicants.
 - b. Formal approval of the applications recommended for approval by the evaluators.
2. Monitoring project progress once every 6 months.
3. Approving the individual research projects' continuation.
4. Approving the subsidy for the host organization for previous period.
5. Issuing recommendations regarding secondments, promotion and communication of the results.
6. Deciding on matters of other than eligible career breaks. Eligible career breaks (e.g. maternity leave) are dealt with by the host organizations.
7. Termination of the fellowship in case the researcher not meeting his/her duties and obligations stated in the Terms and Conditions.
8. When taking decisions, the MPSC takes into consideration the impact of the projects on the Central Bohemia Region.

Article 3

General Rules of Procedure

1. The MPSC is called by the Programme Manager at least 3 weeks before the meeting. Any documents related to or necessary for the meeting must be provided to the members at least two weeks before the meeting.
2. The meetings can be held in person, on-line through a software communication platform or as a combination of the two.
3. At least 3 members of the MPSC must be present as a quorum for taking decisions.
4. The Chairman conducts the meetings of the MPSC. In case of the Chairman's absence, he appoints his substitute to conduct the meeting.
5. The MPSC takes decisions by voting where a majority of present members must vote in favor for a proposal to be accepted. Each member has one vote. In case of equality of votes, the Chairman's vote is decisive. Exception to this stipulation is stated in Article 4, point 5.
6. Per-rollam voting is possible, if necessary. In this case, majority of those participating in the per-rollam voting must vote in favor for a proposal to be accepted. Each member has one vote. In case of equality of votes, the Chairman's vote is decisive. Termination of an internship cannot be resolved by per-rollam voting.
7. Arrangement of the meetings is a responsibility of the Programme Manager at SIC. The Programme Manager can be present at the meetings and is responsible for preparing the minutes of the meetings, which, after confirmation with the Chairman, he/she sends to the members. In case of Programme Manager's absence, another member of the MERIT Management Board (i.e. Financial Manager of International Relations Manager) can replace him/her.
8. The Chairman or the Programme Manager can invite guest(s) to the meetings as observers.

Article 4

Specific Rules of Procedure

1. The MPSC members can participate in the interviews with the applicants. For this purpose, they receive the list of pre-selected applicants, abstracts of the applications and results from written evaluations. A member must then contact the Programme Manager with his/her interest in participation in the interview. The Programme Manager then invites the member to the interview.
2. When approving applications, the MPSC receives the complete consensual recommendation of group of evaluators – List of Selected proposals and Reserve List.
3. Once every 6 months, the Programme Manager provides the MPSC with a summary progress report based on the individual fellow's progress reports submitted by the host organizations (research organizations where the internships take place).
4. Based on the summary progress report the MPSC provides feedback to the fellows, with particular attention to set key performance indicator, and decides on the continuation of the research projects and on granting the subsidy to the host organizations for the period covered by the report.
5. In case of reservations, the MPSC can terminate the internship based on supervisor's or host organization director's recommendation. In this case, the vote of the MPSC must be unanimous, i. e. all present members must agree.
6. In case the fellow asks for career break except the eligible cases, the MPSC decides on the request based on provided documented evidence.
7. The MPSC can issue written recommendations to the Programme Manager, fellows or host organizations regarding secondments, promotion, communications, dissemination and/or exploitation of the results and outputs of the research projects or the whole project.



Article 5

Final Provisions

1. This Statute is issued unilaterally by SIC as the organization responsible for the project's implementation and is valid on the date stated in the Statute.
2. SIC can unilaterally change the content of the statutes when necessary for improvement of the project's implementation.

Valid from: April 1st, 2023

Pavel Jovanovič

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Center