



Approved on

.....
Signature of the Director/Deputy Director of NCRD

Changelog			
Rev.	Change	Date	Developed by
1.0	Initial version		Michał Jasiorkowski

REGULATIONS

of operation of the Expert Team for Selection of Partners to the Pilot Undertaking „Public-Private Funding of Commercialization of R&D Results with Participation of Capital Funds”



§ 1.

Grounds for appointment of the Team

The Team was appointed by way of the *decision no. ... issued on ... by the Director of the National Centre for Research and Development on the creation of the Team for selection of partners to the Pilot Undertaking „Public-Private Funding of Commercialization of R&D Results with Participation of Capital Funds”* which determines the composition of the aforementioned team and to which these Regulations (hereinafter “**Regulations**”) are enclosed.

§ 2. Definitions

1. **Centre** - National Centre for Research and Development;
2. **Team** - the expert team for selection of partners to the Pilot Undertaking „Public-Private Funding of Commercialization of R&D Results with Participation of Capital Funds“;
3. **President** - president of the team;
4. **Secretary** - secretary of the team;
5. **Director of the Centre** - director or deputy director of the Centre;
6. **Offer** - Investment or Consultancy Offer referred to in the Regulations of Selection of Partners to the Pilot Undertaking „Public-Private Funding of Commercialization of R&D Results with Participation of Capital Funds“.

§ 3. Scope of the Team's work

1. Formal and technical assessment referred to in the *Regulations of Selection of Partners to the Pilot Undertaking „Public-Private Funding of Commercialization of R&D Results with Participation of Capital Funds“* shall hereinafter be collectively referred to as „Assessments“ and, whenever any provision hereof refers to both types of assessment - as „Assessment“.
2. The works of the Team shall be performed by:
 - 1) President;
 - 2) Team Members;
 - 3) Secretary.
3. Observers invited by either the President or Director of the Centre can participate in the works of the Team, without being entitled to vote.
4. The membership in the Team expires whenever the Director of the Centre dismisses a Team Member or a Member resigns.

5. Should a Team Member be dismissed or resign themselves, the Director of the Centre can appoint another person for their position.
6. Team Members must submit declarations of impartiality and confidentiality, the blank form of which is enclosed hereto, with regard to all Offers assessed by them.
7. Team Members do not participate in the Team's works with regard to any Offer not subject to declarations of impartiality and confidentiality they have signed.
8. The Secretary does not assess an Offer he/she is not a Member of the Team.
9. The Team makes decisions unanimously. If there is no unanimity, the Team proceeds with voting.
10. The Secretary draws up minutes from each meeting of the Team. If the Team makes a decision, as a result of voting, the course of the voting is described in the minutes which are then validated and approved by the President. The approved minutes, together with enclosures, are kept at the Innovative Economy Operational Programme (POIG) Implementation Department, Consultancy for Beneficiaries Section.
11. The Team adopts resolutions by circulation or at meetings.
12. The aforementioned meetings follow the agenda adopted by the Team.
13. The presence of at least 50% of the Team Members, including the President, is required in order for decisions made at meetings to be effective.
14. Team Members are obligated to sign an attendance list to certify their presence at a meeting.

§ 4.

Duties of the President

1. Works of the Team are led by the President.
2. Whenever they cannot attend the Team's works, the President designates in writing a Team Member who will replace them for the duration of their absence. The person who takes up the President's duties enters into their rights and obligations except for the aforementioned right.

3. The duties of the President include:

- 1) coordination of the works carried out by the Team in order to:
 - a) maintain a high quality of assessment and of products generated throughout that process,
 - b) guarantee the timeliness of actions taken by the Team,
 - c) ensure the compliance of actions taken by the Team with these Regulations,
- 2) calling meetings of the Team;
- 3) proposing agenda items;
- 4) upholding impartiality and confidentiality in the course of assessment of Offers;
- 5) accepting minutes from meetings of the Team.

§ 5.

Rights and obligations of the Team Members

1. The Team Members shall:

- 1) fulfil their duties related to their membership in the Team thoroughly, properly, duly and impartially;
- 2) keep confidential any information disclosed to them, as a result of their membership in the Team;
- 3) not disclose to third parties that they assess Offers;
- 4) not discuss their opinions with third parties and not ask third parties for advice when formulating them;
- 5) inform the Secretary about any change of contact details.

2. While assessing the Offers and after such assessment, each Team Member shall regard all information collected in connection with the aforementioned assessment as a trade secret and proceed with utmost care to preserve its confidential character. The duty of confidentiality shall not apply to such information that:

- 1) has already been known to the public when disclosed to the Team Members;
 - 2) shall be made public once disclosed to the Team Members.
3. The information referred to in item 2 shall not be used by the Team Members for other purposes than assessment of the Offers.
4. The Team Members are entitled to:
- 1) access to information and documents enabling them to get familiar with their content early enough to assess the Offers;
 - 2) independent and unhampered expression of opinions during works of the Team on the matters which are subject to those works.

§ 6.
Conflict of interest

1. The Team Members shall disclose those circumstances, which prevent them from impartial performance of the tasks entrusted to them. Namely, they are obligated to disclose any conflict of their personal interests with the public or Centre's interest.
2. A conflict of interest referred to in item 1 occurs particularly when any Team Member or the President:
 - 1) remains married to a bidder or is bound to them with the first or second degree of consanguinity or affinity;
 - 2) is bound to a bidder by such a legal relationship which makes the result of the procedure impact their rights or obligations;
 - 3) has been or was bound by an employment relationship or other type of cooperation with a bidder in the last 3 years.
3. The Team Member shall announce the circumstances referred to in item 2 as soon as they have read a given Offer.

4. Having considered the information referred to in item 3, the President shall exempt the Team Member from the obligation of assessing the Offer subject to the statement submitted by the Team Member on circumstances likely to result in a conflict of interest.
5. Any Team Member who has concealed a conflict of interest can be dismissed by the Director of the Centre at the request of the President or any other Team Member.

§ 7.

Final provisions

These Regulations enter in force on the day they are signed by the Director of the Centre.

Enclosures:

1. Declaration of impartiality and confidentiality.