

Rules of Procedure of the Committee for Scientific Work Ethics of the J. Heyrovský Institute of Physical Chemistry of the CAS

Clause 1 – Committee for Scientific Work Ethics

1. The Committee for Scientific Work Ethics of the J. Heyrovský Institute of Physical Chemistry of the Czech Academy of Sciences (UFCh) has been established in accordance with the Code of Ethics of the UFCh (hereinafter referred to as the “Code of Ethics”).
2. The Code of Ethics is published on the UFCh web site.
3. The Committee for Scientific Work Ethics (hereafter referred to as the “Committee”) serves the director as an advisory body. The Committee comprises at least 7 members including its Chair.
4. The Committee and its Chair are appointed and removed by the UFCh Director.
5. The membership in the Committee is incongruent with the office of the UFCh director and his deputies. All the persons mentioned above can attend the Committee meetings as guests.
6. As a rule, the mandate of Committee members is three years. The individual members of the Committee are removed and new ones are appointed by the UFCh director taking into account the smooth continuity of the work of the Committee.
7. The list of the Committee members is published on the UFCh web site.

Clause 2 – Committee Meetings

1. The Committee meetings are convened by its Chair, Vice-chair or by the UFCh Director.
2. The Committee meeting is chaired by its Chair. If the Chair is absent, the Committee is chaired by its Vicechair or by a member authorized by the Chair.
3. The Committee members participate in its meetings and they actively participate in its activities.
4. The Committee meetings are non-public.
5. The Committee is quorate if at least an absolute majority of its members are present.
6. The adoption of a resolution requires the consent of at least a simple majority of all members of the Committee.
7. A resolution is voted by acclamation. It is also possible to vote per rollam.

Clause 3 – Ways Motions Are Debated

1. Any UFCh employee can contact the UFCh Director, his deputy, or any Committee member with a potential concern of scientific work ethics breach. The scientific work ethics are mostly defined in the Code of Ethics of the UFCh and Guidance on Authorship in Scientific Publications for UFCh Researchers. The Committee is not concerned with motions

- regarding the research on human subjects.
2. Subsequently, the UFCh Director, his deputy or any of the Committee members may submit a motion for a Committee meeting, in a written or electronic form. A motion needs to be submitted directly to the Committee's Chair or Vice-chair.
 3. A mover needs to substantiate the motion and it needs to include the mover's expression which regulation of the Code of Ethics or the Guidance on Authorship was breached, and thereby which subject is to be debated by the Committee.
 4. For the purpose of the debate over the motion, the Committee may request cooperation of other UFCh employees.
 5. The Committee is obliged to start the debate of a submitted motion without undue delay, usually the first meeting regarding the respective matter should be held within a month after the motion was submitted.
 6. The Committee is subsequently obliged to issue a written resolution about the result of the debate, again without undue delay.
 7. The Committee's resolutions are published on the UFCh Intranet within 14 days after the meeting of the Committee was closed. The Committee's resolution needs to contain a statement whether the Code of Ethics has been breached or not, including the substantiation.

Clause 4 – Final Provisions

1. These Rules of Procedure have been discussed by the UFCh Committee for Scientific Work Ethics and approved by the UFCh Director.
2. The Rules of Procedure of the UFCh Committee for Scientific Work Ethics come into force and effect on the day when it is signed by the Director.

In Prague, September 23, 2020



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Czech Academy of Sciences, v. v. i.