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Organisational regulations of the commission for public science communication projects at the Swiss National Science Foundation

of 13 October 2010

The Presiding Board of the National Research Council

based on Article 9 Letter d of the Organisational Regulations of the National Research Council issues the following Regulations:

Article 1 Scope

¹ Under the name of Commission of the Swiss National Science Foundation for Public Science Communication Projects (hereinafter "Commission for Communication Projects"), a commission has been formed pursuant to Article 9 Letter d of the Organisational Regulations of the National Research Council¹ (hereinafter "OrgR-FR").

² These Regulations regulate the organisation and competencies of the Commission for Communication Projects. The OrgR-FR is applicable subject to any specific provisions of these Regulations.

Article 2 Tasks

¹ The Commission for Communication Projects makes decisions on proposals for communication projects.

² Grants for communication projects are awarded based on the provisions of the "AGORA regulations of the Swiss National Science Foundation on grants for public science communication projects" (hereinafter "AGORA Regulations").

³ The Commission for Communication Projects may discuss general questions concerning the funding of public science communication and may submit recommendations to the National Research Council.

¹ http://www.snf.ch/SiteCollectionDocuments/por_org_rec_reglement_e.pdf

Article 3 Election and composition

¹ The Commission for Communication Projects consists of a minimum of six and a maximum of ten permanent members, who are elected by the Presiding Board of the Research Council. The Presiding Board endeavours to ensure that the majority of members elected to the Commission for Communication Projects are based abroad.

² The permanent members of the Commission for Communication Projects are

- a. internationally recognised experts in the fields of communication, media, scientific mediation, education, art and in related fields whose expertise includes knowledge transfer and public dialogue.
- b. two scientists with experience in science communication who are or have been members of the National Research Council.

³ The Commission for Communication Projects may refer to ad-hoc members should it lack the expertise necessary to evaluate specific proposals. Ad-hoc members are appointed by the Commission for Communication Projects. Their involvement ends with the relevant evaluation deadline.

⁴ Employees from the communication offices of institutions whose members are entitled to apply for grants within the scope of the AGORA funding scheme may not be elected to the Commission for Communication Projects.

Article 4 Period of office

The permanent members of the Commission for Communication Projects are elected for a period of two years. They may be reelected once up to a maximum period of office of four years.

Article 5 Constitution, general provisions

¹ The Commission for Communication Projects appoints a President and a Vice President.

² In all other respects the general provisions of the OrgR-FR are applicable to the activities and meetings of the Commission for Communication Projects.

Article 6 Call for proposals and evaluation procedure

¹ A call for proposals with regard to grants for communication projects is launched once a year by the Swiss National Science Foundation. For thematic calls, the Commission obtains the approval of the Presiding Board of the Research Council in advance.

² The Commission for Communication Projects evaluates all proposals that are not manifestly inadequate in terms of quality and that meet the formal requirements. The assessment criteria set out in Article 10 of the AGORA Regulations are applicable.

³ For an appraisal of the content, the Commission for Communication Projects may refer to written reviews from external experts.

⁴ The competencies with regard to the non-consideration of proposals that do not meet the formal requirements and to the immediate non-acceptance of proposals that are manifestly inadequate in terms of quality are based on the OrgR-FR.

Article 7 Referees, co-referees and external reviews

¹ The Commission for Communication Projects assigns each proposal to be evaluated to one of its members or to an ad-hoc member (referee).

² In addition, it is mandatory to appoint a co-referee.

³ The referee selects the external experts with the support of the Administrative Offices, to whom the task of approaching the external expert for a review may be delegated.

⁴ At least two external reviews must be obtained per proposal if the requested funding amount exceeds CHF 50,000. External review is not mandatory if the requested amount is less than CHF 50,000.

Article 8 Meetings and decision

¹ The Commission for Communication Projects meets to discuss and assess the results of the evaluation based on the referee's and co-referee's presentations and recommendations and, if available, on the external reviews.

² The Commission makes funding decisions with regard to the proposals based on the final assessments and the available means. It defines the funding amount and the conditions.

³ The decisions of the Commission for Communication Projects are subject to endorsement by the Presiding Board of the Research Council.

Article 9 Competencies of the referees

The referees make the final decisions with regard to changes in the project work and the approval of scientific reports pursuant to the Funding Regulations².

Article 10 Secretariat

¹ The secretariat of the Commission for Communication Projects is managed by the Administrative Offices of the Swiss National Science Foundation.

² The secretariat is responsible for the preparation of meetings, the implementation of decisions and the administration of proposals and grants. In addition, the secretariat

- a. runs the calls for proposals pursuant to Article 6 Paragraph 2;
- b. selects the external experts if requested to do so by the referee and obtains the written reviews from the referee or from the experts selected by the referee;
- c. verifies whether the formal requirements are met, issues non-consideration decisions if they are not;;
- d. verifies whether proposals are manifestly inadequate and issues non-consideration decisions after consulting with the referee³;
- e. monitors the evaluation procedure and ensures that it is conducted in line with the regulations.

² http://www.snf.ch/SiteCollectionDocuments/allg_reglement_16_e.pdf

³ Editorial amendment; Funding Regulations of 27 February 2015, in force since 1 January 2016.

Article 11 Further development of the scheme

¹ The Commission for Communication Projects is charged with discussing the strategic further development of the funding scheme. For this purpose, it may refer to the opinions of external experts.

² Recommendations with regard to basic issues and modifications of the funding scheme are submitted to the Presiding Board of the Research Council. The Presiding Board of the Research Council may assign the task of evaluating the scheme to the Commission.

Article 12 Remuneration

The remuneration of members of the Commission for Communication Projects is based on the remuneration regulations of the Swiss National Science Foundation.

Article 13 Entry into force

These Regulations enter into force on 1 November 2010.