

# **Rules of Procedure of the Ethics Committee of the Institute of Animal Physiology and Genetics of the Czech Academy of Sciences (IAPG CAS)**

**IAPG CAS**

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## **I. Ethics Committee**

1. The Ethics Committee of the Institute of Animal Physiology and Genetics of the Czech Academy of Sciences is being established based on Article VIII of the Code of Ethics of the IAPG (hereinafter as the "IAPG Code of Ethics"). The Ethics Committee serves as the Director's advisory body. The Ethics Committee consists of at least 5 members including its Chairman.
2. The members and the Chairman of the Ethics Committee are appointed and removed by the Director of IAPG after discussion in the Council of IAPG.
3. The Ethics Committee may consist of ad hoc professionals pursuant to the proposal of either the Director or the Council of IAPG.
4. Membership in the Ethics Committee is incompatible with the office of the Director of IAPG and his deputies. All of the above may attend the meetings of the IAPG Ethics Committee as guests.
5. The members of the Committee are usually appointed for a four-year term. The individual members of the Committee are appointed and removed by the Director of IAPG having regard to maintaining the continuity of the Committee's work.
6. The list of members of the Committee is available on the IAPG's website.

## **II. Committee meetings**

1. The IAPG Ethics Committee is convened by either its Chairman or the Director of IAPG.
2. The IAPG Ethics Committee is managed by its Chairman. In the absence of the Chairman, the Committee is managed by one of its members authorised by the Chairman.
3. The Committee members attend its meetings and actively participate in its activities.
4. The Committee meetings are not open to public.
5. The Committee's quorum corresponds to an absolute majority of its members present.
6. For a valid resolution, a consent of an absolute majority of all Committee members is required.
7. Resolutions are put to the vote by a show of hands. If agreed in advance, voting may also be exercised per rollam.

## **III. Review of referrals**

- A. An alleged violation of the principles of good scientific practice is to be resolved directly at the CAS workplace within its organisational structure at a level which is one level higher than that at which the dispute occurred. If it is not feasible to resolve the issue within the organisational structure, or if one of the parties to the dispute so requires, the situation is then to be resolved by the IAPG Ethics Committee. If the resolution goes beyond the competence of the IAPG, or if the parties to the dispute do not agree with the conclusions adopted by the workplace, the referral is then resolved by the Committee for Scientific Integrity of the Czech Academy of Sciences.

Any of the IAPG employees may contact the mediator, the Director of IAPG or any of the members of the IAPG Ethics Committee with a potential referral.

1. Such referral may then be submitted to the Committee in writing by either the Director of IAPG or a member of the IAPG Ethics Committee. Referrals are to be submitted directly to the Chairman of the Committee.

2. A referral must state the reasons on which it is based and include the first and last name of the referring person as well as the referring person's own signature.
3. The Committee may request the assistance of other IAPG employees to review the referral.
4. The Ethics Committee shall initiate the review of the referral without undue delay, usually by holding the first meeting regarding the given matter within one month after the submission of the referral.
5. The Committee shall then issue a written resolution regarding the outcome of the review without undue delay, while observing the highest possible level of protection of privacy in cooperation with all parties involved.
6. The Committee's resolutions are published on the IAPG's intranet within 14 days after the Committee ceases its deliberations.
7. The conclusions of the final resolution must be communicated to all parties involved and state whether or not there has been a violation of the Code of Ethics, including remedial measures to compensate for an identified violation of scientific integrity. Where justified, this may involve applying Section 65 of the Statutes of the Czech Academy of Sciences, or the Labour Code, as applicable.

These Rules of Procedure of the IAPG Ethics Committee were approved by the Council of IAPG on 12 November 2020 and become effective upon their execution.

In Liběchov on 13 November 2020

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