

**Order No 26/2016**  
**of Director of the National Science Centre**  
**on the establishment of the Committee for Research Integrity**  
**of 7 July 2016**

Pursuant to Article 2 (4) of the Organisational Regulations of the National Science Centre's Office and the scope of tasks of the Scientific Coordinators of the National Science Centre of 11 June 2015, it is ordered as follows:

§ 1.

Whenever the Order refers to:

- 1) NCN, it shall mean the National Science Centre;
- 2) Director, it shall mean the Director of the National Science Centre;
- 3) Committee, it shall mean the Committee for Research Integrity carrying out an investigation of reported possible breaches of the principles of research integrity; and
- 4) Chair, it shall mean the chair of the Committee or person appointed to manage the work of the Committee.

§ 2.

In connection with the NCN's *Code of the National Science Centre on Research Integrity and Applying for Research Funding* and pursuant to Order No 22/2016 of the Director of the National Science Centre of 15 June 2016 introducing the investigation procedure for breaches of the principles of research and applying for research funding in proposals, research projects, post-doctoral fellowships and doctoral scholarships qualified for funding in the calls announced by the National Science Centre after 14 March 2016, the Committee for Research Integrity is hereby established.

§ 3.

1. The Committee's term of office shall be two years, whereas the term of office of the first Committee shall expire on 15 December 2016.
2. The Director may dismiss a Committee member due to his or her absence at 4 consecutive Committee meetings.
3. A Committee member shall be excluded from participation in the processing of documents at any stage, if there are reasonable doubts about his or her impartiality. A decision on the exclusion of a Committee member shall be taken by the Director. A Committee member may resign from being a Committee member.

4. If it is necessary to add new members to the Committee, the Director shall appoint a new member for a period until the end of the term of office, pursuant to § 4.
5. The Director shall appoint the Chair of the Committee from among its members.

#### § 4.

The Committee shall comprise five members, three of whom shall be staff members of the NCN's Office and two representatives of the NCN Council:

- 1) Head of the Audit and Control Team;
- 2) Scientific Coordinator;
- 3) Legal Counsel;
- 4) Council Member;
- 5) Council Member.

#### § 5.

1. The Committee shall carry out its tasks by meeting periodically, at least eight times a year, pursuant to a schedule drawn up at the first meeting in connection with the Council's agenda.
2. Committee Meetings shall be convened and chaired by the Chair or, in his or her absence, by a Committee member designated thereby.
3. Upon being informed of a possible breach of the principles of research integrity, the Chair shall designate a person from among the Committee members, who shall examine the documents held by the NCN or other widely available documents (e.g. publications) that may be related to the case within 21 days of receiving the information.
4. The designated Committee member shall present the findings at the Committee meeting. The Committee shall draw up minutes from the meeting, which shall include recommendations for the Director as to whether or not it is appropriate to initiate a preliminary investigation, together with a description of the subject matter and conclusions.
5. A quorum of three members, including one member of the Council, shall be required to commence work.
6. Any decision by the Committee concerning the recommendations shall be put to a vote and approved by the quorum.
7. The Committee members shall be bound by the confidentiality obligation with regard to any information acquired in the course of their work on the Committee, with the exception of the Director and the authorities.
8. Minutes from each meeting shall be drafted, including at least: a list of attendees with signatures, description of the Committee's work and conclusions requiring urgent actions and decisions by the Director.
9. Additional meetings shall be held, if necessary.

10. By 30 January, the Committee shall submit an annual report to the NCN Director together with a register of the cases in which it shall describe the work and conclusions of the Commission concerning the cases handled during the previous year.

§ 6.

The Order shall come into force on the date of its signature.

Director  
of the National Science Centre