

ANVUR
National Agency for the Evaluation of Universities and
Research Institutes

ADVISORY COMMITTEE

(Art. 11 of D.P.R. 1° febbraio 2010, n. 76)

FUNCTIONING REGULATION (ENGLISH TRANSLATION)

(Approved by the Advisory Committee over the meeting of July 18th, 2012)

Index

| | |
|--|---|
| I. ANVUR ADVISORY COMMITTEE: ROLE, COMPOSITION AND ACTIVITIES | 3 |
| 1. Role and aim of the Advisory Committee | 3 |
| 2. Composition and term of the Advisory Committee | 3 |
| 3. Activities of the Advisory Committee | 3 |
| II. FUNCTION OF THE ADVISORY COMMITTEE | 4 |
| 4. Convocation, progress and meeting validity | 4 |
| 5. Functions proxy and appointment of subcommittees | 4 |
| 6. Recording of minutes of the meetings and publication of documents | 4 |
| 7. Advisory Committee Office | 5 |
| 8. Organization and resources of the Advisory Committee | 5 |
| III. RELATIONS WITH THE BOARD OF DIRECTORS OF ANVUR..... | 5 |
| 9. Adoption and modalities of communication of the decisions to the Board of Directors | 5 |
| IV. INCOMPATIBILITY AND CONFLICT OF INTERESTS | 5 |
| 10. Management of incompatibilities and conflict of interests | 5 |
| 11. Various | 5 |

I. ANVUR ADVISORY COMMITTEE: ROLE, COMPOSITION AND ACTIVITIES

The Advisory Committee of the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) was instituted as by the art. 11 of the Decreto del Presidente della Repubblica 1° febbraio 2010, n. 76 (*Regulation concerning structure and functioning of the National Agency for the Evaluation of Universities and Research Institutes (ANVUR) adopted in conformity with the articolo 2, comma 140, of the decreto-legge 3 ottobre 2006, n. 262, converted, with modifications, by the legge 24 novembre 2006, n. 286*).

1. Role and aim of the Advisory Committee

The Advisory Committee of ANVUR advises and makes proposals to the Board of Directors, in particular for what concerns activity programs and documents concerning the choice of criteria and evaluation methods.

2. Composition and term of the Advisory Committee

Composition and term of the Advisory Committee are regimented by art. 11 of the Decreto del Presidente della Repubblica 1° febbraio 2010, n. 76.

3. Activities of the Advisory Committee

The Advisory Committee doesn't carry out management or operational tasks. The Advisory Committee, more in particular:

- 1) has a proactive function, through the formulation of proposals concerning ANVUR institutional activities to the Board of Directors.
- 2) has an advisory function, to be expressed through written documents, about specific questions brought to the attention of the advisory committee, in relation to the institutional activity of ANVUR. terms and modalities of the advice issue are to be decided by the Committee, depending on the circumstances – this meaning either through the single meetings or in the here following terms.

In both the above-mentioned cases the advices have to be considered of no effects for what concerns the decision of the ANVUR bodies. The issue of advices requiring deep study is indicatively scheduled in the term of 45 days from the formulation of the request.

In order to give advice, the Chairman can proceed as by the following art. 4), through the progress of online electronic meetings and/or consultations through email with the components of the of the Advisory Committee, as long as for e-meetings, it is possible to identify all participants and they all can effectively share material concerning the meeting and express their own opinion. In the hypothesis of consultation through email, the sharing of the documentation concerning the advice shall be mandatory.

For the realization of the above-described activities the Advisory Committee can schedule an annual or multiannual working plan.

II. FUNCTIONING OF THE ADVISORY COMMITTEE

4. Convocation, progress and meeting validity

The Advisory Committee meets with all its components, at least 2 times per year, upon convocation of the Chairman. External subjects can attend the meetings, whenever invited by the Chairman.

The convocation of the meetings has to be addressed to all the members of the Advisory Committee through email, with reference to the date, time, venue and detailed schedule, and transmitted with a notice of seven days at least, and in case of motivated urgency, of at least three days.

The documentation concerning the meetings shall be sent with the same notice.

Upon request of at least one third of the Committee components some more discussion point can be added to the daily agenda.

The Advisory Committee is validly constituted by the presence of the majority of its components.

The meetings of the Advisory Committee can take place through ways of audio-visual connection and long distance communication, on condition that it is possible to identify the participants and all of them can dispose of the documents related to the agenda of the day.

Absence from meetings of the members of the Advisory Committee persisting for more than two times in a row and without motivated justification is to be communicated by the Chairman of the Advisory Committee to the President of ANVUR for the determination of its consequences.

5. Functions proxy and appointment of subcommittees

The Advisory Committee, in carrying out its tasks can appoint subcommittees within the group in order to deepen specific topics and report to the Advisory Committee.

The assignment of specific tasks to the subcommittees is provided by the Chairman.

6. Recording of minutes of the meetings and publication of documents

The meetings of Advisory Committee shall be recorded in minutes by the Chairman or by one of the members.

The recording in minutes of the meetings will occur in Italian and afterwards translated into English.

The recording in minutes, shall take into consideration and record the opinion of the Committee as a whole, upon every point of the agenda – and if ever necessary of any contrary view.

The transcripts of the Advisory Committee meetings shall be written within 15 days from the meeting, shall be signed by the Chairman and sent to all the members of the Advisory Committee.

The recording in minutes are to be considered approved in absence of observations formulated by the members of the Advisory Committee, which shall get to the Chairman of the Advisory Committee, within 15 days from their transmission.

At the end of the approval procedure of the recording in minutes mentioned in the paragraph above, the meeting transcripts are to be transmitted to the concerned office for their publication on the ANVUR website. The publication doesn't comprehend the attachments to the several points of the agenda, which are to be kept as official records with the correspondent record.

7. Advisory Committee Office

The Advisory Committee meets preferably at the ANVUR headquarters, or at the office suggested by the Chairman in the convocation note of the meeting.

8. Organization and resources of the Advisory Committee

In order to execute its tasks, the Advisory Committee shall use the administrative structures of ANVUR.

III. RELATIONS WITH THE BOARD OF DIRECTORS OF ANVUR

9. Adoption and modalities of communication of the decisions to the Board of Directors

The Advisory Committee does its very best to make decisions effective (with the exception of what assessed by the here following art. 11) with maximum convergence of the participants using – in case of necessity – the criteria of the simple majority of those present. The communications are transmitted to the Board of Directors through the President of ANVUR.

IV. INCOMPATIBILITY AND CONFLICT OF INTERESTS

10. Management of incompatibilities and conflict of interests

The members of the Advisory Committee cannot belong to the Bodies – which means to the operative structures of ANVUR. Being understood all finalities and features of the Advisory Committee; the participation to bodies and collective bodies of research societies and national/international universities is not to be considered as a hallmark of incompatibility.

It is anyway task of each of the members of the Advisory Committee, to periodically inform the Chairman (who is to report to the Board of Directors) about any overlapping task, appointment, collaboration or office.

11. Various

For the approval and/or any modifications of this regulation the Advisory Committee shall be in charge, with the majority of 2/3 of its components.