APPROVED

by resolution of the Presidium of

CSS Charity Foundation

(Minutes No. 1, dated11 January 2021)

**REGULATION ON THE EXPERT PANEL
of *Stronger with CSS 2021* Competition**

1. **General**
	1. **The expert panel of *Stronger with CSS 2021* Competition (the "Panel")** is a temporary collective body of CSS Charity Foundation (the "Foundation") formed to consider the applications for participation in the *Stronger with CSS 2021* Competition (the "Competition") received by the Foundation.
	2. The Panel shall be formed for the duration of the Competition to provide expert evaluation of socially significant projects participating in the Competition that are in line with the mission and priorities of the Foundation.
	3. The Foundation accords priority to projects that promote successful social initiatives and assistance practices at regional level (beyond Moscow and Saint Petersburg), projects with proven performance record, partner projects and projects designed to create new forms of assistance and services.
	4. **Purpose of the Competition** – supporting children and young adults up to the age of 44 who have disabilities, helping children stay in their birth families, assisting in finding new families for children left without the care of their natural parents, supporting parents through enhancement of their parental competencies, and providing quality advisory support.
2. **Principal tasks of the Panel**
	1. To consider the applications submitted for the Competition and evaluate them in accordance with the finalists selection criteria set forth in the Competition Regulations approved by the Presidium of the Foundation;
	2. To compile at the Panel meeting a shortlist of Competition finalists and to recommend the best projects for funding to the management of the Foundation.
3. **Composition of the Panel**
	1. The Panel shall be formed by the Presidium of the Foundation. The following persons shall be engaged to sit on the Panel: independent experts with experience in evaluating non-commercial projects, psychology and teaching professionals, and professionals with a personal track record of successful services and projects in providing comprehensive support to Key Beneficiaries.
	2. The Panel shall include members of the Presidium of the Foundation. Members of the Presidium of the Foundation shall not evaluate applications but shall participate in their discussion and shall vote on decisions at Panel meetings.
	3. The total number of members of the Panel may not be less than three (3) persons, not counting the members of the Presidium of the Foundation.
	4. The total number of experts will be determined based on the number of received applications so as to have each application evaluated by at least two experts.
	5. The Chairman of the Panel shall be elected by members of the Panel from among their own number at the first Panel meeting. The functions of the Chairman shall include the overall coordination of meetings and resolution of conflict situations and disputes. The Chairman of the Panel shall have a casting vote on the Panel's decisions.
	6. The Secretary of the Panel shall be elected by members of the Panel from among their own number at the first Panel meeting. The functions of the Secretary shall include the taking of minutes of meetings. In the absence of the elected Secretary of the Panel at a subsequent meeting, members of the Panel may elect the Secretary of that meeting of the Panel.
	7. If a member of the Panel is unable for any reason to perform his or her duties, the Foundation shall resolve to reduce the number of Panel members or to include a new member. In each case, the total number of members of the Panel may not be less than three (3) persons, not counting the members of the Presidium of the Foundation.
	8. Members ofthe Panel shall be paid for their services in accordance with the agreements entered into with them.
4. **Rules of procedure and decision-making of the Panel**
	1. The frequency of Panel meetings shall be determined by the Foundation in accordance with the schedule of Competition stages.
	2. A meeting of the Panel shall be deemed to have taken place if attended by at least two thirds of its members, not counting the members of the Presidium of the Foundation whose presence at a meeting of the Panel is mandatory. Where required, a meeting of the Panel may be held online.
	3. At least five (5) calendar days before a meeting of the Panel, all members of the Panel shall receive via electronic mail the applications to be considered. Members of the Panel shall also be provided with the evaluation form.
	4. Members of the Panel shall examine the applications and supporting materials and consult public sources of information about the applicant organizations, and shall award scoring points to each project.
	5. When completing the evaluation form, experts must provide comments for the Foundation and for the applicant.
	6. Each member of the Panel shall enjoy full discretion in evaluating a project and may issue a dissenting opinion if it is at variance with the decision of the Panel. Such opinion shall be recorded in the minutes of the Panel meeting and shall be an integral part thereof.
	7. A decision of the Panel shall be deemed adopted if the majority of the members of the Panel entitled to vote have voted in favor of it.
	8. The decision of the Panel on selection of Competition finalists shall be documented by the respective minutes and signed by the Chairman and the Secretary of the Panel. The original copy of the Panel's minutes shall be kept at the Foundation.
	9. Third parties may be allowed to attend meetings of the Panel based on a decision by the Chairman of the Panel to be taken in each such individual case.
	10. If a member of the Panel has a professional relationship with an organization that applied for funding in the Competition (has an employment or a civil law agreement with it or is a member of its managing bodies), such member of the Panel must inform the Chairman of the Panel accordingly. Independent experts on the Panel may not represent any of the applicant organizations. Each expert on the Panel shall sign a statement of no conflict of interest. If a conflict of interest occurs, to be determined in accordance with Article 27 of Federal Law *On Non-Commercial Organizations*, the member of the Panel who has an interest in the Panel adopting a particular decision must advise the Chairman of the Panel of such interest three (3) business days prior to the start of the meeting, and may not participate in discussion of the matter in relation to which he or she has a conflict of interest.
5. **Application selection procedure**
	1. When deciding on selection of finalists and project funding recommendations, the Panel shall proceed from the criteria set forth in the Competition Regulations approved by the Presidium of the Foundation.
	2. Before the Panel meeting, employees of the Foundation shall rate the applicants' projects according to the points awarded by Panel members to each project.
	3. Applications shall be discussed at the Panel meeting in accordance with the rating list. If all experts on the Panel who considered an application have recommended against its funding, such application shall not be discussed at the Panel meeting.
	4. The content of expert opinions and the minutes of the Panel meeting shall be confidential. If required, such information may be provided to supervisory governmental agencies at their request. With respect to any other parties, such information shall be restricted.
6. **Principal responsibilities of members of the Expert Panel**

Members of the Expert Panel shall:

* 1. Examine the applications submitted for consideration, complete the evaluation form, give an assessment in points, indicate whether the application in question is recommended for funding, and provide comments for the Foundation and for the applicant.
	2. Provide an oral opinion at the general meeting of the Panel during the actual discussion of the applications.
	3. Consider the applications submitted for the Competition fairly in line with the Competition Regulations and high ethical standards in all instances associated with performance of their responsibilities.
	4. Observe the rules of proceedings at Panel meetings and the requirements governing the preparation of recommendations and opinions, and act within the scope of the agreements entered into with each member of the Panel.
	5. Arrive at a consensus decision in the process of discussion with the other Panel members and take collective responsibility for such decision.
	6. Comply with the statement of no conflict of interest.
	7. Not disclose confidential information relating to the work of the Panel.