



## **TERMS OF REFERENCE GOVERNING THE ICGEB MEETINGS AND COURSES PROGRAMME**

ICGEB support is aimed at assisting an Institution located in an ICGEB Member State to organise, on behalf of the ICGEB, an ICGEB meeting/training course on a particular subject, which has been agreed upon by the Institution (hereinafter referred to as "Organising Institution") and the ICGEB. In addition, the ICGEB may provide small sponsorships towards scientific meetings organised in an ICGEB Member State on a topic of relevance to the ICGEB mandate. Under exceptional circumstances, ICGEB can also consider sponsorship of meetings that are held in non-ICGEB Member States, to provide financial support to students/young scientists from ICGEB Member States in cases where their attendance may be particularly advantageous for their scientific development and where the corresponding visibility for ICGEB is high.

By submitting a proposal under the ICGEB annual call, the Organising Institution and the Scientific Organiser accept the Terms of Reference (TOR) detailed herein, to be referred to in all the implementation phases of the project.

### **1. PARTICIPANTS**

- 1.1 Scientific Organisers should use their best endeavors to ensure that a significant portion of the participants are nationals of ICGEB Member Countries other than that hosting the workshop, proportionally distributed (<http://www.icgeb.org/member-states.html>).
- 1.2 Scientific Organisers are strongly encouraged to achieve a good gender balance when selecting speakers and participants. In selecting proposals, all other criteria being equal, applications with excessive gender imbalance will be given a lower consideration.
- 1.3 Nationals from ICGEB Member States who are recipients of ICGEB financial support are automatically waived the registration fees (if applicable).

### **2. VISIBILITY**

- 2.1 Funding is conditional on having the event publicised as an ICGEB event. All events are advertised on the ICGEB meetings calendar, website, social media channels, through dedicated mailing lists and design of a poster. In particular:
  - (a) The ICGEB logo and header should be prominently displayed on all meeting publications, website, course material and video recordings;
  - (b) The Scientific Organiser should display a web link from its website, if available, to the ICGEB website;
  - (c) The Scientific Organiser is required to advertise the event as widely as possible, coordinating with the ICGEB Conferences Unit to ensure that all advertisements are prepared in the official ICGEB format, and indicating that the ICGEB event is organised by the Institution on behalf of the ICGEB;
  - (d) Additional financial assistance received by other organisations/institutions may feature in the course programme and advertisements as "co-sponsoring agencies".

- 2.2 In the case of an ICGEB sponsorship, providing a limited financial contribution towards a scientific meeting organised in an ICGEB Member State on a topic of relevance to the ICGEB mandate or - under exceptional circumstances - in a non-ICGEB Member State, the Organising Institution is required to clearly advertise and recognise the ICGEB as a sponsor, including display of the ICGEB logo on all meeting material and including a direct link from the meeting webpage to the ICGEB website.

### **3. ORGANISING INSTITUTE AND SCIENTIFIC ORGANISER**

- 3.1 The Organising Institution and the Scientific Organiser, who must be an employee of the Institution at least for the duration of the project, shall be jointly responsible for all the technical and administrative aspects of the work referred to in the project.
- 3.2 The Organising Institution is required to immediately notify the ICGEB if the Scientific Organiser ceases to be an employee of the Organising Institution or whether he/she is no longer responsible for the project within the Organising Institution. Under such circumstances the ICGEB has the right to:
- (a) cancel the project, or
  - (b) agree to continue the project with a new Scientific Organiser proposed by the Organising Institution

### **4. FINANCIAL ARRANGEMENTS**

- 4.1 Payment(s) will be subject to the signature of a Contract Letter between the Organising Institution and the ICGEB and shall be made to the bank account of the Organising Institution in line with the schedule of payments outlined in the Contract Letter. Normally, 80% of the ICGEB contribution will be transferred about three months before the commencement of the activity and the remaining 20% upon submission and approval of the Final Report.  
Any unspent balance remaining with the Organising Institution upon conclusion of the project shall be returned to the ICGEB. In the event of the Agreement being cancelled under circumstances that are not directly attributable to the ICGEB, the Organising Institution shall refund the ICGEB the portion of the grant already transferred.
- 4.2 No funds granted by the ICGEB may be transferred to any other institution or organisation under any form of out-sourcing arrangement.
- 4.3 The ICGEB grant is transferred in Euro. Bank transfers to accounts in a local currency are likely to be automatically converted by the Organising Institution's bank to the currency of the account, using the exchange rate of the date of transaction. In any such cases, the ICGEB will not be responsible for any depreciation of the transferred portions of the ICGEB grant.
- 4.4 Any interest earned on funds deposited by the ICGEB will accrue to the Organising Institution to which the funds have been granted, and such interest is not required to be accounted for to the ICGEB nor included in the Statement of Expenditures submitted to the ICGEB.

### **5. NON ELIGIBLE EXPENSES**

- 5.1 The funds may not be used to cover:
- (a) normal administrative and overhead expenses of the Organising Institution;
  - (b) honorarium to speakers;

- (c) cost of maintenance, repair, running or insurance of existing equipment and machinery belonging to the Organising Institution; purchase of major equipment, office furniture, fittings, computer hardware or software;
- (d) cost of construction of new buildings or alterations and modifications of existing buildings and premises;
- (e) salary support of the Scientific Organiser or stipends to staff or long-term trainees operating in the project.

## **6. REPORTS**

- 6.1 The Organising Institution shall submit to the ICGEB the following documents: a Meeting Plan prior to the commencement of the course/meeting, a Final Report and a Statement of Expenditures. All documents shall be prepared in accordance with the instructions provided by the ICGEB to the Organising Institution, signed both by the Scientific Organiser and the authorised officials of the Organising Institution, and submitted in line with the schedule outlined in the award notification.
- 6.2 The Meeting Plan shall be prepared in accordance with the approved proposal, integrating any eventual changes required by the evaluating committee, including a budget detailing the use of the ICGEB grant. As such, it will constitute an annex to the Agreement.
- 6.3 The Final Report shall summarise the results of the project and give, in sufficient detail, its positive and negative findings so that the value of the work can be assessed, and shall include the following: list of participants, statistics, evaluation questionnaires, audio and video material for public dissemination, in the format requested by the ICGEB, and a copy of the abstract book or other course material, as applicable. The Final Report shall be submitted no later than one month from the end of the project.
- 6.4 The Statement of Expenditures attached to the Final Report in Euro, duly certified by the Organising Institution's Finance Officer, must show the use of the funds provided by the ICGEB, in line with the original Meeting Plan authorised by the ICGEB.
- 6.5 All financial reporting is subject to audit by ICGEB's auditors, including examination of supporting documentation and relevant accounting entries in the Organising Institution's books. In order to facilitate such financial reporting and audit, the Organising Institution shall keep accurate accounts and records in respect of the meeting/course, including invoices or other documentation, which adequately supports the expenditure which is being claimed and should be submitted to ICGEB in case of request. The minimum ICGEB time requirement to retain all financial supporting documentation is 7 (seven) years; unless local laws of the country to which the ICGEB funds are transferred and in which the project is implemented provide for a longer period of retention. The Organising Institution remains responsible for due determination and adherence to the respective rules and regulations in this respect.

## **7. LANGUAGE**

English language shall be used by the Institution in all written communications to the ICGEB with respect to the services to be rendered. Likewise, all documents procured or prepared by the Institution pertaining to the meeting/course shall be in English (or English translation must be provided).

## **8. RELATIONSHIP AND RESPONSIBILITY OF THE PARTIES**

- 8.1 The relationship of the Organising Institution to ICGEB shall be that of an independent contractor. Nothing in the present TOR nor in the Agreement shall render the Scientific Organiser nor any Organizing Institution's staff member an employee, worker, agent or partner of ICGEB. Nothing in the present TOR or in the Agreement is intended to, or shall operate to, create a partnership between the

Parties, or to authorize either Party to act as agent for the other, and neither Party shall have authority to act in the name of, or on behalf of, or otherwise to bind, the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right and power).

8.2 The Organising Institution shall be solely responsible for the manner in which work on the project is carried out and accordingly shall assume full liability for any damage arising from the activities carried out under the project. No such liability shall attach to the ICGEB, its officers, agents or employees.

8.3 The Organising Institution shall refrain from any action which may adversely affect the ICGEB and shall fulfil its commitments with full regard for the interests of ICGEB. Such obligation does not lapse upon satisfactory completion of the work under the ICGEB Agreement or termination of the Agreement by the ICGEB.

## **9. SAFETY AND ETHICAL RESPONSIBILITY**

9.1 The Organising Institution must ensure that all research, experiments and activities undertaken in relation to the Project conform with all relevant laws and regulations which apply to such activities in the country where the meeting is held. Such laws and regulations include, but are not limited to: health and safety; human tissue; human volunteers; genetic modification; the use of animals; stem cells; and data protection.

9.2 The Organizing Institution and the Scientific Organiser undertake to ensure that, at all times during the period of the Project: appropriate ethical standards are in place; all information relating to the research is handled, stored and disseminated appropriately; all appropriate health and safety regulations are enforced and followed; proper financial and accounting procedures are followed; and a quality research culture is fostered within the Institution.

## **10. INSURANCE**

The Organising Institution shall provide and thereafter maintain insurance in an appropriate amount against public (third party) liability for death, bodily injury or damage to property arising from the operation within the premises in which the training activity is to be performed.

## **11. INDEMNIFICATION**

The Institution shall indemnify, hold and save harmless and defend at his own expenses the ICGEB, its officers, agents and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Organising Institution or his employees or sub-contractors in the performance of the project.

## **12. PRIVILEGES AND IMMUNITIES of the ICGEB**

Nothing in or relating to the Agreement between the Organising Institution and the ICGEB shall be deemed a waiver of any of the privileges and immunities of the ICGEB.

## **13. DISCLAIMER**

The views expressed in relationship to the meeting and its contents represent the views of the Organising Institution, Scientific Organiser and/or individual participant (s) and do not constitute an official statement by, nor necessarily represent the views of, either the ICGEB, its officers, agents or employees.

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