

# **STATUTES AND RULES OF PROCEDURE**

## **RESEARCH ETHICS BOARD**

*The Rules of Procedure of the Research Ethics Board of the Institute of Sociology of the CAS is an internal regulation of the Institute of Sociology of the CAS.*

*The roles and positions listed in the Rules of Postgraduate Certification are meant to be both masculine and feminine.*

### **Article 1 Introductory Provisions**

1. The Research Ethics Board of the Institute of Sociology of the CAS (hereinafter referred to as the "Board") is an advisory body to the Director of the Institute of Sociology of the CAS (hereinafter referred to as the "SOU").
2. The Board is established to assess the ethical admissibility of those research projects, research activities and research procedures and instruments (hereinafter referred to as "research") conducted by the SOU that require an assessment in accordance with the applicable legal regulations of the Czech Republic and the European Union, the internal regulations of the SOU, the applicable Code of Ethics for Researchers in the Czech Academy of Sciences and the disciplinary codes of ethics. The main objective is to ensure that the rights of research subjects are protected and that the ethical principles of scientific research are respected. The Board may be invited by the Director of the SOU to express an opinion on various ethical aspects of SOU research, or the Board may do so on its own initiative.
3. The Board shall have five to nine members, appointed by the Director of the SOU, after consideration of the proposal by the Board of the institution. The term of office of a member of the Board shall be two or four years. Membership in the Board shall terminate upon expiry of the term of appointment, resignation of a member at his/her own request or removal of a member by the Director of the SOU.
4. The Director of the SOU appoints the Chairman of the Board and appoints the Secretary of the Board to ensure technical and administrative activities. The Secretary is not an ordinary member of the Board and has no voting power.
5. The Board shall elect a Vice-Chairman from among its members.
6. The members and the Secretary of the Board shall be bound by confidentiality.

### **Article 2 Meeting of the Research Ethics Board**

1. Meetings of the Board are announced by the Chairman of the Board and are usually held five times per calendar year. The dates of the meetings shall be communicated by the Chairman or Secretary of the Board by electronic communication to all persons employed by the SOU.
2. The agenda is prepared by the Chairman of the Board in cooperation with the Secretary of the Board.

3. The Board shall be chaired by its Chairman. In the absence of the Chairman, the Vice-Chairman or another member of the Board authorised by the Chairman shall preside over the meetings of the Board.
4. Members of the Board are obliged to attend meetings of the Board in person or online and to participate actively in its activities. Attendance at the Board meeting is confirmed by the attendance register.
5. The meetings of the Board shall not be public. The Director of the SOU has the right to participate in the Board's meetings (but not the right to vote) and the submitter of the research under review, whose right to participate is limited to the discussion of the research, and does not participate in the decision on the outcome of the research review.
6. The Board may invite other persons to give an expert opinion. These persons shall not have the right to vote and shall participate only in those parts of the meeting designated by the Chairman of the Board.
7. Members of the Board are required to declare any potential conflict of interest that may arise in connection with the Board's activities. A member who has declared a conflict of interest may take part in the consideration of the submission in question, but shall lose the right to vote in that case. In particular, a potential conflict of interest is considered to exist if:
  - a) a member of the Board is one of the investigators of the research under review,
  - b) the member of the Board has links with the investigator of the research under review that could affect his or her independence,
  - c) a member of the Board submits a research project that is competitive with the research under consideration in the current grant competition.
8. The Board has a quorum if an absolute majority of its members are present at the meeting.
9. The Board comments on the implementation of the research submitted for consideration prior to the commencement of the research. A request for additional assessment of completed or ongoing research can only be made on the basis of a reasoned request, which may not be granted by the Board.
10. The Board may consider and vote on individual submissions per-rollam without the need to convene an in-person meeting. The Chair of the Board shall determine the terms of the meeting and the per-rollam vote.
11. Each meeting of the Board is assigned a number and written minutes are taken.

### **Article 3**

#### **Progress of the research assessment request**

1. The need for a Board review is decided by the SOU officer responsible for the research in question, who submits a request for review using the 'New record of forthcoming research' form no later than ten working days before the announced date of the meeting.
2. The application for assessment is submitted in Czech or English.
3. The application for research assessment includes the relevant mandatory annexes, namely: information on the processing of personal data and consent to their processing, informed consent to participate in the research, a draft questionnaire or details of its content for the quantitative research under assessment, resp. the range of topics for the qualitative research under

consideration, cooperation agreements with third parties, agreement on the processing of personal data by a third party, informed consent for parents for research on minors, etc.

4. The Board, when deliberating on the research assessment, shall seek to reach unanimous agreement on the outcome of the assessment, failing which the Chairman shall decide on a vote in which all members of the Board with voting rights on the submission shall be entitled to participate. The approval of at least a two-thirds majority of all voting members is required for the adoption of a resolution by vote. On the proposal of any member, the Board may vote by secret ballot.

5. During the examination of a particular submission, the Board may request the submitter to supplement or modify the documentation for consideration. The fulfilment of these additional requirements is assessed on an individual basis by the members of the Board and their fulfilment and the subsequent result of the assessment are decided by per-rollam voting.

6. The Board issues written opinions on the research under review. The Board's resolution is delivered in paper and electronic form to the research submitter within five working days of the Board's meeting. The document includes information on the participation of Board members in the assessment and their attendance at the meeting or vote. The document shall be drawn up in duplicate and signed by the Chairman or Vice-Chairman of the Board. One of the copies is deposited at the Secretariat of the SOU.

7. The research assessment is limited to the specific form of the documents provided for the assessment and its effectiveness ceases in the event that substantial changes occur in the course of the research that are contrary to the facts under consideration and the ethical principles of scientific research.

#### **Article 4**

#### **Final provisions**

1. The Chairman of the Board shall be responsible for monitoring compliance with this Regulation.

2. This Regulation shall enter into validity on the date of signature.

3. This Regulation shall enter into force on 2 May 2024.

In Prague, dated 23/ 04/ 2024

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the Institute of Sociology of the CAS