



**Danish-Arab
Partnership Programme**

Fund for Academic Cooperation and Exchange
between Denmark and the Arab World (FACE)

Terms of Reference for FACE Grant Committee

Annex 10

TERM OF REFERENCE FOR THE GRANT COMMITTEE

The Grant Committee carries out the professional and independent assessment and prioritization of applications for the FACE-programme fund (projects above DKK 50,000) according to the guidelines and criteria defined in the Intervention Document and the specific guidelines developed for the fund. Moreover, the Grant Committee shall contribute to gathering of experience and lessons learnt from the FACE-programme through reviewing of progress reports and final reports from FACE-projects, review/approval of the annual progress report for the FACE-programme, and possible participation in annual meetings for the academic institutions receiving funding from the FACE-programme.

Members of the Grant Committee

The Grant Committee shall comprise five members. The members are appointed by the Ministry of Foreign Affairs based on recommendation from Danish academic institutions; three are recommended by the Danish Rectors' Conference, one recommended by Danish School of Media and Journalism and one recommended by Danish Institute of International Studies. The Grant Committee elects a Chair and a deputy Chair.

Members are appointed for a two years period and may be reappointed one time. The Grant Committee takes its decisions by a simple majority. Decisions on granting of FACE projects shall, however, be supported by minimum three members of the Grant Committee.

Chair of the Grant Committee

The Chair shall chair meetings and organize the work of the committee in collaboration with the FACE-secretariat. For applications for support to meetings and conferences (below DKK 50,000), the Chair will receive granting letter drafted by the FACE-secretariat for a 'no-objection' procedure. In the case the Chair is disqualified due to a conflict of interests the deputy chair will substitute the chair.

Meetings in the Grant Committee

The Grant Committee meets at least twice a year. One meeting will be reserved to assess application for the annual call for proposals and one meeting for reviewing and approving the Draft Progress report of the FACE-programme. During the initial phase of the pilot programme additional meetings can be expected in order to discuss and approve criteria and procedures.

Conflict of interests/disqualification of members of the Grant Committee

A member of the Grant Committee shall, before assessing the applications received from the call for proposal, inform the committee chair, in case there is a potential conflict of interests that disqualifies the member to participate in assessment of one or more of the applications.

The Grant Committee shall decide on the question of disqualification. It must appear from the minutes of the Grand Committee meetings if the question of disqualification has been discussed, and the Committee's decision shall be stated in the minutes.

The member who is deemed disqualified shall not participate in the discussion of issues related to the specific application(s) and must leave the meeting room while the application(s) are being debated.

Institutions that have an employee/'representative' sitting in the Grant Committee can apply for funds on an equal footing with other applicants, as long as the disqualification rules are respected.

Honorarium

Members of the Grant Committee will receive an honorarium of DKK 2,000 per meeting. The Chair will receive an honorarium of DKK 3,000 per meeting. The honorarium covers preparation time prior to the meetings. Moreover the FACE-secretariat covers travel expenses to meetings (within Denmark). For extraordinary meetings without, or with modest preparation, the member will receive an honorarium of DKK 1,000.

RULES OF PROCEDURES FOR THE GRANT COMMITTEE AND GRANTING OF APPLICATIONS

Grant Committee Tasks

The Grant Committee is responsible for assessing the projects application and decide on which projects applications best meet the requirements and criteria of the FACE-programme. Thus, the Grant Committee shall:

- Assess all project applications which meet the formal requirements for project application for the FACE-programme (for projects above DKK 50,000) taking notice of the comments from the Ministry of Foreign Affairs and the cover note from the FACE Secretariat.
- Decide on which project applications shall be granted support from the fund – and prioritize available funding between the approved applications.
- Make sure that the all approved project applications include tangible quantitative and qualitative performance indicators.
- Review and approve the annual progress report from the FACE-programme elaborated by the FACE-secretariat - and ensure that the report reflects lessons learnt from the implementation of the programme implementation.
- Approve the specific criteria elaborated by the FACE-secretariat for awarding of projects below DKK 50,000.
- Examine the progress of the FACE-programme after the first year of the pilot programme and submit possible proposals for adjusts of the FACE-programme (relating to adjustment of intervention logic, outcome/results, selection criteria, guidelines, procedures, etc.).

Procedure for processing applications between DKK 50,000 and 2,000,000 per year

- An annual call for proposal will be prepared by the FACE-secretariat and published at the FACE-programme's website as well as the DAPP website. The call shall be advertised at least eight weeks prior to the closing date for the call and must be approved by the MFA.
- In special cases, the Grant Committee in collaboration with the FACE-Secretariat can decide to have an additional call for proposal, to be published at least six weeks before the closing date.
- The FACE-secretariat screens all applications and provides each application with a cover page. The cover page contains a brief summary of the project and a confirmation that all formal requirements are met. The applications and the cover page are forwarded to the members of

the Grant Committee. Also, short descriptions of the project applications should be forwarded to the MFA. If an application does not meet the formal requirements, the secretariat may initiate a dialogue with the applicant to seek to adjust the application before the meeting of the Grant Committee. All applications that fail to meet the formal requirements will receive a notification in writing from the FACE secretariat. The Grant Committee and the Ministry of Foreign Affairs receives a list of applications that are rejected.

- Minimum three members of the Grant Committee shall support an application that is approved for FACE-funding.
- The Grant Committee carries out a professional assessment of all applications that meet the formal requirements (taking notices of possible comments from the Ministry of Foreign Affairs) and decides on which project applications shall be granted support from the FACE-programme fund – as well as the Committee prioritize available funding between the approved applications.
- The FACE-Secretariat prepares a granting letter on behalf of the Grant Committee.

Procedure for processing of applications up to DKK 50,000.

- The FACE-secretariat will process applications for support up to DKK 50,000 within maximum six weeks after having received the application (with the exception of holiday periods). The applications are forwarded to the Ministry of Foreign Affairs, which might provide written comments within 7 working days.
- The applications will be screened and assessed by the FACE-secretariat (taking notice of possible comments from the Ministry of Foreign Affairs).
- A draft reply indicating an approval/ rejection of the application is forwarded to the Chair of the Grant Committee for a 'no-objection' procedure. In the case the Chair is disqualified due to a conflict of interests the draft reply is forwarded to the deputy Chair of the Grant Committee.
- The Chair / deputy Chair has a week to provide feedback.
- The FACE-secretariat is forwarding a final granting letter/rejection and processing a contract, transferring of funds etc.

Grant Committee Meetings

- The Grant Committee meets at least twice a year.
- The agenda is prepared by the Chair in cooperation with FACE-secretariat. The secretariat will forward the agenda and supporting documents to all members. Notice of the meeting and agenda shall be circulated at least three weeks prior to the meeting and supporting documents at least two weeks prior to the meeting. Meetings in the Grant Committee are chaired by the Chair. The FACE-secretariat is taking minutes.
- The FACE-secretariat forward the minutes for approval by the members of the Grant Committee within 10 days of the meeting.
- A representative from the Danish Ministry of Foreign Affairs can participate as observer at the Grant Committee meetings. If a committee member is unable to attend a meeting, he/she can forward written comments to FACE-secretariat and the Chair.