



ICGEB International Centre for Genetic Engineering and Biotechnology

TERMS OF REFERENCE GOVERNING THE ICGEB MEETINGS AND COURSES PROGRAMME

ICGEB support is aimed at assisting an Institution located in an ICGEB Member State (hereinafter referred also to as "Organising Institution") to organise, on behalf of the ICGEB, an ICGEB meeting/training course / workshop/ conference (hereinafter referred to as the "ICGEB event") on a particular subject of relevance to the ICGEB mandate, which has been selected by the ICGEB evaluating committee.

The ICGEB may also 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 provide financial support to students/young scientists from ICGEB Member States to attend high level meetings held in non-ICGEB Member States when 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 of the ICGEB event accept to be bound by the following Terms of Reference (TOR) in all the implementation phases.

1. ORGANISING INSTITUTE AND SCIENTIFIC ORGANISER

1.1 The Organising Institution and the scientific organiser, who must be an employee of the Institution, shall be jointly accountable for all the technical and administrative aspects of the work referred to the organization of the ICGEB event.

1.2 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 ICGEB event. Under such circumstances the ICGEB has the right to:

- (a) cancel the support or the sponsorship, or
- (b) confirm its agreement to continue the project with a new scientific organiser proposed by the Organising Institution.

2. PARTICIPANTS

2.1 The scientific organisers should use their best endeavors to ensure that at least 30 % of the participants are nationals of ICGEB Member States other than that hosting the ICGEB event, (<http://www.icgeb.org/member-states.html>).

2.2 Scientific organisers are strongly encouraged to promote gender balance when selecting speakers and participants. The ICGEB Meetings and Courses Committee when selecting proposals, and given all other criteria being equal, will give lower consideration to applications with excessive gender imbalance.

2.3 Nationals from ICGEB Member States who are recipients of ICGEB financial support are automatically waived the registration fees for the event they were selected for (if applicable).

2.4 The use of the ICGEB portal for applications is mandatory for all the ICGEB events receiving support by ICGEB, to keep a full record of ICGEB events' participants for institutional purposes, including annual statistics for our Board of Governors and feedback to our Liaison Officers in Member States.

3. ELIGIBLE EXPENSES

3.1 The funds may be used to cover:

- a) Subsistence costs of participants from ICGEB Member States (accommodation, and local hospitality). In selecting proposals, those allocating funds mainly to cover the participation of nationals from ICGEB Member States will be given higher consideration;
- b) Conference facilities, including the hiring costs of IT facilities, if the event is held outside the Organising Institution. ICGEB expects local costs such as meeting facilities and assistance to be covered by the Organising Institution;
- c) Catering for participants during the event;
- d) Local transportation;
- e) Any printing or documentation costs for participants and/or meeting venue (banners, signals etc);
- f) Additional assistance (i.e. hostesses, IT support, porters, cleaning);
- g) Consumables and/or rental of equipment (in case practical sessions are foreseen);
- h) Travel for participants (only to be considered for students/young researchers from LDCs), and preferably only partial in economy class. For further information on LDCs visit: https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/ldc_list.pdf;
- i) Payment of online meeting platforms in case of virtual/hybrid events (video streaming, video editing, etc.) for the duration of the event.
- j) Other costs related to the event not specifically detailed in the non eligible expenses

4. NON ELIGIBLE EXPENSES

4.1 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, staff or long-term trainees operating in the project;
- (f) project management of the event;
- (g) accommodation and/or transportation for local participants (i.e. participants living in the same city where the event will be held or within 30km from the event venue).

5. VISIBILITY

5.1 Funding is conditional on having the event advertised as an ICGEB event.

All events receiving ICGEB funds, including ICGEB sponsorships, are included in the ICGEB meetings calendar, website, social media channels and promoted through dedicated mailing lists and design of poster. In particular:

(a) The ICGEB logo and header should be prominently displayed on all meeting publications, website, course material and video recordings;

(b) If a website is created, the scientific organiser shall add link webpage to the ICGEB website;

(c) The scientific organiser is required to advertise the ICGEB event as widely as possible, coordinating with the ICGEB Meetings and Courses 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”.

6. FINANCIAL ARRANGEMENTS

6.1 Payment(s) are released only once the Contract Letter between the Organising Institution and the ICGEB is signed and are made to the bank account of the Organising Institution, in line with the schedule of payments outlined in the Contract Letter. Upon correct submission of the invoice from the Organising Institution, an advance payment of 80% of the overall ICGEB contribution may be made within 3 months from the commencement of the event while the remaining 20% shall be transferred, if necessary, upon submission and approval of the Final Report and Statement of Expenditures. For sponsored events, payments will be processed 50% in advance and 50% upon submission and approval of the Final Report and Statement of Expenditure.

Any unspent balance remaining with the Organising Institution upon conclusion of the project shall be returned to the ICGEB. In the event of the event being cancelled under circumstances that are not directly attributable to the ICGEB, the Organising Institution shall refund the ICGEB the portion of the funds already transferred and not spent.

6.2 ICGEB funds cannot be transferred to any other institution or organisation under any form of out-sourcing arrangement.

6.3 The ICGEB funds are transferred only via bank transfers, 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.

6.4 Interest income generated from the ICGEB contribution, if any, shall be accrued to the Organising Institution to which the funds have been granted, and such interest is not accounted for to the ICGEB nor included in the Statement of Expenditures submitted to the ICGEB.

6.5 Final settlements, when due, will only be processed upon correct submission of the Final Report and Statement of Expenditures and within a maximum of 3 three months from the end of the event.

7. REPORTS

7.1 The Organising Institution shall submit to the ICGEB the following documents: a Meeting Plan upon receipt of Award notification and within the deadline indicated. A Final Report and a Statement of Expenditures after the event closure within the deadline set under 6.5. All documents shall be prepared in accordance with this Terms of Reference, Award and Contract Letter provided by the ICGEB to the Organising Institution and 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.

7.2 The Meeting Plan shall be prepared in accordance with the approved proposal, integrating any eventual changes required by the ICGEB evaluating committee, including a budget detailing the use of the ICGEB financial contribution as well as the contribution from the Organising Institution and any other contribution foreseen. As such, it will constitute an annex to the Contract Letter.

7.3 The Final Report shall summarise the results of the event and give, in sufficient detail, its highlights and lessons learnt, and shall include: the final programme, the list of participants, statistics and evaluation questionnaires in the format requested by the ICGEB, if any, audio and video material for public dissemination, and a copy of the abstract book or other course material, as applicable.

The Final Report shall be submitted within one month and no later than 3 months from the end of the event.

7.4 The Statement of Expenditures attached to the Final Report, is submitted in Euro, with indication of the exchange rate applied, duly certified by the Organising Institution's Finance Officer. The Statement must show the use of all funds provided by the ICGEB, by the Organising Institution or by other sources as per the Budget and in line with the original Meeting Plan both approved by the ICGEB.

7.5 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 event, 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.

8. LANGUAGE

English language shall be used by the Organising Institution in all written communications to the ICGEB. Likewise, all documents procured or prepared by the Institution pertaining to the event shall be in English (or English translation must be provided).

9. RELATIONSHIP AND RESPONSIBILITY OF THE PARTIES

9.1 The relationship of the Organising Institution to ICGEB shall be that of an independent contractor. Nothing in the present TOR nor in the Contract Letter shall render the Organizing Institution's staff, consultants, fellows or the scientific organizer an employee, worker, agent or partner of ICGEB.

9.2 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 officials, agents or employees.

9.3 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.

9.4 The Organising Institution shall not have authority to act in the name of, or on behalf of the ICGEB 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).

10. SAFETY AND ETHICAL RESPONSIBILITY

10.1 The Organising Institution must ensure that all activities, research and experiments undertaken in relation to the ICGEB event conform with all applicable laws and regulations in the country where the event 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.

10.2 The Organizing Institution and the scientific organiser undertake to ensure that, at all times during the period of the ICGEB event 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.

11. 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 event is organised.

12. INDEMNIFICATION

The Organising 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 subcontractors in the performance of the project.

13. DISCLAIMER

All paper release for the event should mention that the views expressed in relationship to the event and its contents represent the views of the Organising Institution, Scientific Organiser and/or individual participant (s) and will not constitute an official statement by, nor necessarily represent the views of, either the ICGEB, its officials, agents, or employees.

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