

**PROJECT SELECTION COMMITTEE WORK REGULATION OF PUBLIC
ESTABLISHMENT THE “GOOD WILL FOUNDATION”**

1. This regulation sets out the procedures of the formation and work of the Project Selection Committee (hereinafter – Committee) of PE “Good Will Foundation” (hereinafter – GWF) as well as the selection procedures of projects (hereinafter – Projects) submitted to GWF.

2. The Committee is established by the order of GWF director for the selection of submitted Projects and performs Project selection and, following the principles of reason and logic, submits the conclusions and recommendations for GWF Board regarding the allocation of funding and indicates the possible amount of funds.

3. The Committee is formed of 6 members: 3 members are proposed by Lithuanian Jewish (Litvak) Community and Lithuanian Jewish Religious Community, 3 members – by WJRO. The work of the Committee is directed by the Chair of the Committee (a member of a Committee), who is appointed by the order of GWF director. The term of the Committee member – 3 years. The composition of the Committee can be renewed before the end of member’s term (e.g. when the member of the Committee is canceled, new candidacy of the Committee member is proposed etc.) both – completely and partially (ensuring the continuation of Committee performance).

4. A form of activity of the Committee – meetings. A meeting is chaired by the Chair of the Committee, if he is absent, then Committee is chaired by the other Committee member appointed by the Chair. When other Committee member, appointed by the Chair of the Committee chairs the meeting, he is assign only formal duties (of an organizational nature) of Chair of the Committee (chairing the meetings), nevertheless this appointed member is not granted with the same rights as the Chair of the Committee (i.e. when equal number of the Committee member’s votes is obtained in voting, his/her vote is not decisive). Minutes of Committee meeting are kept. The minutes are signed by the Chair of the Committee and secretary, appointed by GWF administration.

5. The Committee meeting is legitimate, if no less than half of all members participate. If a Committee member is not able to attend the meeting, he/she can submit his/her opinion in written or via email until the beginning of the meeting.

6. The Committee adopts the decisions by an open simple majority voting. An opinion presented in written form or via email by a member counts. In case votes distribute equally, Chair of the Committee has the decisive vote (even when the Chair of the Committee submits his voice in written or via email).

7. A member of the Committee cannot participate in the implementation and Committee cannot adopt the decision to fund a Project if any of the Committee members participate in the implementation of the Project. If the undeclared interests of Committee member emerge, related to the Project, the evaluation results of a Project are nullified and that Project is submitted to the Committee for new evaluation. If the information about undeclared interests of Committee member (e.g. member of the Committee voted having personal interest in concrete Project and his voice had a decisive influence for Committee’s decision) would emerge after the GWF Board, in accordance with Committee conclusions and recommendations, would make the decision regarding the financing of the project or project would have already received the funding, Chair of the Committee have to inform GWF Board immediately about this, which would take the final decision regarding this.

8. Before taking a position of a member of a Committee, Committee member signs a declaration of impartiality, a pledge of confidentiality, questionnaire of conflicts of interests and disclosure statement regarding gifts. During a Project evaluation process, members of the Committee must ensure confidentiality of the information, do not disseminate and do not announce publicly until GWF Board will take final decision regarding the funding of a Project.

9. Technical assistance for the Committee is provided by an administration of the GWF. If a need arises, and in order to expedite work and to ensure objectiveness as well as to perform specific tasks, the Committee can use additional consultants or experts in relevant field of experience. All communication between the Committee and GWF administration is done in written form or by an e-mail.

10. GWF administration:

10. 1. coordinates the date of the next meeting with members of the Committee;

10. 2. prepares and presents relevant documents for a Committee meeting;

10. 3. takes minutes of decisions adopted by the Committee.

11. After having received Project applications in full set, an administration of the GWF registers Project applications and those Project applications which pass an evaluation of administrative conformity are transferred to the Committee. The Committee evaluates every Project application and presents to the GWF Board it's conclusions and recommendations regarding the funding of a Project and indicates possible amount of funding to be allocated to a Project.

12. Projects are evaluated according to the current *Guidelines for Projects financed by the Funds of Good Will Foundation* and the priorities and criteria of the evaluation of projects's applications set out in the appendices of these Guidelines.

13. When evaluating Projects, the Committee:

13. 1. during the process of evaluation, subject to its competence, confirms main conditions in accordance with the legal system of the Republic of Lithuania and other legislation as well as the internal GWF regulations regarding the requirements of funding of Projects submitted to GWF;

13. 2. following decisions of the GWF Board about maximum funding amounts for one year and maximum Projects funding percentage, the Committee defines maximum individual funding cap for a Project and other individual Project funding conditions;

13. 3. evaluates ratio between the funding requested from the GWF and own (or third- party) funds foreseen to be used in a Project by an applicant;

13. 4. evaluates other information relevant to a Project.

14. Committee presents to the GWF Board the conclusions and recommendations about the relevance and funding of the Projects, evaluated by the Commission, no later than 2 (two) months after the date Project were submitted to the Commission.

15. The GWF Board examines the evaluations and conclusions of the Committee and takes the final decision regarding the funding of concrete Project. If an opinion of GWF Board (regarding funding allocation, the sum allocated etc.) differs from the Committee's, GWF Board, being the highest body of management of the GWF, has the right to adopt a decision which is different from the one offered by the Committee, and such a decision of the Board is recorded in the minutes of the Board meeting.

16. This work regulation of the Committee can be changed, amended or declared invalid by the decision of GWF stakeholder's general meeting.
