

RULES OF PROCEDURE OF
International Scientific Advisory Board
URBANITY: INEQUALITY, ADAPTATION AND URBAN PUBLIC
SPACE IN THE HISTORICAL PERSPECTIVE

Article 1

Introductory Provisions

1. The Rules of Procedure of the International Scientific Advisory Board of the project (hereinafter "ISAB") regulate the organization and proceedings of ISAB meetings.
2. The Rules of Procedure are issued pursuant to the Statutes of ISAB.

Article 2

Convocation of ISAB Meetings

1. ISAB meetings are held at least once per calendar year. Any additional meetings are held as necessary. Administrative, organizational and technical support for ISAB meetings is provided by the Institute of Contemporary History of the Czech Academy of Sciences (hereinafter "ÚSD").
2. The last ISAB meeting will be held after the end of the implementation of the project.
3. Invitation to ISAB meetings is issued to its members, and, where appropriate, to guests.
4. ISAB meetings are convoked by the ÚSD project team following an agreement with ISAB members.
5. Invitations to ISAB meetings are issued electronically and sent by the ÚSD project team to the ISAB members so that they are received sufficiently in advance.

Article 3

Proceedings of ISAB Meetings

1. ISAB has the capacity to act and draw conclusions if an absolute majority of its members are present.
2. Unless otherwise decided, ISAB meetings are closed to the public.
3. At the beginning of each meeting, ISAB members adopt the proposed agenda, or, if applicable, its changes. For each ISAB meeting, minutes of the proceedings are drafted, containing conclusions of the meeting and any possible recommendations.
4. The minutes with the conclusions of the ISAB meeting together with the beneficiary's response to the recommendations, or the plan for their implementation will be submitted by the ÚSD together with the Project Implementation Report (hereinafter "PIR") and the Final Project Implementation Report (hereinafter "Final PIR"), at least once per calendar year, with the PIR immediately following the ISAB meeting. In the event of a period shorter than two months between the ISAB meeting and the submission of the PIR, the above-mentioned documents may be submitted with the next PIR (this does not apply to the final PIR).

Article 4
Final Provisions

1. These Rules of Procedure take effect on the date of their signing by the ÚSD director.
2. These Rules of Procedure are available to the public on the ÚSD website and at the offices of the ÚSD. The Rules of Procedure published on the ÚSD website are always their full and amended version.

Prague, 1 January 2025


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