

## **REGULATIONS**

### **on the call for National Contact Points of the European Union Framework Programme for Science and Innovation in Kazakhstan**

#### **1. General Provisions**

1. This Regulation is developed in accordance with the Order of the Committee of Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan "On the establishment of the National Coordination Centre of the European Union Framework Programmes for Science and Innovation in Kazakhstan" №62-НЖ dated 27 April 2023, according to which JSC "Science Fund" (hereinafter - the Science Fund) is defined as the National Coordination Centre (hereinafter - NCC) of the European Union Framework Programmes (hereinafter – EU FP) for Science and Innovation in Kazakhstan.

2. NCC independently appoints National Contact Points, who are guided by Article 247 of the Enlarged Partnership and Cooperation Agreement between the Republic of Kazakhstan and the European Union and its Member States, the laws of the Republic of Kazakhstan, as well as the requirements of the European Commission Directive on the establishment of NCPs "Minimum standards and Guiding principles for setting up systems of National Contact Points (NCP systems) under Horizon Europe" (hereinafter - EU Directive).

3. The NCP of the EU FP for Science and Innovation Horizon Europe in Kazakhstan is any legal person, having professional competences on the rules of participation in EU FP calls for proposals and specialising in the following Clusters of the EU FP Horizon Europe:

- 1) Health;
- 2) Culture, Creativity and Inclusive Society;
- 3) Civil Security for Society;
- 4) Digital, Industry and Space;
- 5) Climate, Energy and Mobility;
- 6) Food, Bioeconomy, Natural Resources, Agriculture and Environment;
- 7) Marie-Sklodowska-Curie Actions Scholar Mobility Programme.

4. A person who is a current NCP of one of the above-mentioned EU FP Clusters at the time of the call for proposals, who has at least 5 years of experience (with supporting documents) as a NCP of a certain Cluster, who is involved in ongoing Horizon Europe projects for NCPs and who fulfils the requirements of the call for proposals shall be appointed as a NCP of the same Cluster out of competition.

5. The NCC shall place an announcement on the Science Fund's website about the call for NCP, indicating the deadlines for the competition, as well as the e-mail address to which the documents are sent.

6. The deadline for NCP applications is thirty (30) calendar days from the date of publication of the announcement.

7. Legal entities wishing to participate in the call shall send the following documents to the NCC email address before the end of the application deadline:

1) written proposal for nomination to the NCP;  
2) information on the candidate's professional and (or) public activities, including references to publications, EU Framework Programme projects or any other international projects in which the candidate has participated or is participating;

3) written agreement of the legal entity to provide the NCPs with the necessary premises and equipment to carry out its daily work;

4) copy of the identity card of a citizen of the Republic of Kazakhstan, copies of documents on education and/or degree, any evidence of the candidate's competence in the selected Cluster, certificates of trainings/seminars under the EU FP, social media pages where NCP will disseminate information about Horizon Europe grant programmes;

5) vision of the work in the role of NCP in English.

8. After the deadline, within one working day the NCC shall form a list of candidates for NCP and send bids to independent experts.

9. The NCC invites independent experts from among Kazakhstani scientists who have had experience of receiving EU FP grant funding in previous years, as well as an authorised member of staff from the EU Delegation in Kazakhstan. All experts should have experience in EU FP science and innovation projects. The expertise is anonymised. Each application shall be reviewed by 4 (four) different experts within 30 (thirty) calendar days from the closing date of the call for proposals.

10. The NCPs are selected on a competitive basis from the expert opinions, except point 4, and approved by the order of the National Coordinator.

11. The list of winners is published on the official website of the Science Fund within 7 (seven) working days after the decision is made.

12. The NCC shall conclude a co-operation agreement with the legal entities of the newly elected NCPs and send their contact details to the European Commission.

13. NCP shall operate on a pro bono basis.

## **2. Competences of the NCP**

14. Any legal entity, having experience of participation in Kazakhstani and international projects may apply for the position of NCP .

15. A prerequisite for participation in the call is knowledge of the Legislation of the Republic of Kazakhstan supporting international scientific co-operation, as well as

issues related to the scope of their activities (e.g., new scientific, technical and innovation competitions, or new rules of science funding, etc.).

16. Knowledge will be considered an advantage in expert judgement:

1) The legislative basis of the EU FP. EU policy on international scientific cooperation. EU programmes to support the development of science and innovation. Main aspects of the FP for Science and innovation .

2) Horizon Europe's objectives, principles, structure and content, especially the part of the programme that the candidate intends to coordinate in Kazakhstan .

3) The opportunities provided by Horizon Europe to strengthen the development of science and innovation in Kazakhstan, in general, and for Kazakhstani scientists and innovators, in particular .

4) The essence of coordination of EU FP in Kazakhstan. Science diplomacy. Understanding the role of the NCP.

### **3. Conditions of Participation in the Call for Proposal**

17. A candidate for the NCP from a legal entity wishing to participate in the competition should have higher education and/or academic degree, experience in organising international events, forums, conferences, seminars, trainings, knowledge of English at a professional level. The candidate shall provide copies of documents on education and/or degree, any evidence of his/her competence in the selected Cluster, indicating references to publications, references to EU FP projects in which he/she has participated, any certificates of completion of trainings on EU FP, his/her social media pages where he/she will disseminate knowledge about Horizon Europe.

18. The candidate shall present his/her vision of the work in the role of NCP in English, where he/she is obliged to demonstrate his/her professional knowledge in the chosen Cluster, have a good reputation among his/her colleagues as well as European partners; possess excellent communication and organisational skills, strive for impartiality and fairness in dealing with colleagues who have asked for assistance, be willing to actively learn and share available knowledge, be able to network in order to achieve the following objectives: to be a good communicator, to have a good reputation among his/her colleagues and European partners, to have excellent communication and organisational skills, to strive for impartiality and fairness in dealing with colleagues who have asked for assistance, to be willing to actively learn and share available knowledge, to be able to network to achieve the following objectives

### **4. Appointment of a NCP**

19. The elected candidate, acting as a representative of the legal entity that proposed his/her candidature for the competition, becomes a party to the cooperation agreement between the EU FP NCC on Science and Innovation in Kazakhstan and the NCP, which prescribes the rights and obligations of the parties (Annex 1).

20. After signing the agreement, the NCC sends an official letter to the European Commission on the appointment of this NCP with all his/her contact details. The NCC shall organise special trainings for professional development of the NCPs. In case of any subsequent changes of the appointed NCPs, the NCC shall duly notify the European Commission. NCP shall fulfil all their obligations as specified in the agreement. The NCPs shall have the right to be elected to the Council of NCPs under the NCC.

**AGREEMENT**  
**on cooperation of the National Coordinating Centre of the European Union Framework Programmes for Science and Innovation in Kazakhstan with the National Contact Points**

Astana

" \_\_\_\_ " \_\_\_\_\_ 2023

National Coordination Centre of the European Union Framework Programmes for Science and Innovation in Kazakhstan, hereinafter referred to as "NCC" represented by Science Fund JSC, on behalf of which Shamenov Abdilda Atamuratovich acts on the basis of the Charter, as well as the Regulations on the National Coordination Centre of the European Union Framework Programmes for Science and Innovation in Kazakhstan, located at the address: Republic of Kazakhstan, 010000, Astana, 010000, Tauyelsizdik Avenue 41, BIN 061140001887, on one Part and " \_\_\_\_\_ ", hereinafter referred to as "NCP", represented by \_\_\_\_\_, acting on the basis of Power of Attorney No. \_\_\_\_ dated " \_\_\_\_ " \_\_\_\_\_ 2023, as well as the Order of the National Coordinator № \_\_\_\_ dated " \_\_\_\_ " \_\_\_\_\_ 2023, registered at the address: Republic of Kazakhstan, 000000 city \_\_\_\_\_, street \_\_\_\_\_, BIN \_\_\_\_\_ on the other Part, based on Minimum standards and Guiding principles of the European Framework Programme and in pursuit of these objectives, have concluded this Agreement as follows:

**1. Subject of Agreement**

**1.1.** This Agreement is concluded within the framework of Horizon Europe, the European Union's Framework Programme for Science and Innovation.

**1.2.** The NCP undertakes to coordinate the activities of Cluster (**one of the seven relevant Clusters shall be indicated**) (hereinafter referred to as the Services) on behalf of the NCP:

- 1) Health;
- 2) Culture, Creativity and Inclusive Society;
- 3) Civil Security for Society;
- 4) Digital, Industry and Space;
- 5) Climate, Energy and Mobility;
- 6) Food, Bioeconomy, Natural Resources, Agriculture and Environment;
- 7) Marie-Sklodowska-Curie Actions Scholar Mobility Programme.

Horizon Europe EU FP in Kazakhstan for the period from the date of signature to 31 December 2023.

**1.3.** The NCC undertakes to send to the Directorate for Science and Research of the European Commission a formal notification of appointment as NCP for:

**- one of the seven relevant Clusters is indicated.**

**1.4.** The NCP warrants that it has the necessary facilities and knowledge to provide the Services under this Agreement.

**1.5.** Term of the Services: from the date of signing to 31 December 2023.

**1.6.** The NCP's services are provided on a pro bono basis.

**2. Rights and obligations of NCC**

**2.1** Provide support for the implementation of projects related to the Clusters.

**2.2** Provide the NCP with access to necessary resources, information and experts in the fulfilment of his/her tasks, as agreed.

**2.3** Communicate with the NCPs in a timely manner and provide advice and assistance as required and agreed.

**2.4** Improve joint working, provide feedback and contribute to the improvement of NCP competences in its Cluster.

**2.5** The NCC has the right to demand from the NCPs a report and information on the implementation of their activities.

**2.6** The NCC shall have the right to amend this Agreement with the consent of the NCP.

### **3. Rights and Obligations of the NCP**

**3.1** Search for and monitor projects related to NCP Cluster in accordance with the principles and objectives of the European FP.

**3.2** Contribute to the management of projects within NCP Cluster in line with the principles and objectives of the European FP.

**3.3** Adhere to ethical principles and standards of behaviour in their work and ensure that project staff and partners also adhere to these principles.

**3.4** Submit reports on work, project progress and results to the NCC within the timeframe specified by the NCC.

**3.5** Carry out the work reasonably and efficiently, in accordance with the agreed timelines and project requirements.

**3.6** Co-ordinate actions and communications with the NCC.

**3.7** Facilitate training and competence development.

**3.8** The NCP undertakes to agree plans, communication strategies and other important aspects of its work with the NCC.

**3.9** Where appropriate, the NCP undertakes to participate in regular meetings, meetings and information exchange with the NCC to discuss and agree on next steps and plans.

**3.10.** All communications and discussions must be in writing or through agreed meetings.

**3.11.** The NCP has the right to request information from the NCC within the framework of its activities.

**3.12.** The NCP has the right to make proposals for improving the activities of the NCC.

### **4. Ethical Principles**

**4.1** The NCP undertakes to adhere to the following ethical principles in all aspects of his/her work:

- Observe the principles of impartiality, anti-corruption, fairness and correctness in decision-making and project implementation.
- Maintain confidentiality and safeguard the confidentiality of information obtained from projects.
- Ensure that research is conducted in accordance with ethical principles and regulations.
- Respect the sanctity and safety of human life and health when conducting research or implementing projects.
- Consider and respect diversity and equity, prevent discrimination and show respect for human rights and academic integrity.

### **5. Dispute Resolution**

**5.1** If disputes arise between the NCC and the NCP, the parties shall endeavour to resolve them through amicable negotiations and consultations. If the dispute cannot be resolved in this way, it shall be referred to an Authorised Body in the Field of Science.

**5.2** All disputes between the Parties on which no agreement has been reached within two months shall be resolved in accordance with the laws of the Republic of Kazakhstan.

### **6. Term of Validity and Termination of the Agreement**

**6.1** This Agreement shall come into force since the date of signing by the Parties.

**6.2** Upon expiry of the Agreement and provided that it has not been terminated by either Part by giving written notice by a means of communication that provides proof of receipt and date of receipt (e.g. registered letter with return receipt requested, e-mail, facsimile agreement), this Agreement shall be deemed to be renewed on the same terms and conditions for the following calendar year.

**6.3** This Agreement may not be amended unilaterally. Early termination of the Agreement may take place by agreement of the Parts or on the grounds and under the terms and conditions provided for by the legislation in force in the territory of the Republic of Kazakhstan, by notifying the other Party in writing 15 (fifteen) calendar days prior to the proposed date of termination.

## 7. Other conditions

**7.1** Neither Part shall be entitled to transfer to third parties in full or in part its rights, obligations under this Agreement and disclose information without prior consent of the other Part signed by its authorised representative and sealed with the seal of the respective Part.

**7.2** The invalidity of any provision of the Agreement on the grounds provided for by applicable law shall not invalidate the entire Agreement.

**7.3** This Agreement is drawn up in two copies in the Russian language having equal legal force, one copy for each of the Parts.

## 8. Details of the Parts

**National Coordination Centre of the European Union Framework Programmes for Science and Innovation in Kazakhstan represented by joint-stock company "Science Foundation."**  
Address: Astana city, 41, Tauelsizdik ave.  
BIN 061140001887

**NCP**  
« \_\_\_\_\_ »

Address: Republic of Kazakhstan, oblast \_\_\_\_\_,  
g. \_\_\_\_\_, ul. \_\_\_\_\_, d. \_\_\_\_\_  
Tel: +7 (\_\_\_\_) \_\_\_\_\_  
BIN 000000000000

**National Coordinator**

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M.P. (signature) **Shamenov A. A.**

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M.P. (signature)