

RULES ON STABLE FINANCING OF ZRS KOPER

(consolidated text)

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Pursuant to Articles 29 and 69 of the Scientific Research and Innovation Activities Act (Official Gazette of the Republic of Slovenia, No. 186/21; hereinafter: ZZrID) and the Regulation on the Financing of Scientific Research Activities from the Budget of the Republic of Slovenia (Official Gazette of the Republic of Slovenia, No. 35/22; hereinafter: the Regulation), the Management Board of ZRS Koper, upon the proposal of the Director and following the prior opinion of the Scientific Council of ZRS Koper of 20 June 2024, adopted the following at its 13th regular meeting held on 20 June 2024:

RULES ON STABLE FINANCING OF ZRS KOPER

(1) The Rules on Stable Financing of ZRS Koper (hereinafter: the Rules) determine the manner of managing funds for stable financing of scientific research activities, taking into account the provisions of the ZZrID, the norms and standards adopted by the Government, and the general act of the Slovenian Research and Innovation Agency (hereinafter: ARIS).

(2) These Rules contain provisions on:

- definitions of stable financing;
- procedures for evaluating and modifying existing research programmes and establishing new research programmes;
- composition of programme groups and procedures for modifying them;
- management and evaluation of the infrastructure programme;
- the development funding pillar;
- the national research programme;
- financing continuity of work between individual projects;
- implementation of the strategic tasks of the research organisation;
- institutional self-evaluation;
- young researchers; and
- promotion of age and gender balance.

(3) If amendments to the laws or subordinate legislation on which these Rules are based result in a conflict between the provisions of these Rules and the laws or subordinate legislation, the applicable laws or subordinate legislation shall apply to the extent of the conflict.

I. DEFINITION OF STABLE FINANCING

(1) Within stable financing of the scientific research activities of the recipient of stable financing (hereinafter: S-ZRD-O), funds are provided for:

- the institutional funding pillar of the recipient of stable financing (hereinafter: ISF-O), intended to finance infrastructure, management and support activities;
- the programme funding pillar of the recipient of stable financing (hereinafter: PSF-O), intended to finance research programmes and young researchers;
- the development funding pillar of the recipient of stable financing (hereinafter: RSE-O), intended to promote the development of scientific research and infrastructure activities; and
- the national research programmes of the recipient of stable financing (hereinafter: PNR-O), intended to finance research into topics characteristic of the Republic of Slovenia.

(2) ZRS Koper shall prepare a plan for the allocation of S-ZRD-O funds for the implementation of stable financing of S-ZRD-O.

(3) ZRS Koper shall report on the use of S-ZRD-O funds in its annual financial report.

(1) For the purpose of implementing the ZZrID, the Director shall appoint by decision a working group (hereinafter: the ZZrID Working Group), consisting, in addition to the Director, of five members, including representatives of the institutes so that all research fields of ZRS Koper are covered, and representatives of the professional services of ZRS Koper.

(2) The tasks of the ZZrID Working Group include preparing the bases for:

- the Methodology for the Allocation of S-ZRD-O Funds, attached as Annex 1 to these Rules;
- the Methodology for Evaluating Research Programmes and Institutional Self-Evaluation of ZRS Koper (hereinafter: Evaluation Methodology), attached as Annex 2;
- the criteria for evaluating an application for a new research programme, attached as Annex 3;
- the criteria for evaluating research programmes, attached as Annex 4;

Article 1 (subject matter)

Article 2 (content of stable financing and management of funds)

Article 3 (working group)

- the allocation of mentoring positions to research programmes; and
- other tasks laid down by these Rules.

(1) The initial ratio between PSF-O and ISF-O is equal to the ratio between them on 1 January 2022 and amounts to 47% for PSF-O and 53% for ISF-O. Annual ratios between PSF-O and ISF-O shall be determined when imbalances are eliminated, pursuant to Article 103 of the ZZrID, and from the 50% increase in funds for management and support activities provided for in the ZZrID.

(2) Additional annual stable-financing funds shall be divided between PSF-O and ISF-O according to the percentage of additional annual stable-financing funds. At least 50% of the additional funds shall be allocated to PSF-O each year. For management and support activities, paragraph 7 of Article 103 of the ZZrID shall also be taken into account.

(1) On the basis of the Methodology for the Allocation of S-ZRD-O Funds, the Director shall prepare the S-ZRD-O Funds Allocation Plan, which shall be submitted to the Scientific Council of ZRS Koper (hereinafter: SC ZRS Koper) for its opinion and to the Management Board of ZRS Koper (hereinafter: MB ZRS Koper) for adoption.

(2) The S-ZRD-O Funds Allocation Plan shall be prepared by economic purpose for:

- ISF-O, comprising funds for infrastructure activities and management and support activities; and
- PSF-O, comprising funds for all research programmes and for young researchers.

II. PSF-O: EVALUATION AND MODIFICATION OF RESEARCH PROGRAMMES

(1) Research programme evaluation procedures shall be carried out at two levels:

- evaluation of programmes by ARIS, in accordance with paragraph 1 of Article 30 of the ZZrID; and
- evaluation of programmes by ZRS Koper, in accordance with the Methodology referred to in paragraph 2 of this Article.

(2) The criteria and procedure for the evaluation of research programmes by ZRS Koper are laid down in the Criteria for the Evaluation of Research Programmes of ZRS Koper, which form part of and are Annex 4 to these Rules.

(1) A decision on the establishment, transformation or termination of a research programme shall be adopted by the MB ZRS Koper upon the proposal of the Director and following the prior opinion of the SC ZRS Koper.

(2) The establishment, termination and transformation of a research programme shall take into account the results of the latest evaluations of research programmes carried out by ARIS and ZRS Koper.

(3) Where a research programme is also implemented at other research organisations, the manner of managing the research programme shall be agreed by contract concluded between the participating research organisations. The contract shall define at least the division of substantive work and the head of the research programme.

(1) The professional services of ZRS Koper, namely the National Projects Service, shall prepare and the Director shall publish a call for proposals for a new research programme. The proposal must demonstrate clear substantive differentiation from existing research programmes. The call may be open and/or by invitation. The application form and timetable shall be attached to the call.

(2) The applicant for a new research programme shall be a candidate for head of the research programme. The application must be co-signed by the heads of all institutes employing the proposed members of the new programme group and by the head of the programme group whose members are candidates for the new programme group.

(3) The National Projects Service shall review applications and verify whether they contain all required documents. Applicants who have submitted incomplete applications shall be invited to supplement them. If the applicant fails to complete the application within the deadline, the application shall not be considered.

(4) The National Projects Service shall verify whether the applicant meets the prescribed conditions and whether the application is substantively complete. Applicants who have submitted deficient applications shall be invited to supplement or remedy deficiencies. If the applicant fails to do so within the deadline, the application shall not be considered.

Article 4 (ratio between PSF-O and ISF-O)

Article 5 (plan for the allocation of S-ZRD-O funds)

Article 6 (procedures for evaluating existing research programmes)

Article 7 (establishment, transformation and termination of research programmes)

Article 8 (establishment of a new research programme)

The head of a new research programme must meet the conditions laid down in the ARIS Criteria for Establishing and Demonstrating Internationally Comparable Research Results and the Period Covered by Internationally Comparable Research Results for the Head of a Research Project and Programme.

A group of researchers who, under these Rules, qualifies as a research group may apply for a programme group.

A research group is a group of at least three researchers who are employed at least partly by ZRS Koper. A differently composed group of at least five researchers employed by ZRS Koper or participating research organisations (with at least a 10% employment share) shall also qualify as a research group. Together, the group members must demonstrate that, during the preceding five years, they have carried out at least two research projects.

At least one member of the research group must demonstrate participation in at least one international research project.

At least one third of the members of the applying research group must meet the conditions for the head of a basic research project under ARIS.

The Director shall appoint a committee of three evaluators to assess the research programme.

The three-member committee for evaluating proposals for new programmes shall include:

- two experts from the relevant research field;
- one independent member who is not from the relevant field.

Depending on the research field of the proposed new programme, the committee shall consist of one or two external evaluators and/or one or two internal evaluators. The internal evaluators shall be members of the SC ZRS Koper. The Director shall also participate in the work of the committee.

Evaluators shall assess applications for new research programmes according to the following criteria, which are further defined in Annex 3 to these Rules:

- scientific excellence of the researchers;
- social relevance of the researchers' previous achievements and the potential impact of developing, disseminating and using the expected research results;
- capacity and vitality of the research group, proportional representation and, in particular, interdisciplinarity and connectivity; and
- strengthening the link between research content and the development challenges of the Mediterranean and the priority areas of the Strategic Directions of ZRS Koper.

The criteria and methods of evaluation are specified in greater detail in the Evaluation Methodology.

The committee shall examine the research programme proposal, assign scores according to the prescribed criteria and submit it to the National Projects Service. The National Projects Service shall submit the evaluators' assessments to the Director for an opinion. The Director's opinion shall be binding with regard to criteria 3 and 4 of paragraph 1 of this Article.

The National Projects Service shall submit the Director's opinion on the proposal to the committee. On this basis, the committee shall give the final assessment of the application and formulate a proposed decision. The Director shall submit the complete documentation to the SC ZRS Koper and MB ZRS Koper for their opinions.

Financing of a new programme shall begin on 1 January of the year following adoption of the decision establishing the research programme.

(1) A research programme may be transformed in two ways:

- the research programme may join another research programme (merger of research programmes); or
- the research programme may be divided into two or more new research programmes (division of a research programme).

(2) A proposal to transform a research programme may be submitted by the head of the institute at which the programme is carried out, the head of the programme, or the Director.

(3) A proposal for transformation shall be submitted to the National Projects Service, which shall forward the proposal to the ZZrID Working Group for consideration and an opinion.

Article 9 (conditions for the head of a new research programme)

Article 10 (entry conditions for a research group applying for a new programme group)

Article 11 (appointment of the committee for evaluating a proposal for a new research programme)

Article 12 (criteria for evaluating an application for a new research programme)

Article 13 (transformation of a programme)

(4) The Director shall submit the proposal for transformation of the research programme and the opinion of the ZZrID Working Group to the SC ZRS Koper and MB ZRS Koper.

(5) Financing of the transformed research programme shall begin on 1 January of the year following adoption of the decision on transformation.

(1) If a research programme does not meet the conditions for continued financing laid down in the Evaluation Methodology, the Director shall propose to the SC ZRS and MB ZRS Koper that the research programme be terminated.

(2) Financing of a terminated programme shall end on 31 December of the current year.

(3) Funds from a terminated programme shall be used to finance new research programmes or reallocated to those research programmes whose financing may be increased in accordance with the Evaluation Methodology.

III. PSF-O AND RSE-O: COMPOSITION OF PROGRAMME GROUPS

(1) A research programme shall be implemented by a programme group. The programme group shall be headed by the head of the programme group, who shall also be the head of the research programme.

(2) The head of the programme group shall be proposed by the heads of the institutes participating in the implementation of the research programme. The Director shall approve the appointment by decision.

(3) The head of the programme group shall propose the composition of the programme group in accordance with the rules and with the consent of the heads of the institutes employing the members of the programme group. The composition shall be approved by the Director by decision. The same shall apply to changes to the programme group.

In cooperation with the head(s) of the institute(s) at which the research programme is implemented, the head of the research programme shall be responsible for:

- the substantive preparation and implementation of the research programme;
- determining substantive and temporal strategic priorities of the research programme;
- leading, organising and coordinating work on the research programme;
- verifying compliance with membership conditions for the research programme;
- assigning programme group members to individual tasks;
- implementing and achieving the objectives of the research programme;
- the earmarked and economical use of funds in accordance with the Regulation;
- preparing the application for evaluation of the research programme;
- participation of the programme group in the research programme evaluation procedure;
- appropriate dissemination of research results (e.g. ensuring citation of ZRS Koper affiliation, the research programme and the funder);
- interpersonal relations and motivation within the group, enabling achievement of the group's objectives and development of the group and its members; and
- fulfilment of other obligations related to implementation of the research programme (e.g. open access, protection of personal data, research data).

Article 14 (termination of a research programme)

Article 15 (programme group)

Article 16 (tasks and responsibilities of the head)

Article 17 (replacement of the head of a research programme)

(1) The head of a research programme may be replaced at any time during implementation of the programme.

(2) The function of the head of a research programme shall terminate:

- upon termination of employment at ZRS Koper;
- upon retirement;
- at the proposal of the head of the research programme, with a 30-day notice period; or
- at the proposal of two thirds of the members of the programme group.

(3) If the function of the head of the research programme terminates, the head(s) of the institute(s) at which the research programme is implemented shall submit a proposal for a new head. The National Projects Service shall verify whether the candidate meets the prescribed conditions. The new head shall be approved by the Director by decision.

(4) Replacement of the head may be proposed by the head of the institute at which the research programme is implemented or by two thirds of the programme group members if the head neglects or violates his or her obligations or for other justified reasons. The proposal for replacement must also include the name of the candidate for head and his or her consent. The National Projects Service shall verify whether the candidate meets the prescribed conditions, while the ZZrID Working Group shall assess the justification of the proposal. The new head shall be approved by the Director by decision.

(1) The minimum annual financing volume of a research programme implemented by one or more research organisations is 2 FTE in the first five-year period.

(2) The minimum annual financing volume of a newly established research programme implemented by one or more research organisations is 2 FTE in the first five-year period. The Director shall determine the financing volume in the call.

IV. ISF-O: MANAGEMENT AND EVALUATION OF THE INFRASTRUCTURE PROGRAMME

- (1) ZRS Koper implements an infrastructure programme that is financially divided among organisational units.
- (2) The head of the infrastructure programme manages the programme and, together with the heads of organisational units, allocates the workload of members of the infrastructure group.
- (3) The head of the infrastructure programme, together with the heads of organisational units, shall be responsible for:
- determining substantive and temporal strategic priorities of the infrastructure programme;
 - leading, organising and coordinating work;
 - verifying compliance with membership conditions for all members of the infrastructure programme;
 - implementing and achieving the programme objectives;
 - the earmarked and economical use of funds in accordance with the Regulation;
 - preparing interim and final reports and the application for evaluation of the infrastructure programme;
 - participation of the infrastructure group in the evaluation of the work and results of the programme; and
 - supervising the appropriate dissemination of results.
- (4) The head of the infrastructure group shall consult the Director regarding joint infrastructure activities. The heads of organisational units shall be responsible for the content and activities carried out in organisational units.

Evaluation procedures for the infrastructure programme (IP) shall be carried out at two levels:

- evaluation by ARIS, defined by the score obtained by the IP from ARIS when the evaluation is carried out, at least once every six years; and
- evaluation by ZRS Koper as part of self-evaluation, defined by the Strategic Directions of ZRS Koper and the Methodology for Allocating Infrastructure Funds to Infrastructure Organisational Units of ZRS Koper, which defines the evaluation criteria and methods.

Article 18 (minimum financing volume of a research programme)

Article 19 (infrastructure programme)

Article 20 (procedures for evaluating the infrastructure programme)

V. RSE-O: DEVELOPMENT FUNDING PILLAR

- (1) The development funding pillar is intended to promote the development of scientific research and infrastructure activities from the perspectives of quality, creativity and innovation, internationalisation, openness, and knowledge transfer and cooperation with the environment, which contribute to achieving the objectives and results and implementing measures or tasks in the field of scientific research defined in the strategic documents of the state and the EU, taking into account the mission and strategy of the individual recipient of stable financing.
- (2) Development funding pillar funds shall be allocated with regard to development priorities defined in the Strategic Development Programme, achievement of development objectives and indicators, and establishment of an internal system of development projects and programmes and research from which new research programmes may be developed.
- (3) Development funding pillar funds shall be allocated on the basis of a decision of the Director following the prior opinion of the Scientific Council of ZRS Koper.

VI. PNR-O: NATIONAL RESEARCH PROGRAMMES

National research programmes concern research into topics characteristic of the Republic of Slovenia, determined by the Government on the proposal of the minister responsible for science. ZRS Koper shall strive, through internal networking and the preparation of interdisciplinary proposals, to actively participate in ARIS public calls and invitations and to formulate research proposals of particular importance and a long-term nature.

VII. FINANCING CONTINUITY OF WORK BETWEEN INDIVIDUAL PROJECTS

- (1) Financing continuity of work between individual projects shall be ensured by each institute adjusting the scope of research work to the funds available in the financial plan. The main objective is to ensure uninterrupted research work and cover the institute's total fixed costs, with appropriate adjustment of variable costs of materials and services.
- (2) Continuity of work due to a shortfall in project funds of an institute may, for a period of one calendar year, be partially or fully financed from the annual contingency reserve, which may be formed in accordance with the Methodology for the Allocation of S-ZRD-O Funds, or from additional S-ZRD-O funds determined by the Director.
- (3) Funds for extending employment of researchers pursuant to paragraph 5 of Article 61 of the ZZrID may be provided from the S-ZRD-O funds of an individual institute if they cannot be provided from another source.

VIII. IMPLEMENTATION OF STRATEGIC TASKS

- (1) The strategic tasks of ZRS Koper include in particular:

- excellent, autonomous and responsible research work;
- highly qualified, responsible, motivated and healthy employees;
- identification of research cores and key staff for the development and leadership of ZRS Koper's fundamental research fields;
- establishment of an interdisciplinary public research institute with reference research centres for regional specificities within Mediterranean studies, studies of cultures in contact, and sustainable approaches to health, quality of life and biodiversity;
- information- and infrastructure-supported research work that is regularly updated;
- ensuring all infrastructure necessary for the activities of its institutes and infrastructure units, and an efficient, well-organised and internally connected ZRS Koper;
- strategic orientation of research activities and knowledge transfer in the field of Mediterranean studies and networking with knowledge centres within and outside Europe in research and study; and
- establishment of a postgraduate school based on research at ZRS Koper.

These tasks shall be specified in greater detail in the long-term Strategic Development Programme of ZRS Koper.

Article 21 (purpose and allocation of development funding pillar funds)

Article 22 (purpose of national research programmes)

Article 23 (ensuring financing continuity of work between individual projects)

Article 24 (implementation of strategic tasks)

(2) The purpose of implementing strategic tasks is to pursue the vision and mission of ZRS Koper and the objectives of the Scientific Research and Innovation Strategy of Slovenia 2030 and the ZZrID, so that ZRS Koper meets the evaluation criteria of:

- scientific excellence;
- professional, social and economic impact;
- internationalisation;
- openness of research and institutional infrastructure;
- staff development, taking into account the principle of equal opportunities; and
- knowledge transfer and open science.

(3) To implement strategic tasks, ZRS Koper shall ensure appropriate organisation, an appropriate management and information system, and compliance of the organisational culture with development orientations.

IX. INSTITUTIONAL SELF-EVALUATION

(1) Institutional self-evaluation is a comprehensive evaluation of scientific research activity and is intended to improve the scientific research activities of ZRS Koper. In addition to the evaluation of research programmes, institutional self-evaluation shall also address cross-cutting institutional aspects, such as professional, social and economic impact, the degree of internationalisation, the use and openness of research and institutional infrastructure, staff development measures taking into account equal opportunities, knowledge transfer and open science, and other scientific research activities of ZRS Koper.

(2) The institutional self-evaluation report shall be adopted by the MB ZRS Koper following the prior opinion of the SC ZRS Koper. The report shall be submitted to the ministry responsible for science and to ARIS no later than one month after its adoption, while a summary of the report shall be published on the ZRS Koper website.

(3) Completion of the institutional self-evaluation is a condition for entering into negotiations to conclude a new stable-financing agreement for a new contractual period and, together with the ARIS evaluation, shall affect the allocation of PSF-O funds.

(4) The method of carrying out the self-evaluation and the criteria for its impact on the allocation of PSF-O funds of ZRS Koper shall be defined in the Evaluation Methodology.

X. YOUNG RESEARCHERS

The procedure for appointing mentors for young researchers, the training programme, criteria, evaluation and selection of candidates for young researchers at ZRS Koper shall be regulated by a separate internal act.

XI. PROMOTION OF AGE AND GENDER BALANCE

(1) ZRS Koper is committed to respecting the principle of equal opportunities in research, including fair treatment and conduct in relations with all persons involved in the research process in different roles. This means eliminating all forms of discrimination regardless of sex, nationality, race or ethnic origin, language, religion or belief, disability, age, sexual orientation, gender identity and expression, social status, financial status, education or any other personal circumstance.

(2) ZRS Koper respects the strategic documents and regulations of the Republic of Slovenia and the European Union requiring equal opportunities for all individuals regardless of their personal circumstances and prohibiting discrimination.

(3) ZRS Koper promotes gender equality in the working environment, which means not only eliminating discrimination based on sex, sexual orientation, gender identity and expression, but also proactive action to eliminate structural inequalities, gender

stereotypes and prejudices. Gender inequalities are also considered in conjunction with other grounds of inequality, such as disability, age, sexual orientation, religion or nationality.

(4) ZRS Koper promotes age balance. With particular attention to the development of younger scientific staff through ZRS Koper's education and training programmes, ZRS Koper strengthens sustainable intergenerational exchange.

(5) ZRS Koper regulates age and gender balance through:

- the Strategy for Ethics, Integrity and Equal Opportunities in Research;
- the Rules on Ethics, Integrity and Equal Opportunities in Research; and
- the Gender Equality Plan.

(6) ZRS Koper is committed to age and gender balance at all levels, particularly among heads of research programmes and holders of key management functions. Where ZRS Koper chooses between two or more equally professionally qualified candidates, it may select the candidate with whom better age balance or gender balance will be achieved.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 25 (institutional self-evaluation)

Article 26 (young researchers)

Article 27 (promotion of age and gender balance)

Article 28 (transitional provision)

ZRS Koper shall adopt the Evaluation Methodology within eight months of the entry into force of these Rules. The Methodology shall take into account the size of existing programmes, the fields in which they operate, other criteria of scientific excellence, and imbalances between small, medium-sized and large research programmes.

Amendments to the Rules shall enter into force on the day following their adoption and publication on the internal website of ZRS Koper.

Annex 1: Methodology for the Allocation of S-ZRD-O Funds

Annex 2: Methodology for Evaluating Research Programmes of ZRS Koper

Annex 3: Criteria for Evaluating an Application for a New Research Programme

Annex 4: Criteria for Evaluating Research Programmes of ZRS Koper

Article 29 (final provision)

Toma· Mo·e Chair of the Management Board of ZRS Koper

ANNEX 1

METHODOLOGY FOR THE ALLOCATION OF S-ZRD-O FUNDS

I. BASIC RULES FOR THE ALLOCATION OF FUNDS BETWEEN PSF-O AND ISF-O

- PSF-O research programmes: the starting point for allocating additional funds to research programmes (hereinafter: RP) is the existing RP funding level as at 1 January 2022.
- PSF-O young researchers: the starting point for determining the volume of funds for young researchers is defined in Section II.
- ISF-O infrastructure programme: the starting point for allocating additional funds to the infrastructure programme (hereinafter: IP) is the funding level as at 1 January 2022.
- ISF-O management and support activities: the starting point for allocating additional funds for management and support activities (hereinafter: founding obligations or FO) is the funding level as at 1 January 2022.
- ISF-O funds for reimbursement of work-related expenses shall be allocated between PSF-O (RP and young researchers) and ISF-O (FO), as defined in Section VI.
- In 2022, ISF-O and PSF-O funds shall be allocated so that they equal the 2021 level increased by the annual growth in funds in 2022 compared with 2021, while maintaining the ratio between ISF-O and PSF-O.
- In 2023 and subsequent years (n), ISF-O and PSF-O funds shall equal the previous year's level (n-1). If the total of ISF-O and PSF-O increases in year (n), the additional annual stable-financing funds shall be divided between PSF-O and ISF-O according to the volume of additional annual stable-financing funds. At least 50% of additional funds shall be allocated to PSF-O each year. For management and support activities, paragraph 7 of Article 103 of the ZZrID shall also be taken into account.
- The division of PSF-O into funds for RP and young researchers in 2022 shall be made so that the funds equal the level as at 1 January 2022. For additional mentoring positions, the Rules on the Selection and Financing of Training of Young Researchers shall apply.

- In 2023 and subsequent years (n), PSF-O funds shall equal the previous year's level. If PSF-O funds increase in year (n), the additional annual funds shall be divided between RP and young researchers so that young-researcher funds increase annually by 25% and reach the target value stated by ARRS in 2027. The remaining PSF-O funds shall finance RP.

PSF-O RESEARCH PROGRAMMES: RULES FOR THE ALLOCATION OF ADDITIONAL ANNUAL FUNDS AMONG RP

Purpose of increasing the funding of existing research programmes is to ensure that by 2027 all parent RPs that were financed below 3 FTE on 1 January 2022 reach 3 FTE.

In 2022, PSF-O research programme funds shall be allocated among research programmes so that they equal the 2021 level. If total PSF-O funds increase, the additional funds shall be divided among RPs: 60% shall be allocated among parent RPs in equal amounts, while a total of EUR 2,500 shall be allocated to non-parent RPs; 40% shall be allocated taking into account differences in the size of RPs.

In 2023 and subsequent years, PSF-O research programme funds shall be allocated among research programmes so that they equal the previous year's level. In the event of an increase in funds in 2023 and subsequent years compared with the previous year, as a rule 80% of the increase shall be allocated to research programmes implemented by ZRS Koper in accordance with the Evaluation Methodology, and as a rule 20% of the increase shall be allocated to financing new research programmes. The objective is to ensure that by 2027 all parent RPs financed below 3 FTE on 1 January 2022 reach 3 FTE.

Contingency reserve

- A contingency reserve may be established if an institute would, in its financial plan, show a current shortfall of funds for covering labour costs without establishing such a reserve.
- The contingency reserve shall be established in an amount of up to 10% of additional annual stable-financing funds and, by decision of the Director for a period of one year, allocated to parent RPs at those institutes which would show a current shortfall of funds for labour costs without the reserve. If several institutes meet this condition, funds shall be distributed proportionally according to the amount of the shortfall.
- If a contingency reserve is established in the current year, the amount of additional funds available for increasing RP financing shall be reduced proportionally.

PSF-O YOUNG RESEARCHERS: RULES FOR THE ALLOCATION OF FUNDS FOR THE YOUNG RESEARCHERS PROGRAMME

The starting point for allocating funds in 2022 for the funded young researchers programme is the ARRS funding level for the programme as at 1 January 2022 and additional funds from annual growth allocated to additional young researchers and to the annual young-researcher budget line. When planning the required funds for subsequent years, the expected number of young researchers and obligations under already concluded contracts with young researchers shall be taken into account.

Annual budget line for young researchers: the starting point is the average value of price categories A and B for young researchers determined by ARRS in the document "Temporary Amount of Funds for Training Young Researchers", No. 603-1/2022-1 of 27 January 2022. The amount may be increased annually by the increase in the price of a research hour determined by ARRS for projects, where additional annual funds are available.

In the event of an authorised suspension of a young researcher's training (e.g. prolonged sick leave, parental leave, etc.), the annual funds at the level of the individual young researcher shall be allocated to the research programme within which the young researcher is being trained for the duration of the authorised suspension. The programme head receiving these funds shall be responsible for reserving funds to finance the young researcher after the authorised suspension ends. If, in a given year, after allocation under the preceding provisions or due to an unforeseen interruption of the young researcher's training, part of the annual funds remains unallocated, it shall be allocated to the research programme within which the young researcher would have continued training. Such additional funds of the research programme shall not be taken into account when allocating PSF-O research programme funds in the following year.

ISF-O INFRASTRUCTURE PROGRAMME: RULES FOR THE ALLOCATION OF INFRASTRUCTURE PROGRAMME FUNDS

Infrastructure programme funds shall be allocated among organisational units in accordance with the Methodology for Allocating Infrastructure Funds to Infrastructure Organisational Units of ZRS Koper, which defines the criteria and methods of evaluation.

ISF-O FOUNDING OBLIGATIONS: RULES FOR THE ALLOCATION OF FOUNDING OBLIGATIONS

The Director shall decide on the allocation and use of all funds received for founding obligations on the basis of the financial plan and work programme.

Funds for founding obligations comprise the starting funds as at 1 January 2022, additional funds under paragraph 7 of Article 103 of the ZZrID, and increases resulting from growth in annual stable-financing funds.

ISF-O FUNDS FOR REIMBURSEMENT OF WORK-RELATED EXPENSES: RULES FOR ALLOCATION BETWEEN PSF-O AND ISF-O

The funds for covering reimbursements of work-related expenses shall be allocated between ISF-O and PSF-O in 2022 so that the 2021 level is divided as follows:

- ISF-O founding obligations receive the amount of planned 2022 costs for severance payments, jubilee awards and solidarity assistance for all employees;
- the annual budget line for young researchers in 2022 increases by the average actual reimbursement cost per young researcher in 2021; and
- the remaining funds are divided between PSF-RP and ISF-IP according to the number of FTE-ARRS as at 1 January 2022.

ANNEX 2

METHODOLOGY FOR EVALUATING RESEARCH PROGRAMMES OF ZRS KOPER

I. PSF-O: RESEARCH PROGRAMMES

1. Common starting points

For the first eight-year period, the minimum size of an RP for which ZRS Koper is the holder is three persons employed full time for one year, corresponding to 3 FTE or 5,100 effective research hours (hereinafter: FTE-ARRS).

2. Common starting points

In 2023 and subsequent years, PSF-O research programme funds shall be allocated among research programmes so that they equal the previous year's level. If funds increase in 2023 and subsequent years compared with the previous year, as a rule 87% of the increase shall be allocated among research programmes implemented by ZRS Koper, while as a rule 13% shall be allocated to financing new research programmes.

3. Methodology for evaluating RPs

- For all RPs for which ZRS Koper is the holder, the model for allocating PSF-O funds to individual research programmes shall be used. The model provides for an increase in FTE at an individual research programme compared with the previous year through a fixed-increase component and a variable-increase component.
- The annual increase in PSF-O funds consists of 86% fixed increase allocated to each RP and 14% variable increase allocated to each RP except the largest one.
- The fixed increase represents an equal absolute share of the increase allocated to all RPs.
- The variable increase shall be determined as follows: (1) calculate the size share of each parent programme relative to the largest, after the 86% stable increase, by calculating the difference between the size of the programme and the largest programme and dividing it by the size of the largest programme; (2) normalise these shares by the sum of all differences of parent programmes from the largest; (3) calculate 14% of the variable increase for parent programmes by multiplying the unallocated annual increase by the normalised share and adding it to the programme's final increase.

4. Contingency reserve

- A contingency reserve may be established if an institute would show a current shortfall of funds for covering labour costs in its financial plan without establishing such a reserve.
- The contingency reserve shall be established at up to 10% of additional annual stable-financing funds and allocated by decision of the Director for one year to parent RPs at institutes showing such a shortfall. If several institutes qualify, funds shall be distributed proportionally according to the amount of the shortfall.
- If a contingency reserve is established, the amount of additional funds available for increasing RP financing shall be reduced proportionally in the current year.

II. CRITERIA FOR EVALUATION OF A RESEARCH PROGRAMME

Elements of evaluation of research programmes

1.

Research programmes shall be evaluated using three qualitative criteria listed in Table 1. The evaluation group shall determine the score for each criterion to the nearest 0.5 point.

No. Criterion Score range

1 Scientific excellence of the programme group (implementation of the programme in accordance with the set objectives; results achieved against the objectives; international activity; assessment of the scientific achievements of the programme group; results of the research programme for the development of science)

0–5

2 Social impact of the programme group (involvement of the programme group in social development; results of the research programme for the development of Slovenia; consistency of objectives, content and achievements of the research programme with the Mediterranean and the Strategy of ZRS Koper)

0–5

3 Capacity and vitality of the programme group 0–5

Overall score 0–15

2. The overall score of a research programme is not the average of the scores for all evaluation criteria; rather, on the basis of the individual scores, the evaluator(s) determine the final score of the report, with emphasis on the fundamental qualitative evaluation criteria, namely scientific excellence and social impact.

3. For evaluation of research programmes under the criterion of Scientific Excellence of the Programme Group, the following indicators shall be used:

- scientific achievements;
- status and international excellence;
- involvement in national and international projects;
- appropriateness and consistency of the content of the planned research work with strategic orientations and long-term research objectives relating to the Mediterranean and the Strategy of ZRS Koper; and
- importance of the planned research work for the development of science or the profession.

4. For evaluation under the criterion of Social Impact of the Programme Group, the following indicators shall be used:

- demonstrated achievements relevant to the economy or society as a whole;
- social impact of the programme group;
- training of doctoral students, including young researchers, and the flow of young doctors of science;
- dissemination of research results;
- appropriateness and consistency of the planned research work with the development objectives of ZRS Koper set out in the Strategy of ZRS Koper; and
- potential impact on the development of the economy or society as a whole.

5. For evaluation under the criterion of Capacity and Vitality of the Programme Group, the following indicators shall be used:

- structure and competence of the research group (head, established and younger researchers);
- research infrastructure.

6. The criteria for the individual indicators of research programme evaluation are defined in the ARIS methodology.

7. When evaluating an existing research programme, evaluators shall also receive the submitted ZRS Koper research programme application form.

ANNEX 3

CRITERIA FOR EVALUATING AN APPLICATION FOR A NEW RESEARCH PROGRAMME

Applications for new research programmes shall be evaluated according to the following criteria:

- scientific excellence of researchers;
- social relevance of the researchers' previous achievements and the potential impact of developing, disseminating and using the expected research results;
- capacity and vitality of the research group, proportional representation and, in particular, interdisciplinarity and connectivity; and
- strengthening the link between research content and the development challenges of the Mediterranean and the priority areas of the Strategic Directions of ZRS Koper.

I. Scientific excellence of researchers

The degree to which the conditions for scientific excellence are met shall be determined by summing the scores of the head and each member of the research group according to the following criteria:

- 1.1. Volume and quality of publications, total number of points taken into account (A1 assessment, including separate consideration of above-average scientific performance in A', exceptional achievements, A", very high-quality achievements, and A'V2, important achievements) (quantitative).
- 1.2. Impact: number of pure citations (Ci) (quantitative), according to the specification by field defined in the call.
- 1.3. Amount of funding (number of TRP, ARP, CRP, etc.) previously obtained from ARRS and ministries for implementing research projects, demonstrating capacity to prepare research proposals and conduct research.
- 1.4. International scientific excellence, demonstrated through participation in international projects or parts of international projects and involvement in international research and teaching activities.

II. Social relevance of researchers' previous achievements and potential impact

This criterion shall be assessed on the basis of the following indicators:

- 2.1. Demonstrated relevant achievements in the economy and social (higher education, cultural) activities, evidenced by contributions of the research work of research group members to economic and social projects and developments;
- 2.2. Flow of young doctors/doctors of science, evidenced by the number of doctoral and young-researcher mentorships provided by members of the research group.

III. Capacity and vitality of the research group, proportional representation and interdisciplinarity/connectivity

This criterion shall be assessed according to the following indicators:

- 3.1. Structure of the group of researchers (head, experienced and younger researchers, and gender-balance criterion);
- 3.2. Availability of equipment; and
- 3.3. Involvement in projects with an interdisciplinary orientation of the expected research results.

3.4. Adequacy of addressing important research challenges, clarity of the concept, appropriateness of objectives, and relevance of research ideas.

3.5. Importance of research for the development of science or the profession.

IV. Strengthening the link between research content, the development challenges of the Mediterranean and the priority content of the Strategic Directions of ZRS Koper

For evaluation under this criterion, the following indicators shall be used:

- 4.1. Connectedness of research content with the diversity and specific characteristics of the Mediterranean environment and life in the Mediterranean;
- 4.2. Importance for the development and implementation of the Strategic Directions of ZRS Koper.

[Signature / official stamp]

ANNEX 4

CRITERIA FOR EVALUATING RESEARCH PROGRAMMES OF ZRS KOPER

I. Elements of evaluation of research programmes

(1) Three qualitative criteria listed in Table 1 shall be used for the evaluation of research programmes. The evaluation group shall determine the score for each criterion to the nearest 0.5 point.

No. Criterion Score range

1 Scientific excellence of the programme group (achievement of programme objectives; results achieved against objectives; international activity; scientific achievements of the programme group; results of the research programme for the development of science)

0–5

2 Social impact of the programme group (involvement in social development; results for the development of Slovenia; consistency with the Mediterranean and the Strategy of ZRS Koper)

0–5

3 Capacity and vitality of the programme group 0–5

Overall score 0–15

(2) The overall score of the research programme is not the average of all evaluation criteria; rather, based on the individual scores, the evaluator(s) determine the final report score with emphasis on the fundamental qualitative evaluation criteria of scientific excellence and social impact.

(3) For evaluation under Scientific Excellence of the Programme Group, the following indicators shall be used:

- scientific achievements;
- status and international excellence;
- involvement in national and international projects;
- appropriateness and consistency of the planned research content with strategic orientations and long-term research objectives and with the Mediterranean and the Strategy of ZRS Koper; and
- importance of the planned research work for the development of science or the profession.

(4) For evaluation under Social Impact of the Programme Group, the following indicators shall be used:

- demonstrated achievements relevant to the economy or society as a whole;
 - social impact of the programme group;
 - training of doctoral students, including young researchers, and the flow of young doctors of science;
 - dissemination of research results;
 - appropriateness and consistency of the planned research work with the development objectives of ZRS Koper (as set out in the Strategy of ZRS Koper); and
 - potential impact on the development of the economy or society as a whole.
- (5) For evaluation under Capacity and Vitality of the Programme Group, the following indicators shall be used:
- structure and competence of the group of researchers (head, established and younger researchers);
 - research infrastructure.
- (6) Criteria for the individual indicators of research programme evaluation are defined in the ARIS methodology.

INTERIM REPORT ON THE IMPLEMENTATION OF THE RESEARCH PROGRAMME FOR THE REPORTING PERIOD

A. DATA ON THE RESEARCH PROGRAMME

1. Basic data on the research programme

Research programme code

Research programme title

Programme head

Research field

Funding period

Research activity

Research activity according to ARIS

Research activity according to FORD

Socio-economic code

B. RESULTS AND ACHIEVEMENTS OF THE RESEARCH PROGRAMME

2. Report on implementation of the research programme

2.1. Report on implementation of the research programme for the period covered by the interim report. Briefly describe the achievement of the programme objectives, including key scientific findings and new scientific knowledge.

2.2. Involvement of the programme group in European Union research programmes. State the titles of EU research programmes and the name of the programme-group member who is/was the coordinator of the stated programme. Maximum 3,000 characters.

2.3. Involvement of the programme group in other international research programmes and other international cooperation. State the titles of other international research programmes/projects or other international cooperation and the name of the programme-group member who is/was the coordinator of the stated international cooperation. Maximum 3,000 characters.

3. Most important scientific achievements of the programme group in its field of activity. Highlight the most important scientific achievements of the programme group during the reporting period that contribute to the advancement of science worldwide. Describe why each achievement is important. Document the achievement with its COBISS code and provide any other relevant references.

3. MOST IMPORTANT SCIENTIFIC ACHIEVEMENTS — CONTINUED

Describe the importance and international impact of the achievements and their contribution to the advancement of research in the relevant field worldwide.

4. IMPACT OF THE RESEARCH WORK AND RESULTS OF THE PROGRAMME GROUP ON THE DEVELOPMENT OF SOCIETY

4.1. Results of the programme group important for the development of the economy, social and cultural activities

Describe the results and their relevance for the development of the economy, social and cultural activities. Provide COBISS codes and any other relevant references where applicable.

4.2. Involvement of the programme group in projects for users outside ARIS funding and demonstrated links with industry or social and cultural activities

4.3. Completed mentorships by programme-group members in staff development (doctoral training)

List the names of doctoral candidates who completed their training during the reporting period and mark “MR” if the person was financed by ARIS under the Young Researchers Programme.

4.4. Flow of young doctors — employment after completion of training

For young doctors, state where they are employed after completing their training.

4.5. Potential impact or effects of the results of the research programme

Assess the potential impact or effects of the research programme results on society and the economy by marking the relevant areas and providing an explanation.

Code Impact area None Small Medium Large

G.01.01 1st and 2nd level (Bologna programme)

G.01.02 Doctoral studies

G.01.03 Other education

G.02 Development of products/services

G.02.01 Development of new products/services

G.02.02 Increase in existing products/services

G.02.03 Reduction in production costs

G.02.04 Increase in production of energy

G.02.05 Greater competitiveness

G.02.06 New jobs

G.02.07 New jobs for highly educated staff

G.02.08 Other

G.02.09 New investment

G.02.10 Improvement of employees' educational structure

G.02.11 New investment facilities

G.02.12 Other

G.03 Technological expansion/modernisation of activities

G.03.01 Technological improvement of activities

G.03.02 Technological launch of activities

G.03.03 Introduction of new technology

G.03.04 Other

G.04 Social development

G.04.01 Improvement of living and housing conditions

G.04.02 Development of administration and public services

G.04.03 Development of social activities

G.04.04 Development of civil society

G.04.05 Other

G.05 Culture and cultural heritage

G.05.01 Development of culture

G.05.02 Other

G.06 Environment and nature protection

G.06.01 Environmental protection

G.06.02 Spatial and landscape planning

G.06.03 Waste management

G.06.04 Other

G.07 Transport infrastructure

G.07.01 Energy infrastructure

G.07.02 Other

Explanation

5. STRENGTHENING THE LINK BETWEEN RESEARCH CONTENT AND THE MEDITERRANEAN AND THE STRATEGY OF ZRS KOPER

Explanation

6. CONSISTENCY OF THE PROGRAMME'S OBJECTIVES AND ACHIEVEMENTS WITH THE INSTITUTIONAL OBJECTIVES OF ZRS KOPER — INTER-INSTITUTE LINKING

Explanation

Date: _____

Head of programme signature: _____