

Advisory Committee Procedure Creative Industries Fund NL



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Section I: Duty and composition of the advisory committees

Article 1. Duty of the advisory committees

- 1 The Creative Industries Fund NL engages independent advisory committees to assess grant applications for almost all the grant schemes and open calls.
- 2 An advisory committee is responsible for giving advice to the board about whether or not to award grants to applications.
- 3 An advisory committee issues its advice based on the grant scheme or the open call in question, applying the assessment criteria.
- 4 An advisory committee bases its assessment of an application on the data provided by the applicant.

Article 2. Composition and allocation of duties in advisory committees

- 1 An advisory committee consists of at least one, but generally several, independent advisers who each have one vote on the assessment.
- 2 An advisory committee has a chairman who leads the meeting. The chairman does not have a vote on the assessment.
- 3 Where this procedure uses the term 'committee member' or 'committee members', this means both the advisers and the chairman.
- 4 A coordinator or grant scheme manager supervises the advisory committee on behalf of the Fund and is supported, where necessary, by one or more Fund employees.

Article 3. Advisers

- 1 Advisers are appointed by the board.
- 2 Every year, a public recruitment campaign takes place based on profiles for new advisers. An external selection committee instituted by the Fund recommends candidates from the responses received to the board.
- 3 As the occasion arises, the board may also appoint advisers in the interim and/or terminate an appointment, without a recommendation from the selection committee.
- 4 When composing each committee, a balance is sought in terms of gender, regional spread, cultural diversity, education and field of work.
- 5 Advisers will initially be appointed for a period of one year. The appointment can be extended in the following year for up to a maximum of four years.
- 6 The Fund works with a group of advisers from which an advisory committee is composed for each meeting. It may be the case that the committee's composition within a round differs each time it meets, for example because different specialisms are needed or because the number of proposals submitted is so large that the assessment of them needs to be divided among different advisers.
- 7 The size and composition of an advisory committee will be such that it is able to provide high-quality advice on the applications presented to it.
- 8 The names and positions and/or ancillary positions of the advisers, affiliated with the grant schemes, will be published on the Fund's website.

Article 4. Chairman

- 1 The chairman's position can be filled internally or externally.
- 2 The chairman of a committee is appointed to the position by the board.
- 3 The maximum term of four years also applies to the chairman. If an adviser who is already in office takes over the chairmanship, then after the maximum period of four years, the adviser may act as chairman for another two years or, after two years of committee membership, may act as a chairman for another four years.
- 4 The chairman chairs the meeting and ensures that advice is delivered based on the grant scheme, the scheme objectives or the open call.
- 5 The chairman translates the discussion held into substantiated advice and recapitulates the advisory committee's conclusions on the criteria for each application.
- 6 The chairman is unbiased and does not cast a vote on an application or a project proposal.
- 7 The chairman approves the recommendation letter as drawn up by the coordinator, with which the board is to be informed about the outcomes and course of the meeting.
- 8 In exceptional cases, such as illness or absence, another committee member or a Fund representative may temporarily take over the chairmanship.

Article 5. Coordinator, grant scheme manager and grant officer

- 1 A coordinator or grant scheme manager supervises the advisory committee on behalf of the Fund and is supported, where necessary, by one or more grant officers.
- 2 For each meeting or grant round, the coordinator or grant scheme manager composes an advisory committee from the committee members.
- 3 The coordinator or grant scheme manager ensures, together with the chairman, that applications are processed consistently.
- 4 The coordinator or grant scheme manager ensures that the advisory committee's discussion leads to substantiated advice which is in line with the applicable grant scheme or open call. The coordinator assesses, if necessary, whether the substantiation is sufficient to be able to draw up the advice or selection report.
- 5 The coordinator or grant scheme manager ensures that the applications' budgets are reasonable. If the coordinator or grant scheme manager is of the opinion that the budgets need to be reviewed or adjusted, this must be communicated to the advisory committee in a timely manner. If such cases arise, the coordinator or grant scheme manager informs the board of this.
- 6 Per round, the coordinator or grant scheme manager reports the outcome and the main findings to the board by means of a recommendation letter.
- 7 The coordinator or grant scheme manager draws up a report of the yearly evaluation by the committee and shares this report with the committee members and the board.

Section 2: Advisory Committee Procedure

Article 6. Advice

- 1 The advisers receive the applications and the relevant score sheets digitally no later than one week prior to the meeting.
- 2 One or two first readers are assigned per application within the committee. This adviser or these advisers will be informed in a timely manner of the applications for which they are to act as first reader. During the meeting they will be allowed to speak first and will introduce the application.
- 3 The advisers assess the applications prior to the meeting, giving scores per criterion

on a five-point scale: 1. unsatisfactory; 2. not quite satisfactory; 3. satisfactory 4. good; 5. very good. The manner of scoring may differ for specific schemes and open calls. If so, this will be communicated via the website.

- 4 The advisers will submit their scores to the Fund per criterion and prior to the meeting, using the score form.
- 5 The coordinator or grant officer makes sure that the score form has been filled in completely and correctly prior to the meeting. These initial scores will be the point of departure to discuss the substance of the proposal.
- 6 During the meeting, the advisers will be given the opportunity to adjust their score per criterion based on the substantive discussion.
- 7 Together with the committee members and based on the final scores and the substantive discussion, the chairman determines whether the committee comes out with positive or negative advice. The scores must be a correct representation of the substantive opinion.
- 8 For the advice to be positive, the average of the final scores of the advisers must be 3 or higher.
- 9 The advisory committee may, if it sees reason to do so, deliver substantiated advice to the board about the amount of the grant to be awarded.
- 10 Proposals that are positively assessed will be ranked based on the final scores. If no written substantiated advice is drawn up per application, the proposals that are assessed negatively will also be ranked.

Article 7. Prioritizing Design, Architecture and Digital Culture Grant Schemes

The procedure described below will be applied to these grant schemes, in addition to the assessment methodology described in the Design, Architecture and Digital Culture Grant Schemes. This procedure only applies to positively assessed proposals with an equal score which have to be prioritized by the committee members when the grant ceiling is reached with these proposals.

- 1 If, based on the average final score, applications end up on the priority list with the same score, and the grant ceiling is reached with these applications, then these applications with the same score will be prioritized as follows:
 - a the equally scored proposals will first be prioritized based on the score given to the criterion 'contribution and significance to the area of expertise';
 - b those proposals that then still have the same score will be prioritized based on the score given to the criterion 'the artistic value of the project';
 - c if there are then still proposals with the same score, priority is given to the proposal that contributes the most to diversity and inclusion within the particular grant scheme's field of work.

Article 8. Appeal

The review committee affiliated with the Creative Industries Fund NL can request a second advice, which may or not be specified, with respect to a notice of appeal filed with it. In that case, the advisory committee will, at the review committee's request, deliver its advice to the review committee or the board.

Article 9. Evaluation

- 1 Every year or every two years, the advisory committee conducts an evaluation in the presence of the board and/or head of grants. The coordinator or grant scheme manager collects relevant information for this purpose. Following on from this, the

advisory committee discusses the trends and gaps in applications and grant provisions compared to the objectives and scope of the grant scheme in question and the advice procedure.

- 2 The report on the evaluation will be submitted to the board.

Article IO. Prevention of (the semblance of) conflicts of interest

- 1 A committee member (adviser or chairman) will always make sure that the semblance of prejudice is avoided.
- 2 If a committee member and an applicant are indirectly involved with or related to each other, then this adviser will abstain from giving advice about the application in question. If this relates to the chairman, the chairman's role for processing the file in question will be taken over by another committee member.
- 3 If a business interest is at stake or if a committee member is otherwise directly involved in the grant application, or if a family member up to twice removed, or somebody with whom the adviser has a long-term relationship is involved in the application, the adviser may not take part in the advisory committee's entire round.
- 4 Committee members will be excluded from processing a certain round if they personally want to submit an application to the grant scheme in which they are involved. When the application is awarded, committee members will not be convened to the advisory committee during the course of the subsidized project.

Article II. Reporting misconduct or inappropriate behaviour

- 1 Prior to their appointment, advisers are asked to study the application of the following codes to their advisory position more closely:
 - Diversity & Inclusion Code
 - Fair Practice Code
 - Governance Code Cultuur
 - Gedragscode cultuurfondsen
- 2 Any information regarding non-compliance with these codes or other information relating to misconduct by an applicant or a party involved in an application, may always be shared outside the plenary committee meeting with the Fund. Initially, the coordinator or the grant scheme manager can be contacted. If necessary, the board will be informed.
- 3 If an adviser objects to or has doubts about the integrity or performance of another adviser, the adviser in question may report this to the board. A meeting with the board will then be held within four weeks.
- 4 If the adviser has information about misconduct or inappropriate behaviour that has broader significance for the sector, this should be reported to the Mores Online reporting centre <https://mores.online/>.
- 5 The Fund will deal carefully with reports. If a report is submitted, the head of grants will always be informed of this to prevent signs from being fragmented.
- 6 Only if the Fund sees cause to do so, it will contact the party in question after consultations with the board and the person who made the report. Not complying with the codes may have consequences for the grant provision. The Fund would like to emphasize that if this involves possible criminal offences, it will always act according to the law. Please note that anyone charged with a criminal offence has the right to be presumed innocent until proved guilty according to the law.

Section 3: Other provisions

Article 12. Information security

- 1 Advisory committee members do not provide information about applications or project proposals to third parties.
- 2 Advisory committee members are to destroy the files the Fund sends them within three weeks of the advisory committee's meeting and remove them from their devices.
- 3 A committee member is obliged to report an incident or breach or suspected incident or breach of the information security, a possible data leak or the loss or theft of devices promptly (within 4 hours) in an email to privacy@stimuleringsfonds.nl. The information provided will be treated confidentially.

Article 13. Attendance fee

- 1 Committee members receive an attendance fee. This is built up of an allowance for the investment of time for preparing (a reading fee), an hourly allowance for the meetings and a travel allowance.
- 2 The rates will be laid down in the appointment letter and may differ depending on the type of grant scheme or open call.
- 3 The Fund strives to pay the attendance fees three times a year on an invoicing basis. Committee members will receive an overview of their activities in advance.

Article 14. Concluding provisions

- 1 This description of the Creative Industries Fund NL's committee procedure will be provided to all the Fund's chairmen and committee members and to the candidate-members nominated for appointment, prior to their appointment
- 2 This description of the committee procedure will be published on the Creative Industries Fund NL's website www.stimuleringsfonds.nl.
- 3 In the event of a lack of clarity or where interpretation is necessary, the text of the Creative Industries Fund NL's grant schemes published in the Staatscourant will prevail over this description of the Creative Industries Fund NL's committee procedure.

Article 15. Effective date

This description of the Creative Industries Fund NL's committee procedure will be effective from the moment of publication on the website, the date on which all earlier descriptions about the procedure, board instructions or howsoever called, will lapse.

Drawn up in Rotterdam, 9 January 2024

*The Creative Industries Fund NL,
S. Groeneveld
Executive Director*