

CRITERIA AND PROCEDURES FOR ESTABLISHMENT OF RSPN CONSORTIUM OF EXPERTS

The RSPN Board of Directors, during the 35th RSPN Board meeting approved the ‘Development of Research and Professional Services for RSPN’ proposed by RSPN. Point no. 4.4.0 requires the Management team to draw up the necessary criteria and procedures for establishment and update of Consortium of Experts for implementation upon approval of the Board. Any revision the criteria and procedures are subject to Board approval.

Under this framework, RSPN shall establish a consortium of in-house and external experts, whose engagement will be determined by the RSPN management team. Remuneration for work undertaken by the experts shall be made in accordance with the remuneration framework and guidelines provided therein.

The RSPN management team in establishing the consortium shall employ the following criteria and procedures.

1. The consortium

RSPN consortium of experts shall comprise of experts selected on the basis of set criteria. There shall be two categories of the consortium:

- 1.1. In-house experts: The in- house experts category shall comprise existing employees of RSPN who are selected as per set criteria and procedures.
- 1.2. External experts: External experts shall comprise of those individuals outside of RSPN selected as per the set criteria and procedures.
- 1.3. Under special circumstances, the management team may recommend to the board for enrolment of foreign individuals.

2. Eligibility criteria

Any individual with the following qualification and experience is eligible to apply for enrolment on the RSPN Consortium of Experts:

An applicant shall:

- 2.1. be a citizen of the Kingdom of Bhutan
- 2.2. have a minimum qualification of Master Degree.
- 2.3. be at least first author to two publications (in an international peer reviewed journal/ dissertation) or at least co -author to three other publications (books or peer reviewed journals).

3. Application

- 3.1. Initially, the RSPN Management team shall call for applications at a time deemed appropriate by the management team. After the first call, applications may be accepted on a continuous basis.
- 3.2. All applications for enrolment on the RSPN consortium of experts shall be addressed to the Executive Director of RSPN in the format provided by RSPN (Form 1).
- 3.3. An application shall be accompanied by the following relevant documents in fulfillment of the requirements of article 2 above. They include curriculum vitae (CV), citizenship identity card (CID), security clearance, academic transcripts and certificates, proof of publications, and two references (in case of non-employee applications).

4. Selection and enrolment process

- 4.1. The RSPN management team shall be the entity to assess, select, and propose to the board for enrolment to the RSPN consortium of experts.
- 4.2. The Administration and Human Resource Unit of RSPN shall be the repository for all applications.
- 4.3. In facilitating the process, the program division shall organize the selection meetings. Towards this, the program division shall compile a summary of the applications maintained with Administration.
- 4.4. The management team shall hold selection meetings in a manner that enables timely submission to the board for approval.
- 4.5. Selection of applications shall be based on the criteria set forth in 5 below.
- 4.6. The RSPN Management team may determine the limits for enrolment for each particular field of expertise.

5. Selection criteria

The management team shall adopt the following criteria in assessing the application:

- 5.1. Verify that the applicant meets the minimum requirements as per article 2 and 3 above.
- 5.2. Verify the authenticity of transcripts and certificates
- 5.3. Assess the suitability of the academic background and experience to expertise applied for.
- 5.4. Ensure the authorship to the publications (as mentioned in the CV) is true.
- 5.5. The management team, at its discretion may determine and define the acceptability of the institution from which the certificates were awarded.
- 5.6. The management team may, from time to time, set limits to the number of individuals to be enrolled under each expertise to avoid crowding.
- 5.7. The decisions of the management team shall be recorded. The program division shall facilitate translation of the decision by appropriately filling in and securing signatures on the 'For official use' section of Form 1.

5.8. Upon selection, the management team shall determine the appropriate grade and remuneration that the applicant is eligible for under the RSPN Remuneration Framework for Project Funded consultancy/Professional research services for in- house staff or RSPN research consortium experts.

6. Enrolment and update

6.1. Based on the outcome of the selection process , the management team shall prepare a list of selected applicants and applicable grades under the RSPN Remuneration Framework for Project Funded consultancy/Professional research services for in- house staff or RSPN research consortium experts to be recommended for approval of the board.

6.2. As and when appropriate, the management shall propose for board approval a list of selected in-house and external professionals for enrolment in the consortium of experts.

6.3. The approval of the board shall be completed with the signature of the Chairman on Form 1.

6.4. The management team shall enroll the members of the consortium by:

6.4.1. informing the concerned applicant on the selection.

6.4.2. securing the applicant's acceptance for enrolment under a set of terms of engagement (Form 2) including:

6.4.2.1. The membership does not authorize the member to represent or imply on behalf of R SPN at all times other than what is permissible during times of engagement with RSPN

6.4.2.2. acceptability for deductions from remuneration as per RSPN rules and guidelines under the Development of Research and Professional Services for RSPN (Refer Annexure 1 of Minutes of 35th RSPN Board meeting) pertaining to TDS, 20% RSPN overhead, etc.

6.4.2.3. engagement with RSPN shall be in personal / private capacity and RSPN will not be responsible for the member's legal obligations/ requirements with other organizations or individuals.

- 6.5. The Program Division shall maintain and update the list of in-house and external consortium of experts.
- 6.6. The Management team shall update the membership to the consortium of experts in the format contained in Form 3 by:
 - 6.6.1. proposing and securing board approval for enrolment of new members.
 - 6.6.2. delisting/ removal of a member (s) upon approval of the board for removal of member (s).
 - 6.6.3. Removal of a member upon written intent of the member to discontinue.
 - 6.6.4. Updating any information pertaining to existing members including address, CV, etc.