

# POLICY GOVERNING JURIES, COMMITTEES AND ASSESSORS

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Approved by:	The Board of Directors
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## **POLICY GOVERNING JURIES, COMMITTEES AND ASSESSORS**

In the interests of stylistic clarity, the masculine form is used in this document and is understood to designate women and men.

### **Article 1: OBJECTIVES**

This policy defines the terms and general principles applicable to the Conseil des arts et des lettres du Québec, hereinafter called the CALQ, with respect to the composition and role of the juries, advisory committees and selection committees, hereinafter called the committees, and the assessors hired and remunerated by the CALQ to manage its grant programs and agreements.

It establishes the remuneration of the individuals hired by the CALQ.

This policy covers the programs under which the evaluation process calls for the establishment of an advisory committee in the case of an operating grant program or of a jury in the case of grant programs for professional artists. It also applies, with the requisite adaptations, to the establishment of a selection committee in the case of the management of an agreement and when assessors are hired.

### **Article 2: DEFINITIONS**

- **Jury:** a jury is made up of peers hired to evaluate grant applications submitted by artists and writers under the CALQ's programs.
- **Advisory committee:** an advisory committee is made up of peers hired to evaluate operating grant applications submitted by arts organizations under the CALQ's programs.
- **Selection committee:** a selection committee is made up of individuals who may or may not be peers hired to evaluate grant applications submitted by artists or arts organizations submitted under an agreement signed by the CALQ and one or more partner organizations.
- **Assessor:** an assessor is an individual engaged to offer an opinion on an event, artwork, exhibition, or particular project, among others, or to evaluate travel grant applications.
- **Manager:** a manager is a member of the CALQ's management who oversees the evaluation process and ensures adherence to the policies and procedures in effect for the evaluation of projects and applications.

### **Article 3: COMPOSITION OF JURIES AND COMMITTEES**

Juries or advisory committees made up of peers consider applications for grants for professional artists and operating grants.

The juries that examine grant applications from professional artists are made up of individuals who have a good knowledge of the relevant artistic practice.

The members of the advisory committees that examine grant applications from artistic organizations are recognized for their competence in the field and have extensive knowledge of the applicant organizations and their impact on the artistic milieu.

Concerning applications for grants and subsidies presented in the context of an agreement, the majority

of selection committee members must be from the territory specified in the agreement, corresponding to the percentage spelled out in the agreement.

They must have extensive knowledge of the arts and literature on their territory and their competence must be recognized in the cultural community.

### **3.1 Eligibility criteria**

Persons selected to serve on juries and committees or as assessors must comply with the competency profiles approved by the Board of Directors and fulfil at least one of the following conditions:

- Be an artist within the meaning of the *Act respecting the professional status and conditions of engagement of performing, recording and film artists*, i.e. someone who produces works on his own behalf and offers his services for remuneration as a creator or a performer in the fields covered by this Act.
- Be an artist in the realm of the visual arts, the arts and crafts or literature, declares himself to be a professional artist, produces works on his own behalf, his works are exhibited, produced, published, presented in public or marketed by a promoter, he has been recognized by his peers as a professional artist by way of an honourable mention, an award, a prize, a scholarship, an appointment to an adjudication committee or an invitation to participate in a salon or by any other similar means, within the meaning of the *Act respecting the professional status of artists in the visual arts, arts and crafts and literature, and their contracts with promoters*.
- Be a manager or a professional in one of the fields under the CALQ's jurisdiction (visual arts, theatre, dance, music, popular song, multidisciplinary arts, digital arts, cinema and video, circus arts, literature, arts and crafts, architectural research, landscape architecture and urban planning).

Moreover, applicants must have at least five years of artistic practice or at least five years of relevant experience in the case of professionals or cultural managers.

The applicants are recognized for their areas of competence in one or more artistic disciplines. The applicant must provide the CALQ with information related to his candidacy in order to justify his engagement.

Members of the CALQ's staff and Board of Directors, the public service, staff working in other government agencies, public or private organizations that support the arts, artists' agents or representatives, and journalists and individuals who work as critics on a regular basis are ineligible for inclusion in the bank of resource persons or, if they were included in the bank, are suspended until they once again satisfy the eligibility criteria.

### **3.2 Selection criteria**

The composition of a jury, an advisory committee or a selection committee must comply with the following criteria:

- a) A jury, an advisory committee or a selection committee must comprise at least three members.
- b) A member of an advisory committee may be hired to evaluate grant applications in more than one program during the same year.
- c) An individual who has submitted a grant application that is undergoing evaluation is considered ineligible for engagement on a jury or selection committee.

- d) A member of a jury can be engaged more than once to evaluate grant applications during the same grant program fiscal year.
- e) A member of a jury cannot be re-engaged to sit on another jury during a period of two consecutive fiscal years for the CALQ.
- f) However, the individual may sit on a selection committee set up to manage agreements or be hired as an assessor during a period of two consecutive fiscal years.
- g) A member of an advisory committee may not be asked to sit on a jury, and vice versa, in a period of two consecutive fiscal years.
- h) However, the individual may sit on a selection committee set up to manage agreements or be hired as an assessor during a given fiscal year or the previous one.
- i) A member of an advisory committee may not be asked to sit on a committee for two consecutive fiscal years unless he is asked to ensure continuity from one year to the next in respect of evaluations for operating support, in which case he may sit on the same committee in two consecutive fiscal years.
- j) A member of a selection committee may not be asked to sit on a committee more than once in two consecutive fiscal years.
- k) However, the individual may sit on an advisory committee or a jury or be hired as an assessor during a given fiscal year or the previous one.
- l) A jury, an advisory committee or a selection committee must be composed of men and women chosen to characterize the diversity of practices, territorial and generational representation as well as the Ethnocultural diversity of the population served.
- m) Members of the CALQ's staff and Board of Directors, the public service, staff working in other government agencies, public or private organizations that support the arts, artists' agents or representatives, and journalists and individuals who work as critics on a regular basis are ineligible to serve as members on a jury, advisory committee or as assessors until they once again satisfy the eligibility criteria.

### **3.3 Approval of applicants**

When a committee or jury is formed, a Director of the CALQ must approve the engagement of each of the candidates, ensuring that he respects the eligibility criteria for his engagement and the competency profile required to evaluate the files that will be confided for his evaluation.

### **3.4 Duration of the mandates of jury, advisory committee and selection committee members and assessors**

- a) The mandates of selection committee members will not exceed six months in duration.
- b) The mandates of advisory committee or jury members end March 31 at the latest of the fiscal year corresponding to the evaluation period for which they are hired.
- c) The mandates of assessors are variable and end on March 31 following their appointment.

### **3.5 Code of ethics and professional conduct**

Jury and committee members and assessors undertake to comply with the Code of ethics governing jury and committee members and assessors accompanying the letter of appointment.

Each jury or committee member or assessor must sign a confidentiality agreement form as soon as he is hired. The completed, signed form must be submitted to the CALQ before the documentation is sent to the member or assessor.

Before the beginning of the jury or committee meeting or before the member's or the assessor's mandate begins, the member or the assessor must submit to the CALQ the completed, signed declaration of interest form.

### **3.6 Publication**

The CALQ makes available the names of members of a jury, advisory committee or selection committee three months after the end of their mandate. The names of members of juries, advisory committees and selection committees are divulged once yearly on the CALQ's website.

The names of assessors are never made public.

The individuals hired must be notified in writing of this provision in the policy.

## **Article 4: ROLES OF CALQ EMPLOYEES, JURY, ADVISORY AND SELECTION COMMITTEE MEMBERS AND ASSESSORS**

### **4.1 Role of CALQ employees**

The program manager responsible coordinates the jury, advisory committee or selection committee. Working alone or with another program manager, the program manager:

- Oversees the organization of secretarial services for the jury, advisory committee or selection committee but does not participate in the deliberations or have the right to vote.
- Informs members of his role and the role of other program managers and the program assistant, as the case may be.
- Indicates the CALQ's guidelines, objectives and the program's evaluation criteria and the rules governing ethics and professional conduct.
- Explains the evaluation process and evaluation methods.
- Ensures compliance with the CALQ's management methods.

## **4.2 Jury members**

The role of the members of CALQ juries is to evaluate the merit of the applications submitted by individuals under the grant program in light of the eligibility criteria, the objectives and evaluation criteria specific to the different sections of the program, and to jointly decide on which projects warrant support. He can suggest the amount to be attributed for each selected project for general guidance purposes. Jury members rank the recommended projects. Once the budgeted funds have been exhausted, the remaining recommended applicants are deemed to be alternates.

Upon conclusion of their deliberations, members make recommendations to the Board of Directors, which adopts them.

## **4.3 Advisory committee members**

Advisory committee members evaluate on their merit applications from organizations according to program evaluation criteria and take into account the CALQ's guidelines.

Upon conclusion of their deliberations, members make recommendations to the Board of Directors, which adopts them.

## **4.4 Selection committee members**

The members of selection committees set up in respect of an agreement are called upon to analyse and evaluate the merit of applications submitted by artists, writers or organizations in light of the program's evaluation criteria and to jointly decide on which projects warrant support. The selection takes into account both the comparative value of the projects and the funds available.

Upon conclusion of their deliberations, as per agreements, members make recommendations to the partners and the Board of Directors, who confirm their decisions.

## **4.5 Decision**

In the absence of a consensus, the evaluations and recommendations of a jury, selection committee or advisory committee follow the principle of the majority of votes.

## **4.6 Assessors**

Assessors are mandated by the CALQ to give their opinion of performances, exhibitions, events, art works and specific projects or to evaluate travel grant applications.

# **Article 5: HIRING AND PAYMENT METHODS**

## **5.1 Hiring**

The hiring of jury, advisory committee and selection committee members and assessors must be covered by a letter of appointment to which is appended a copy of the Code of ethics and professional conduct governing jury and committee members and assessors, a confidentiality undertaking form and a declaration of interests form.

## 5.2 Payment of honoraria

Jury and committee members are paid fixed honoraria for preparation and participation in a jury or committee or the preparation of an opinion, approved by Order in Council 1225-95 of September 12, 1995 (see Appendix I of this policy).

The CALQ sets an amount in respect of the analysis of documents and this amount is indicated in the letter of appointment.

If jury or committee deliberates for four hours or less, the member of the jury or the advisory committee receives \$25 per hour worked. Travel time exceeding two hours is remunerated. Meal times are excluded from the calculation of the hours worked.

## 5.3 Payment of living and travel expenses

Jury and committee members and assessors may claim the reimbursement of living and travel expenses up to the amount set under the policy governing the reimbursement of the honoraria, living and travel expenses of jury and committee members and assessors in effect at the CALQ, bearing in mind Directive 7-74 of the Conseil du trésor concerning the *Frais de déplacement des personnes engagées à honoraires*.

To claim living and travel expenses and honoraria, jury and committee members and assessors must complete the CALQ claim form for honoraria and living and travel expenses (*Fiche de réclamation: honoraires, frais de séjour et de transport du CALQ*). Receipts must be submitted along with the form. The claim must be approved by the program manager concerned or the person designated by the manager and payment is made as soon as the mandate is completed.

If a jury or committee member or an assessor is unable to complete his mandate or if the CALQ withdraws or postpones the mandate in whole or in part, the member is paid proportionally for the time worked and the number of files processed.

## Article 6: EFFECTIVE DATE

This policy will take effect on April 1, 2015.

<b>APPENDIX I</b> <b>Honoraria of jury and committee members and assessors</b>
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Order in Council 1225-95 sets the honoraria of members according to a daily rate.

The honorarium for a work day including from four to seven hours is \$200. For each additional hour worked, the member receives \$25 per hour.

Honoraria for work days including four hours or less: \$25 per hour.

Honoraria per day devoted to reading files (flat rate): \$100.

However, the CALQ has adopted an internal administrative policy governing reading time that stipulates the number of files that a member processes in one day, bearing in mind the discipline and in light of the daily rate mentioned previously.