

STATUTE OF THE INTERNATIONAL ADVISORY BOARD

Institute of Experimental Medicine Czech Academy of Sciences

Article 1

General Provisions

The Director of the Institute of Experimental Medicine Czech Academy of Sciences (hereinafter referred to as "IEM CAS"), after discussion with the Council of IEM CAS and the Academic Council of Czech Academy of Sciences, establishes an international advisory board as a permanent advisory board to the Director of IEM CAS according to article 10, paragraph 2 Annexes to the Articles of Czech Academy of Sciences and Article 5 letter a) the Organisation Rules of IEM CAS.

Article 2

Main tasks of IAB

The role of the International Advisory Board of the Director of IEM CAS (hereinafter referred to as "IAB") is mainly:

- a) to provide IEM CAS with consultancy activities within its research activities, especially in dealing with important issues such as the creation and fulfillment of scientific concepts, the development of disciplines, the establishment of international cooperation, participation in foreign projects and the ongoing evaluation of activities in the workplace,
- b) to participate in reports on IEM CAS
- c) to draw up recommendations for the activities of the scientific teams of IEM CAS,
- d) to draw up other recommendations at the request of the Director.

Article 3

IAB composition

1. The members of the IAB are appointed by the Director of IEM CAS after discussion with the Council of IEM CAS and with the Academic Council of the leading internationally recognised researchers working abroad.
2. The IAB has 5 members.
3. The IAB Chairman and IAB Vice-Chairman are elected by IAB members at their first meeting from the IAB members. The Chairman acts on behalf of IAB in all matters and is responsible for his/her activity to the Director of IEM CAS. In the absence of the chairman, IAB shall be represented by the deputy chairman or by another member appointed by the chairman.
4. Members of IAB attend meetings, get acquainted with the submitted materials and suggestions and retain confidentiality about the matters they learn in connection with the performance of their duties. This obligation is valid even after the end of their membership with IAB.
5. Members of IAB do not participate in a decision-making process where there could be a conflict of interest. If such a matter occurs, they are obliged to state it at the beginning of the meeting; it will be listed in the minutes of the IAB meeting and the IAB member will not take part in the decision on the matter. Failure to notify a conflict of interest is a reason to appeal from IAB membership.
6. The IAB member's term of office is 5 years. Membership in IAB expires due to:
 - (a) resignation,
 - (b) by recalling of the Director of IEM CAS
7. The IAB agenda is led by the IAB Secretary, who, together with the Director of the Workplace and Chairman of the Council of IEM CAS prepares documents for the meetings of IAB, participates in the session and prepares the minutes of the meeting. The secretary of IAB is appointed by the Director of IEM CAS from the ranks of the employees of IEM CAS. The secretary is not a member of the IAB.

Article 4

Meetings of the IAB and meetings at IEM CAS

1. The meetings of the IAB are held taking into account the needs of IEM CAS. An attendance session at IEM CAS is held at least once a year.
2. The proposals for which it is not possible or suitable to convene a meeting of the IAB, may be sent to IAB members for discussion in electronic form.
3. A meeting is convened by the Director who also proposes a programme. Invitations to attendance sessions together with background material are distributed to members at least 30 (thirty) days in advance.
4. The IAB is headed by the Chairman.
5. The decision of the IAB (resolution) requires an absolute majority of the votes of all members. In the event of equality of votes, the President's vote shall decide.
6. From a meeting of IAB, the Secretary shall make meeting minutes, which shall be approved by the Chairman. The minutes will be sent to all members of the IAB and the Director of IEM CAS
7. The written IAB agenda is deposited with the Secretary, in an electronic version, and is available to all members of IAB.
8. Members of IAB are entitled to reimbursement of travel allowances related to their participation at meetings at IEM CAS.

Article 5

Final Provisions

This Statute shall become effective on May 7th 2019.