

Status of the International Advisory Board to the Institute of Macromolecular Chemistry of the Czech Academy of Sciences

Article I. General terms

The Director of the Institute of Macromolecular Chemistry of the Czech Academy of Sciences (hereinafter referred to as the "Institute"), after consulting the Institute Board and the Academy Council of the Czech Academy of Sciences, establishes an International Advisory Board as a permanent advisory body to the Director of the Institute, according to Article 10 paragraph 2 of the Appendix to the Statutes of the Czech Academy of Sciences.

Article II. Role of the IAB

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

- a) to provide ongoing consultancy to the Institute on its research activities, particularly on issues of significant importance, such as: defining and fulfilling the Institute's research strategy, further developing its research areas, establishing international cooperation, participating in international projects and evaluating the Institute's work,
- b) to provide recommendations in relation to activities of research teams at the Institute,
- c) to provide further recommendations at the request of the Director of the Institute.

Article III. IAB Structure

- (1) IAB members are selected from among leading and internationally renowned researchers working abroad. IAB members are appointed by the Director of the Institute after consultations with the Institute Board and the Academy Council.
- (2) The IAB has five members.
- (3) The Director of the Institute proposes one member of IAB as the IAB Chair. The proposal is discussed by members of the IAB who can elect the proposed Chair or choose another member of IAB to be the Chair. The Chair acts on behalf of the IAB in all relevant matters and represents the IAB in the relations with the Director of the Institute. During an unexpected prolonged absence of the Chair, the Director of the Institute shall similarly propose another IAB member to temporarily deputise for the IAB Chair.
- (4) IAB members attend the sessions of the IAB and review relevant materials and recommendations. IAB members shall to maintain confidentiality with respect to all matters they have learned in the context of exercise of the function thereof. The obligation to maintain confidentiality shall continue after their membership at IAB is terminated.
- (5) IAB members do not participate in discussions and decisions on matters where a conflict of interest would arise. If such situation occurs, IAB members shall state this fact at the beginning of a session and it is recorded in the meeting's minutes.
- (6) The term of office of IAB member is five years. The membership is terminated by:

- a) resignation of a member,
 - b) death of a member,
 - c) withdrawal of a member by the Director of the Institute.
- (7) Agenda of the IAB is kept by the Secretary. The Secretary, along with the Director of the Institute and in certain cases also with the Chairman of the Institute Board, prepares background materials for meeting, participates in the meetings and records the minutes. The Secretary is appointed by the Director of the Institute from among the Institute's employees. The Secretary is not a member of the IAB.

**Article IV.
Meetings of the IAB**

- (1) Meetings of the IAB are organised according to the needs of the Institute. On-site meeting at the Institute is held at least once a year.
- (2) Recommendations and materials, for which it is not possible or effective to convene a meeting, can be distributed and discussed electronically.
- (3) Meetings of the IAB are convened by the Director of the Institute. The Director also proposes the agenda. Invitations for meetings, together with relevant documents, are sent to IAB members at least 30 days in advance.
- (4) Meetings of the IAB are chaired by the IAB Chair.
- (5) The decisions/recommendations of the IAB require majority of all members' votes.
- (6) The Secretary of the IAB records the minutes of the meeting. The minutes are approved by the IAB Chair and distributed to all IAB members and to the Director of the Institute. The written agenda of the IAB is kept by the Secretary.
- (7) IAB members are entitled to reimbursement of travel expenses incurred in connection with their presence at meetings.

**Article V.
Final provisions**

This status takes effect on the date of its approval September 2, 2020.