

The statutes and rules of procedure of an International Advisory Board to a project CarDia LX22NPO5104

Article I. General terms and conditions

The Director of the Institute for Clinical and Experimental Medicine with registered office: Vídeňská 1958/9, 140 21 Prague 4, founding deed of the Ministry of Health of the Czech Republic No.17268-II/2012 of 29 May 2012, ID No.: 00023001, represented by [REDACTED] Director (hereinafter referred to as the “director”), after consulting the Executive Board of the project CarDia, establishes an International Advisory Board as a permanent advisory body of the project named: National Institute for Research of Metabolic and Cardiovascular Diseases with acronym CarDia (G7300_LX22NPO5104) (hereinafter referred to as the “Project”).

Article II. Role of the IAB

- (1) The role of the International Advisory Board (hereinafter referred to as the “ISAB”) is specially to provide ongoing consultancy to the beneficiaries and co-beneficiaries during the implementation of the Project on its research activities, particularly on issues of significant importance, such as: fulfilling the goals and mission of the consortium as a national R&D&I.
- (2) Based on the information received from the Executive Board and the Scientific Coordinator (as defined below), the ISAB will provide general feedback and written recommendations on relevant issues such as:
 - a) the status and role of the Institute in international R&D&I networks and clusters; and the overall state of internationalisation of the Institute,
 - b) the overall scientific performance of the Consortium, the quality of its results and outputs,
 - c) knowledge transfer and exploitation of application potential,
 - d) the use of relevant capabilities and capacities of existing large research infrastructures,
 - e) the degree of internationalisation of the Institute, its involvement in international professional structures and the way in which human resources from abroad are used,
 - f) the management and use of staff and research capacities within and outside the Institute;
 - g) the sharing of knowledge, scientific data and the application of the open access strategy and FAIR principles in the Institute's research practice,
 - h) financial issues and the efficient use of the Institute's resources in relation to its performance,
 - i) the Institute's scientific focus and research agenda for the coming period,
 - j) reports about the Project and its activities,
 - k) recommendations in relation to activities of scientific or research teams at the Project,
 - l) recommendations on other matters at the request of the Scientific Coordinator of the Project [REDACTED] (hereinafter referred to as the “Scientific Coordinator), especially the other matters as may be determined by the Programme EXCELES or arise in the course of implementation.

- (3) Activities of the ISAB and of the Executive Board complement each other. Decisions regarding the conception of further development of the Project are made by the Executive Board.

Article III.
IAB Structure

- (1) ISAB members are appointed by the Scientific Coordinator after consultations with the Executive Board. Members are appointed from among leading and internationally renowned researchers working mostly abroad.
- (2) The ISAB is a collective body and has a minimum of 5 members.
- (3) The ISAB Chair and Vice-Chair are elected by ISAB members from among ISAB members at the first session of the ISAB. The Chair acts on behalf of the ISAB in all relevant matters and is responsible to the Scientific Coordinator. During the absence of the Chair, the Vice-Chair or an ISAB member authorised by the Chair shall deputise for him/her.
- (4) ISAB members attend the sessions of the ISAB and review relevant materials and recommendations. ISAB members are obliged 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 even after their membership at ISAB is terminated.
- (5) Should a conflict of interest arise in case of a particular ISAB member, such ISAB member shall not participate in decision-making on matters where a conflict of interest would arise. The respective ISAB member is obliged to notify the conflict of interest as soon as he/she identifies it. Such notification shall be recorded in the session's minutes. The respective ISAB member/s must not participate in decision-making on the matters in question. Failure to state a conflict of interest is a reason for revocation from membership at the ISAB.
- (6) The membership is terminated by:
- a) resignation of a member,
 - b) death of a member,
 - c) revocation of a member by the Scientific Coordinator.
- (7) Agenda of the ISAB is kept by the Secretary. The Secretary, along with the Scientific Coordinator prepares background materials for sessions, participates in the sessions and records the sessions' minutes. The Secretary is appointed by the Scientific Coordinator from among the project participants. The Secretary is not a member of the ISAB.

Article IV.
Sessions of the IAB

- (1) Sessions of the ISAB are organised according to the needs of the Project including means of long-distance communication.
- (2) Sessions of the ISAB are convened by the Scientific Coordinator. The Scientific Coordinator also proposes the agenda. Invitations for sessions, together with relevant background materials, are distributed to ISAB members at least 5 calendar days in advance
- (3) Sessions of the ISAB are chaired by the ISAB Chair.
- (4) The quorum necessary for the ISAB to validly deliberate requires presence of a simple majority of all ISAB members. If a quorum is not present, the session of the ISAB shall be adjourned. A decision (resolution) of the ISAB shall be approved by a simple majority of all present members'

votes. In the event of equality of votes, the vote of the ISAB Chair decides. The decision of the majority will be the decision of the ISAB.

- (5) The Secretary of the ISAB records the session's minutes. The minutes are approved by the ISAB Chair and distributed to all ISAB members and to the Scientific Coordinator.
- (6) Written agenda of the ISAB is stored with the Secretary, its electronic version is available to all ISAB members.
- (7) ISAB members are entitled to reimbursement of expenses incurred in connection with their work done related with activities of the ISAB.

Article V.
Final provisions

This status takes effect on the date of the Director's Order No. 29/2022, which is attached hereto.