

Regulations for Science Advisory Board

9 October 2012

The IMM Board presents the following regulations for the Science Advisory Board of the IMM.

Terms of Reference

1. The Science Advisory Board (SAB) has the task of issuing opinions to the IMM Board, if requested or on its own initiative, with regard to the strategy, positioning, priorities and choices of themes and programmes in the IMM's field of operations.
2. The IMM Board can request the SAB for an opinion.
3. If the IMM Board deviates from an opinion issued by the SAB, the IMM Board will inform the SAB of this, giving its reasons.
4. The SAB has an advisory role in preparing for evaluations of the IMM institute.

Composition

1. The SAB is composed of respected scientists and managers from international organizations and institutes for physics, chemistry, and biochemistry.
2. The SAB consists in principle of six members.
3. The members of the SAB are appointed and discharged by the IMM Director.
4. The members occupy their seats in the SAB in their own capacity (not representing their institutions) and they cannot appoint a substitute.
5. The SAB chooses a chairperson from among its members.

Term of office

1. The SAB members are appointed for a period of three years with the possibility of one reappointment.
2. Membership of the SAB ends:
 - a) at the end of the term of appointment,
 - b) by means of a resignation in writing,
 - c) by discharge, for weighty reasons.
3. A member, who intends to resign, shall inform the IMM Director in good time.

Procedures

1. The SAB shall meet annually preferably after the IMM Symposium, and further as often as the chairperson or IMM Board consider it necessary. The IMM Director will send the invitations to the SAB members.

2. The SAB shall seek consensus in its conclusions. In the cases where the SAB does not reach a unanimous conclusion, the minority view will be mentioned in the report.
3. The primary contact for the SAB during the meetings is the IMM Board, but the SAB may also have closed sessions and invite individual IMM group leaders.
4. The draft report of the SAB shall be sent as quickly as possible to the IMM Board.
5. The IMM Board shall ensure that relevant documents are made available to the SAB members at least two weeks before a meeting.

Reimbursement

All travel, lodging, and daily expenses of the SAB members for attending the meetings are reimbursed by the IMM.

Confidentiality

The members of the SAB are obliged to ensure the confidentiality of all information and data, in relation to which the IMM Board has imposed confidentiality, or which the members of the SAB know, or ought to understand, that they should be confidential.

Final provision

In cases not stipulated in these regulations, the Chairperson of the SAB shall decide in the spirit of these regulations, preferably in consultation with IMM.