

European Federation of Biotechnology

(« Association Internationale sans but lucratif »)



Internal Regulations - 2004

1. Executive Board (ExBo) working practices and guidelines

1. When it is essential for a decision to be made before the next ExBo meeting, ExBo shall have the power to operate a postal voting system. Each voting member shall be allowed 14 days to respond. Any proposal can be accepted or rejected on the basis of a simple majority providing at least 50% of the voting members have responded.
2. Decisions shall be voted upon if called for by at least 3 members of ExBo. At the beginning of the meeting each eligible voting member shall be provided with three voting forms: a Green "For" voting form, a Red "Against" voting form and a White "abstention" voting form. Mandated members will receive as many sets of such forms as voters they represent.
3. Before the voting procedure is initiated, a clear proposition shall be formulated and recorded by the General Secretary. If one voting member requires, this will be clearly and visibly displayed prior to the vote (e.g. via a PC/overhead projector, whiteboard or display board).
4. The number of votes for and against a motion, and the number abstentions, shall be counted and recorded in the Minutes.
5. At the end of each topic for discussion, the conclusions shall be summarised briefly to facilitate their accurate documentation in the Minutes.
6. A draft agenda shall be circulated to the Board members at least 4 weeks of the meeting. ExBo members should be invited to provide an input to the agenda. The final agenda shall be circulated 2 weeks before the meeting together with any other documentation, working papers and reports. Working papers should contain the information necessary to allow a detailed discussion and, where necessary, informed decision. The agenda should be discussed and accepted at the beginning of the meeting.
7. To facilitate the business of the Executive Board, Agenda topics shall be categorised as follows:
 - Double-starred item (**) - Items that need to be discussed and a decision made (e.g. Congress organisation and scientific programme, future developments);
 - (Single starred *); Items to be discussed at the current meeting but decided at a subsequent meeting;
 - Executive summaries (ES) - Reports of the scientific and other activities (e.g. Sections, Task Groups and Regional Branch Offices (RBOs), Working Groups (WGs), presented by their Chairs/Managers but not needing to be extensively discussed or have decisions made;
 - Reports (R) - Provided in advance of the meeting (e.g. Membership statistics, Reports of Sections, Task Groups and RBOs, Finance) for information but not presented or discussed.
8. Notwithstanding the above, ExBo members can raise questions concerning any items in the Executive Summaries or Reports.
9. The General Secretary shall record the discussions and decisions of the Board in Minutes that are kept at the Central Office of the Association (see Internal Regulations). The draft Minutes shall be circulated for comment to those present no later than 4 weeks after the meeting of the Board. Attending ExBo members shall have a further 2 weeks to comment on the draft Minutes and to correct any factual errors. Thereafter, the officers of the Association shall have the power to implement any proposals contained therein. These agreed Minutes shall be formally approved at the next Executive Board meeting and initialled by the President and, if different, the person chairing the meeting.
10. If the Chair of a Section, Associated Section or Task Group is not able to attend an Executive Board meeting, they may send a deputy who will not, however, have voting rights.
11. The Executive Board shall have the authority to seek assistance, for an entire meeting or for specific agenda items, from one or more advisors from within or from outside the Association. The attendance of such advisors shall be indicated in the agenda and limited to the item(s) to which they will contribute.

2. Organisation and responsibilities of members of the Executive Board

Responsibilities of ExBo members

The roles of the Officers are defined in the Internal Regulations. However, as far as possible, each elected member should be allocated a defined role within the Association which might, for example, include chairing Working Groups (see below).

Mentors

To facilitate intra ExBo networking, to help share experiences and best practice, each ExBo member should support or back-up one or more fellow ExBo colleagues in their EFB related capacity as 'mentor'.

Thus, each elected member of ExBo should become a mentor of at least one Section or Task Group chairman. Each Section and Task Group chairman, should become the mentor of at least one RBO manager. Each Chairman and RBO manager should have one fellow ExBo member as mentor.

Working Groups

The Executive Board establishes Working Groups to develop and implement its core activities and new initiatives. Some WGs will have permanence in the Association's structure; others will be *ad hoc* groups established for specific purposes and then disestablished when its task is complete. For instance,:

- Working Group on Regional Branch Offices
 - Composition: President, Regional Branch Office Managers, General Secretary, and *ad hoc* members as appointed by ExBo.
 - Role: Coordination of RBOs and their activities
- Working Group on New Initiatives
 - Composition: President, General Secretary and *ad hoc* members as appointed by ExBo.
 - Role: Generate and oversee the establishment of new initiatives.
- Working Group on European Commission & Government Relations
 - Composition: President, General Secretary, Chairs of TGIR, EAGLES, PPB and *ad hoc* members as appointed by ExBo.
 - Role: Coordination of EFB initiatives in the field of European Commission, European Parliament, and European national and international government relations
- Working Group on Membership
 - Composition: President, General Secretary, and *ad hoc* members as appointed by ExBo.
 - Role: Oversee membership relations, servicing and maintenance, and to generate new memberships and membership campaigns
- Working Group on Sections and Associated Sections.
 - Composition: VP1, Chairs of Sections.
 - Role: Coordination of Section activities and a forum for collaboration and joint initiatives.
- Working Group on Task Groups
 - Composition: VP1, the Chairs of Task Groups.
 - Role: Coordination of Task Group activities and a forum for collaboration and joint initiatives.
- Working Group on European Congress on Biotechnology
 - Composition: VP2, Chairs of Sections and Task Groups, Local Organisers, *ad hoc* members as appointed by ExBo.
 - Role: Coordination of ECBs.
- Working Group on Publications
 - Composition: VP2 and *ad hoc* members as appointed by ExBo.
 - Role: Responsibility for all published material of EFB, including publicity brochures, the website and any EFB journals.
- Working Group on Constitutional Matters, ExBo & Scientific Organisations
 - Composition: VP3, General Secretary and *ad hoc* members as appointed by ExBo.
 - Role: To oversee Statutes and Internal Regulations, ExBo matters, and relations with other scientific organisations
- Working Group on Finances & Sponsorships
 - Composition: VP3, General Secretary and *ad hoc* members as appointed by ExBo.
 - Role: To oversee financial management, budgeting and income generation.

Working Groups may additionally be established by one of the Vice-Presidents (to whom they would then report). Working Groups, should conduct their business primarily by e.mail correspondence. However, the chairs should normally meet together as a group prior to each Executive Board meeting to ensure maximum coordination of EFB activities.

3. Election of the ExBo's members

1. A Nominating Committee (NoCo) is formed prior to election of new members of the Association's Executive Board (ExBo). Submitted nominations are subjected to the advice of the NoCo to the General Assembly. The role of the NoCo is advisory and it shall not have the right to remove names from the list of nominated candidates.
2. The NoCo is composed of 5 members: the President (chairman), the Vice-President, 3 persons presently or previously ExBo members elected by the ExBo.
3. None of the 5 members of the NoCo can be eligible at the next election.
4. If, for this reason, the President and/or Vice-President are not available, a fourth and/or fifth person is elected, preferably a former President or a former Vice-President.
5. All Institutional members are asked to propose one or more candidates for EFB-Academia, EFB-Industry or EFB-RBO with a short motivation letter and a summary of their CV.
6. If ExBo has approved at least 6 RBOs 3 months in advance of GeAs, all of them are asked to propose candidates representing EFB-RBOs with a short motivation letter and a summary of their CV.
7. Based on incoming proposals received before the deadline which is set 3 months ahead of the election day, the NoCo will make a recommendation to all members with voting rights at the General Assembly and present a short motivation and a CV of the nominated candidates.
8. The recommendation is a non-constraining advice to electors. All individuals proposed by Institutional members of the Association will be listed with a short CV as candidates for the election.
9. Before the election, delegates at the General Assembly will receive a voting list starting with the 3 candidates recommended by the NoCo to represent EFB-Academia, 3 to represent EFB-Industry and 3 to represent EFB-RBOs, followed by all the other candidates meeting the above criteria. The new ExBo members will be selected according to their individual number of votes.

4. Tasks of President, Vice-Presidents and General Secretary of ExBo Members

President: Chair of the GeAs and ExBo. ECO, RBOs, EFB promotion, EFB opinions, policies and strategies, overall coordination, new initiatives, EC and government relations, media relations and publicity, membership servicing and campaigns.

Two to four Vice-Presidents:

- VP1: Sections, Associated Sections and Task Groups, coordinator, synergies, new Sections and Task Groups.
- VP2: European Congresses on Biotechnology, publications.
- VP3: Chair ExBo and GeAs in the absence of the President. Constitutional matters, Statutes, Internal Regulations, ExBo meetings, General Assemblies, finances and sponsorships, relations to other organisations, events, joint-ventures.

General Secretary: Central Fund, Website, database, promotion material, Section and TG rules etc. Supporting the President and Vice-Presidents, but with clear lines of responsibility.

The President, the Vice-Presidents and the General Secretary will have responsibility for the day-to-day management of the EFB and will liaise closely and appropriately with the Working Groups, Task Groups, Sections, RBOs, ECO etc.

5. Sections, Associated Sections and Task Groups

1. Sections and Associated Sections are a very important part of the Association. They accommodate all (essentially but not exclusively) European scientists interested in a particular field of biotechnology. Membership of a Section preferentially requires association with an organisation that is member of EFB Academia or EFB Industry (see Article 4). Section Boards may, within their field of

- interest, establish Section Working Groups to address selected issues. Working Groups are operating under the guidance of the Section Board.
2. Task Groups are addressing a task serving the Association under the guidance of ExBo
 3. The objectives of the Association's Sections, Associated Sections and Task Groups will include, but not be restricted to, some of the following activities :
 - a) Organise workshops, symposia etc.
 - b) Contribute to the planning, content and execution of the European Congresses of Biotechnology (ECB).
 - c) Prepare scientific papers and reviews.
 - d) Enhance and promote innovation, technology transfer and international relations.
 - e) Enhance mobility for scientists and students between European countries
 - f) Prepare position papers that may be submitted by the Executive Board to reflect the official opinions of the Association.
 - g) Review their terms of reference and submit them for presentation at the General Assemblies.
 - h) Encourage and facilitate contacts between scientists from academia and industry to facilitate exchange of knowledge, skills and ideas.
 - i) Arrange visits to important research centres in biotechnology.
 - j) Offer advice to the European Commission and other organisations that fund, facilitate or regulate European science, technology, innovation and education.
 - k) Contribute to the public debate on issues relating to biotechnology and the life sciences.
 - l) Promote biotechnology as a means to improve the quality of life in a sustainable society.
 4. The Association's Sections, Associated Sections and Task Groups are free to lay down their own rules of organisation and operation as long as they adhere to the objectives of the Association and are consistent with these Statutes, and follow the guidance that occasionally may be issued by the Executive Board or the General Assembly. Since the Chairmen of the Sections, Associated Sections and Task Groups are *ex-officio* members of the Executive Board, they may exert considerable influence on the decisions of the Association.
 5. Once a year, the Chairmen of the Association's Sections, Associated Sections and Task Groups shall submit an annual report to the Executive Board.

6. The Association's Central Office

1. On behalf of the Association, the Executive Board will assign one of its institutional members to run the Association's Central Office based on a contract between the Association and that organisation. The contract defines further details concerning the work of the Association's Central Office. Such a contract will run for a fixed term agreed by both parties, with the possibility of being renewed by tacit endorsement.
2. The principal tasks of the Association's Central Office are to be defined in the Contract with the Association. They include the following:
 - a) Assist the General Council/General Assembly, Sections, Associated Sections and Task Groups on administrative matters (providing updated membership lists, etc) and in adhering to the statutes of the Association.
 - b) Prepare, report and follow up on the General Assembly.
 - c) Prepare Executive Board meetings (max 3 per year) including offering meeting facilities at their own premises and prepare the minutes.
 - d) Execute administrative actions on behalf of the Executive Board President and Vice-President and of the Executive Board members and provide organisational and legal assistance.
 - e) Administer the EFB-Fund.
 - f) Prepare and update a directory of the Association's member organisations and associated individuals.
 - g) Establish and maintain networks to international organisations.
 - h) Maintain an interface with the European Commission.
 - i) Prepare and updated EFB web site on behalf of the Executive Board, Sections, Associated Sections, Task Groups and RBOs.
 - j) Prepare an electronic EFB Newsletter.
 - k) Act as continuous organiser of the European Congresses of Biotechnology (ECBs) and provide Congress Service to the Sections, Associated Sections and Task Groups (details like co-operation with other member societies, financial matters and decision procedures are defined by the Association-Central Office Contract).

- l) The Association's Central Office is expected to contribute with suggestions to the successful development of EFB.
- m) The Association's Central Office is directed by a General Secretary, who is responsible to the Executive Board, and operates according to the directives of the President.
- n) The Association's Central Office will co-operate with the RBOs according to Article 13 of the statutes and decisions of ExBo.
- o) The Association's Central Office may decide, upon approval by ExBo, to sub-contract some of its activities to Co-offices, which will co-operate with the Central Office to augment and diversify the extent and range of services and support of the Association's activities. Co-offices may be located, for example, at the offices of the Association's Sections and Task Groups, universities or research institutions, scientific societies, professional management organisations and similar appropriate places. These may be in any European country. Institutions hosting a Association Co-office must be institutional members of the Association. Co-offices carry out activities serving interests in the various areas of research and technology and across the sectors of biotechnology covered by the Association as a whole (e.g. innovation, education and mobility, public perceptions, international relations, biosafety), in close co-operation with the Association's Central Office and under the guidance of the Executive Board. Co-offices report to the Association's Central Office and depend on the Association's Central Office for their administrative and financial needs. Creation of new Co-offices must be approved by the Executive Board.

7. Regional Branch Offices (RBO)

1. Regional Branch Offices (RBOs) augment and diversify the extent and range of services and support of regional activities of the Association.
2. RBOs may be located, for example, at the offices of the Association's Sections and Task Groups, universities or research institutions, scientific societies, professional management organisations and similar appropriate places. Institutions hosting an EFB RBO must be members of the Association.
3. Application to become an RBO is reviewed by ExBo which decides upon the creation of a new RBO.
4. RBOs mentioned in article 12 of the Association' statutes decide on their own of organisation and operation as long as they adhere to the objectives of the Association, are consistent with the Association's Statutes and follow the guidance that occasionally may be issued by the Executive Board or the President of the Association. All activities must conform to the general principles of the Association. The Association's Central Office has general and coordinating responsibilities as specified by its current contract with the Association. The EFB Executive Board will decide how those tasks not covered by the responsibilities and contractual obligations of the Central Office are to be distributed between it and the RBOs. RBOs report to the President.
5. RBOs may constitute the seat of the Association's activities such as Sections, Associated Sections or Task Groups. They can provide logistical support to these activities, in accordance with the corresponding chairperson.
6. RBOs are administratively and financially independent from the Association's Central Office. RBOs generate their own funds for their operations and work force. Funding for activities at the RBOs can stem from:
 - a) conferences, symposia, workshops, etc;
 - b) contracts for European Commission-funded projects;
 - c) industry (provided the Association's interests and independence are not compromised);
 - d) national funding bodies, foundations, etc;
 - e) collaborations and partnerships with other non-profit and commercial organisations for specific activities as long as the Association's interests and independence are not compromised;
 - f) journals and other publications.
7. An RBO must adhere to a non-profit manner of operation in accordance with the Association's principles and Statutes, and the requirements of the European Commission and other sources of funds.
8. RBO activities must not deprive the EFB Fund, Sections, Associated sections or Task Groups of any significant financial income unless agreed upon by ExBo.
9. RBO accounts must be maintained, audited annually and reported to the appropriate authorities.