

The deployment of CREAM Strategic Plan 2014-2017 foresees a series of actions within the operational goal 3.3.4 to set up an appropriate scientific environment at the centre. One of the key actions in this goal is the creation of a Researchers Board to promote both scientific and organizational discussion in-house. Moreover, this body should improve transparency in in-house decision-making and operation, and the members' joint responsibility with its strategy (OO 3.4.2). The present document is a proposal for deploying and defining the guidelines regulations ruling the Scientific Board at CREAM.

SCIENTIFIC BOARD REGULATIONS

(Date of approval: may 11th, 2016)

TITLE I. NATURE, FUNCTIONS AND COMPOSITION

Article 1. Nature

The Scientific Board at CREAM is the forum where scientific and organizational discussion and debate are to be promoted. Thus, they may lead to formal proposals to improve the operation of the centre.

Article 2. Composition

The Director, or alternatively the Deputy Director, will chair the Board. Membership will be granted to all research staff affiliated to CREAM and meeting the following requirements:

- Research staff with permanent contracts in categories where a PhD is required, either as a public servant (University Professor, Community College Professor, Full Professor, Research Professor, Research Scientist and Full Scientist) or as a professional category (Professors, Associates, I1, I2 and I3 CREAM Researchers, ICREA Researchers...).

- Working staff with a PhD under one of these conditions:(i) researcher at Ramon y Cajal; (ii) being in charge of projects or supervision of PhD theses during the last three years; (iii) crediting a proven expertise and career and with at least 5 years of continued employment (contracts with other institutions will be accepted).

To ensure the representation in the Board of other scientific staff in CREAM with a PhD but not included in these categories, the following will be appointed for 2 years:

- 1 representative of postdoctoral research staff with at least 5 years of continued employment (contracts with other institutions will be accepted).
- 1 representative of teaching staff with seniority lower than 5 years, or retired (Lecturer, Associate Professor, Professor Emeritus).
- 1 representative of research staff associated to CREAM.

Article 3. Functions

The main duties of the Scientific Board are to:

- Discuss and propose any measure considered appropriate to improve the development of scientific and organizational activities in the centre.
- Be informed and assess scientific and organizational initiatives developed by Scientific Management and Management, and the *ad hoc* committees in charge of deploying the actions in the Strategic Plan, as well as the affiliation of new staff. The decisions made by the Scientific Management will be assessed by the Board. Its approval or refusal by majority vote of attendants will only be advisory and in any case not legally binding, since the ruling governance of CREAM, as in other CERCA centres, specifies that the only governance bodies are the Board of Trustees and the Director.
- Propose institutional statements.
- The Board can propose adaptations to its regulations or its eventual dissolution, if applicable, which will be ratified by Scientific Management.

TITLE II. BOARD OPERATION**Article 4. Frequency**

The Scientific Board meets in ordinary sessions every six months. The secretary of the Board convenes the meetings. Extraordinary meetings can be convened as needed, at the proposal of Scientific Management or at the request of at least one third of Board members.

Article 5. Convening

The Board Secretary is in charge of convening all sessions (both ordinary and extraordinary). The Secretary should send the agenda, place, date and time of the meeting, at least seven working days before the meeting. Due to urgency, the time span between convening and meeting can be reduced to two days.

Article 6. Agenda

The corresponding agenda for each session will be elaborated under proposal of the Scientific Management and the members of the Board. The procedure for adding topics is as follows: sending an electronic mail to the Director and Secretary of the Board detailing the subject and justifying the need for discussing it in the Board. In the light of the possibility of not having enough time to cover all topics in a single session, the Director and the Secretary will prioritize based on (1) "first come, first served basis" according to the reception of proposals, and (2) the number of researchers signing the proposal. Any proposal excluded from the agenda will be moved to the next session, under the aforementioned prioritization criteria. Any topic not contained in the agenda cannot be agreed upon, unless there are a third of the Board members in the meeting and the topic is declared urgent by absolute majority of the votes.

Article 7. Secretary

In the first session, the Scientific Board will appoint a Secretary among its members. The position is for 2 years. The Secretary receives discussion proposals and prepares the

agenda (together with the Scientific Director), and writes the minutes for all sessions. The Secretary also acts as moderator in all meetings.

Article 8. Adoption of agreements

For the adoption of agreements, the widest possible consensus will be sought. If voting is needed, it will be held by hand vote, but it can be by secret vote under proposal of the majority of attendants. Agreements will be adopted obtaining the absolute majority of the votes in the meeting.

Article 9. Minutes

The minutes contain information about attendants, time and place, agreements, and voting results, if applicable. The draft minutes will be sent to all Board members within a month after a meeting. Members will have ten days for proposing amendments. After these amendments are included, the minutes are considered as approved. They will be uploaded to the centre intranet.

Transitory provision

Exceptionally, right after the Board foundational meeting, the first ordinary session of the Board will be held.