

Legal status of an International Advisory Board to the Institute of Archaeology of the Czech Academy of Sciences, Prague, v. v. i.

Article I. General terms and conditions

The Director of the Institute of Archaeology of the Czech Academy of Sciences, Prague, v. v. i. (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

- (1) The role of the International Advisory Board (hereinafter referred to as the "IAB") is especially:
 - 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 continuously evaluating the Institute's work,
 - b) to produce reports about the Institute and its scientific or research teams,
 - c) to provide recommendations in relation to activities of scientific or research teams at the Institute,
 - d) to provide further recommendations at the request of the Director of the Institute.
- (2) Activities of the IAB and of the Institute Board complement each other. Decisions regarding the conception of further development of the Institute are made by the Institute Board.

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 3-5 members.
- (3) The IAB Chair and Vice-Chair are elected by IAB members from among IAB members at the first session of the IAB. The Chair acts on behalf of the IAB in all relevant matters and is responsible to the Director of the Institute. During the absence of the Chair, the Vice-Chair or an IAB member authorised by the Chair shall deputise for him/her.
- (4) IAB members attend the sessions of the IAB and review relevant materials and recommendations. IAB 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 IAB is terminated.

- (5) IAB members do not participate in decision-making on matters where a conflict of interest would arise. If such situations occur, IAB members are obliged to state this fact at the beginning of a session and it is recorded in the session's minutes. The respective IAB member/s must not participate in decision-making on the matters in question. Failure to state a conflict of interest is a reason for withdrawal from membership at the IAB.
- (6) Term of office of IAB members 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 sessions, participates in the sessions and records the sessions' 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. Sessions of the IAB

- (1) Sessions of the IAB are organised according to the needs of the Institute. A presence session at the Institute is held at least once a year.
- (2) Sessions of the IAB are convened by the Director of the Institute. The Director also proposes the agenda. Invitations for presence sessions, together with relevant background materials, are distributed to IAB members at least 30 (thirty) days in advance.
- (3) In case it is not possible or efficient to organise a presence session to discuss a proposal, the proposal is sent to the IAB members for discussion in the electronic form.
- (4) Sessions of the IAB are chaired by the IAB Chair.
- (5) The decisions (resolutions) of the IAB require an absolute majority of all members' votes. In the event of equality of votes, the vote of the IAB Chair decides.
- (6) The Secretary of the IAB records the session's minutes. The minutes are approved by the IAB Chair and distributed to all IAB members and to the Director of the Institute.
- (7) Written agenda of the IAB is stored with the Secretary, its electronic version is available to all IAB members.
- (8) IAB members are entitled to reimbursement of expenses incurred in connection with their presence at sessions related with activities of the IAB.

Article V. Final provisions

This status takes effect on the date of its approval 9th February 2021