

**Statutes and Rules of Procedure of the International Advisory Board of the Director
of the Masaryk Institute and Archives
of the Czech Academy of Sciences, v. v. i.**

Article I. General Provisions

The Director of the Masaryk Institute and Archives of the CAS, v. v. i., (hereinafter referred to as 'the Institute'), after consultation in the Institute Council, establishes the International Advisory Board (hereinafter referred to as 'IAB') as a permanent advisory body to the Director of the Institute pursuant to Article 10(2) of the Annex to the Statutes of the Czech Academy of Sciences and Article 5(B) of the Organisational Regulations of the Masaryk Institute and Archives of the CAS, v. v. i.

Article II. Main tasks of the IAB

(1) The main tasks of the International Advisory Board are:

- (a) to provide advisory services to the Institute in its research activities, in particular in the development and implementation of the research policy, development of research areas, establishing international cooperation, ensuring participation in foreign projects and in the periodical 5-year evaluation organized by the Czech Academy of Sciences. ,
- b) providing recommendations for the activities of the research teams and the Institute as a whole,
- c) providing other recommendations at the request of the Director of the Institute.

(2) Activities of the IAB and of the Institute Council complement each other. Decisions regarding the conception of further development of the Institute are made by the Director and the Institute Council.

Article III. Composition of the IAB

(1) The Chairperson and members of the IAB are appointed by the Director of the Institute, after consultation of the Institute Council, from among leading and internationally renowned researchers, usually working abroad. No member of the IAB may be an employee of the Institute. The term of office of the IAB is limited by the term of office of the Director of the Institute.

(2) The IAB has 5 members, including the Chairperson.



(3) The Chairperson acts on behalf of the IAB in all matters and is responsible for its activities to the Director of the Institute. In the absence of the Chairperson, another member designated by the Chairperson or the Director of the Institute acts in his/her place for the necessary period of time.

(4) The members of the IAB attend meetings, acquaint themselves with the materials and proposals submitted and 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) Members of the IAB do not take part in decisions on matters in which they have a conflict of interest. If such situations occur, they are obliged to state it at the beginning of the meeting, it is recorded in the minutes of the IAB meeting and the respective IAB member(s) must not take part in the decision-making on the relevant matter. Failure to state a conflict of interest is a reason for withdrawal from membership of the IAB.

(6) The membership of the IAB is terminated by:

- (a) resignation of a member from office,
- (b) death of a member,
- (c) withdrawal of a member by the Director of the Institute,
- (d) the end of the term of office of the Director of the Institute.

(7) The agenda of the IAB is kept by the Secretary who, along with the Director of the Institute and, where appropriate, the Chairperson of the Council of the Institute, prepares documents for the meetings of the IAB, attends the meetings and records the sessions' minutes. The IAB Secretary is appointed by the Director of the Institute from among the staff of the Institute. The Secretary is not a member of the IAB.

Article IV. Meetings of the IAB

(1) Sessions of the IAB are organised according to the needs of the Institute, including by means of remote communication and electronic mail (per rollam).

(2) Meetings are convened by the Director of the Institute, who also proposes the agenda. Invitations to meetings, together with relevant supporting materials, are distributed to IAB members at least 7 days in advance.

(3) Meetings of the IAB are chaired by the Chairperson and are closed to the public. Only members of the IAB and the Secretary, the Director of the Institute, and guests invited by the Chairperson or the Director of the Institute may attend.



(4) The IAB has a quorum if more than half of all members are present. The decisions (resolutions) of the IAB require a majority of all present members' votes. In the event of equality of votes, the vote of the IAB Chair decides.

(5) 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.

(6) The written agenda of the IAB is kept with the Secretary and is available to all members of the IAB.

(7) Members of the IAB are entitled to reimbursement of expenses incurred in connection with their presence at sessions related with activities of the IAB.

Discussed by the Institute Council on October 9, 2023.

These Statutes and Rules of Procedure come into effect on January 1, 2024

doc. Dr. Phil. Rudolf Kučera, PhD.
Director