

# **EURADOS e.V. Rules of Procedure**

## **Preamble**

EURADOS has adopted the following Rules of Procedure on the basis of §13 of the EURADOS Constitution.

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## **Part A – General Provisions**

### ***A.1 Scope***

The Rules of Procedure described herein consist of the details and procedures which are needed to fulfil the requirements of the Constitution.

### ***A.2 General Issues***

#### **A.2.1 Representation**

EURADOS e.V. is legally represented by the Chairperson or by the Vice-Chairperson. Details on the respective responsibilities of the Chairperson and the Vice-Chairpersons are laid down in §6 of the Constitution.

#### **A.2.2 Primacy of the Constitution**

In the case of uncertainties or doubts arising from differences between the Constitution and the Rules of Procedures the Constitution shall prevail.

#### **A.2.3 Language**

In the case of uncertainties arising from the translation of the Constitution, the German version which was accepted by the German authorities shall prevail.

#### **A.2.4 Arbitration**

Disputes which cannot be settled amicably shall be submitted to the General Assembly for binding decisions.

#### **A.2.5 Form of written procedures**

Unless otherwise stated, "in writing" includes written correspondence in standard mail, fax and electronic mail (email).

#### **A.2.6 Revision of Rules of Procedure**

The revision of the Rules of Procedure may be initiated by the Council or by a simple majority of the General Assembly. In this case the Council will draw up a draft text as a basis for the adoption of new rules by the General Assembly.

## **Part B – Special Provisions**

### ***B.1 Membership***

For the procedures related to §3 and §4 of the Constitution, the following rules apply:

#### **B.1.1 Voting Members**

- (a) An institution concerned with carrying out or promoting scientific research and development in dosimetry may apply for Voting membership in writing to the Secretary or the Office. EURADOS shall provide application forms for this purpose in which details about the institution, such as contact data, areas of activity and name of a delegate, are given.
- (b) Voting Members are permanent Members until the membership is terminated according to the provisions in §4 of the Constitution. The EURADOS Office performs regular checks of the contact data of the Member and its delegate (the representative).

#### **B.1.2 Associate Members**

- (a) Scientists who contribute or may contribute to the objectives or activities of EURADOS may apply for Associate membership. EURADOS shall provide application forms for this purpose in which details about the person, such as contact data, areas of activity are given. In addition, two Voting Members who support the application for Associate membership shall sign the application.
- (b) Associate membership is valid from the date at which the Council approves the application with a two thirds majority. This may be carried out at a Council meeting or by correspondence.
- (c) Associate Members are permanent Members until the membership is terminated according to the provisions in §4 of the Constitution. The EURADOS office performs regular checks of the contact data of the Members.

**B.2 Bodies of the Association**

For the procedures related to §5, §6, §7 and §8 of the Constitution, the following rules apply:

**B.2.1 Executive Board & Extended Executive Board**

- (a) The Association is legally represented, in and out of court, by the Chairperson or by the Vice-Chairperson. They will consult the Council in important matters before legally binding actions are taken on behalf of EURADOS (e.g. contracts with other organisations).
- (b) The duties of the Secretary are:
  - (i) to send out invitations to Council meetings and General Assemblies,
  - (ii) to establish, with the agreement of the Council, the agendas of Council meetings and General Assemblies and to send the latter to the Voting Members,
  - (iii) to prepare minutes of the Council meetings and General Assemblies and to send the latter to the Voting Members,
  - (iv) to periodically review membership requirements and if necessary initiate actions with the support of the Office,
  - (v) to identify and motivate dissemination actions with the support of Working Group (WG) Chairpersons and the Office.
- (c) The duties of the Treasurer are:
  - (i) to analyse and consolidate the budget and account of EURADOS according to §9 of the Constitution and taking into account the recommendations of the Council and the information from the Office for in particular:
    - the income from Members including sponsoring,
    - possible external gifts,
    - balance of EURADOS activities including that of annual meetings,
    - overheads of activities carried out under the coordination of EURADOS,
    - the expenses of the WGs.
  - (ii) to approve the transactions to be executed by the Office,
  - (iii) to evaluate and comment on the financial feasibility of projects relevant to the EURADOS scope and activities,
  - (iv) to give a report on the past annual budget to the General Assembly (GA) for approval,
  - (v) to propose the budget for the next year to the GA for approval.

**B.2.2 Council**

- (a) Council Members shall be selected on the basis of their extensive knowledge and experience in the areas of activity of the Association. In this function, they are not representing the institution to which they may be affiliated. As far as possible, the different areas of expertise should complement each other to cover the entire range of activities of the Association.
- (b) Without prejudice to Constitution Article §7 (5) and taking into account the possible needs related to current topics, the full Council shall meet at least once a year. It is desirable that all Council Members attend this meeting apart from for exceptional reasons and under

agreement with the Chairperson. Moreover, other key individuals (such as WG Chairs), who will act with advisory capacity, will be asked to attend this meeting.

### **B.2.3 General Assembly**

- (a) As the body responsible for the governance of EURADOS, the GA is the central and decision making body of the Association. In particular it elects a Chairperson, Vice-Chairperson, Council Members and Voting Members and approves the use of the financial resources.
- (b) The GA transfers to the Council responsibility for:
  - (i) the day-to-day management and execution task of EURADOS, i.e. the Council makes day-to-day decisions to be endorsed by the GA and, if necessary, prepare the major decisions to be discussed in the GA,
  - (ii) financial management matters,
  - (iii) WG management matters.

### **B.3 Budgets and Accounts**

For the procedures related to §9 of the Constitution, the following rules apply:

- (a) EURADOS shall be the holder of a bank account for which the Chairperson, the Vice-Chairperson, the Treasurer and staff of the Association's Office shall be authorised to carry out financial transactions.
- (b) The Council shall propose the use of the budget which shall be in agreement with §2 (5-7) of the constitution.
- (c) After completion of the accounts for a financial year, auditing of these shall be carried out by two Members of the Council who will be appointed by the Council. These two auditors shall submit an auditing report to the General Assembly for approval.
- (d) The Treasurer shall give a report on the annual budget for the past year to the GA for approval.
- (e) The Treasurer shall propose the budget for the next year to the GA for approval.
- (f) The Council shall set up rules for the reimbursement of travel and subsistence costs for Associate Members.

### ***B.4 Intellectual Property Rights***

For the procedures related to §10 of the Constitution, the following rules apply:

#### **B.4.1 Intellectual Property Rights approach for EURADOS activities**

- (a) Members contributing to WGs are aware of the purpose of the Association implying that either intermediate or final results arising from EURADOS activities (e.g. general information, progress reports, expert reviews, database information, computing code information) are intended for use within EURADOS scope (further research or expertise work and uptake in educational programmes) and for dissemination (includes presentations at seminars, publications in scientific journals, communications on Internet and contractual reports, exceptionally patent applications).
- (b) The dissemination activities of EURADOS are under the direct control of the Extended Executive Board which ensures that these are compatible with the present Intellectual Property (IP) Terms.

- (c) The Members shall contractually impose obligations at least as stringent as those outlined in the present IP terms on all of their personnel who may have access to information relevant to present IP Terms. Such agreements shall continue to apply following the termination of contracts.

#### **B.4.2 Background and foreground ownership**

- (a) Background ownership refers to that knowledge (patents, know-how, copyrighted material, ...) brought to the joint research work by Members. Background knowledge or exclusive knowhow remains the exclusive property of the original owner. Each Member is responsible for explicitly identifying background ownership which needs to be excluded and for informing the Council before the concerned WG programme is laid down and its membership is decided.
- (b) Foreground ownership refers to the knowledge generated in the joint research work. Foreground ownership shall be the property of the Member(s) carrying out the work leading to that foreground ownership. In some cases when foreground ownership is generated jointly, it will be owned by EURADOS if it is agreed in writing by all the concerned Members.

#### **B.4.3 Protection**

- (a) EURADOS Members shall treat as confidential any information which is received from another Member within the scope of joint research work, whatever its form or support, and which is clearly identified as confidential.
- (b) Patentable inventions and findings generated within the scope of a joint research project by one Member alone shall be the property of this Member.
- (c) In case of joint ownership, all Members concerned will have a claim on patentable results or findings jointly obtained within the scope of the research work. The Members shall settle the use, the application for protective rights, the exploitation and the employed inventor remuneration in the individual case and by mutual agreement considering the respective task-specific and statutory interests. The Members agree that the results and findings shall be exploited only jointly.

#### **B.4.4 Access Rights**

- (a) Should they be needed, all requests for access rights shall be made in writing.
- (b) Access rights to foreground ownership may be granted on royalty-free basis.
- (c) The Members agree to provide access to background owned material needed for the execution of the joint research work on a royalty-free basis preferably, upon agreement between the Members concerned.
- (d) In the event of licenses being granted, the royalties shall be shared among the Members in proportion to the share they have in the invention.

#### **B.4.4 Publication and dissemination**

- (a) The Members will endeavour to publish the results of their joint research work. Publications are to be coordinated. All publications arising under the umbrella of EURADOS will acknowledge the network.
- (b) A contractor may publish or allow the publication of data, in any medium, concerning the foreground owned material, provided that this does not affect the protection of that foreground owned material.

- (c) When the foreground ownership is generated jointly or is owned by EURADOS, the WG Chairperson or Secretary shall inform of WG intention the WG Members and the Council as early as possible in the publication and/or dissemination process.
- (d) WGs shall ensure that the foreground owned material arising from their joint work is disseminated as swiftly as possible and that a prior notice is given to the Members concerned. Should there be an objection, the dissemination action is stopped until a solution is found by the Council.

### ***B.5 EURADOS Office***

For the procedures related to §1 of the Constitution, the following rules apply:

#### **B.5.1 Location and Composition**

- (a) The EURADOS Office is located at Helmholtz Zentrum München with the permanent address: EURADOS e. V., Ingolstädter Landstraße 1, 85764 Neuherberg, Germany
- (b) The Office shall be composed of the technical and administrative staff needed to carry out its activities. The Extended Executive Board shall decide on the staff selection for the EURADOS Office.
- (c) The location of the Office may be transferred to any other location in Germany by decision of the Council, subject to ratification by the General Assembly.

#### **B.5.2 Responsibilities and Rights**

- (a) The Office supports the Extended Executive Board, the Council and the General Assembly in their execution of the issues of EURADOS. It is not a body for decision-making of EURADOS and acts on behalf of the Extended Executive Board.
- (b) The staff of the Office must observe the strictest discretion in all matters EURADOS considers confidential.
- (c) The Office has the following tasks:
  - internal management of affairs;
  - administrative support to external affairs;
  - support of financial management and execution banking actions.
- (d) The Office shall receive and process the correspondence and communications addressed to EURADOS.
- (e) The Office shall operate a quality management system. It shall retain responsibility for all documents. It is responsible for the recording management of documents. In particular, the Office shall keep the minutes of the meetings of the respective bodies, i.e. the General Assembly and Council. It shall circulate as appropriate the records of the meetings and the required documentation.
- (f) Regarding financial affairs, the Office acts under responsibility of the Treasurer. In particular, the staff of the Office:
  - (i) shall be responsible for the maintenance of the financial books and records related to the annual financial statements according to the German fiscal code (AO),



- (ii) shall support the Treasurer in setting up the financial report for the past year and the budget estimate for the next year (see §9 (3) of the Constitution),
  - (iii) is authorised for banking transactions. All payment transfers need to be approved by the Treasurer or, in his or her absence, by a Member of the Extended Executive Board.
- (g) The Office will translate important documents where necessary.
- (h) The Office shall be responsible for the administration of EURADOS web sites, including the interactive databases on the internet. This specific task may be delegated by the Council to a Voting Member.

### **B.5.3 Standard operation procedures**

- (a) Standard operation procedures will be set up to formulate the operational basis of the Office and its cooperation with the Extended Executive Board.
- (b) These procedures shall include rules for reimbursement of travel and subsistence expenses, for handling financial transactions, for organising files, etc.

### **B.5.4 Finances**

The Office will be financed by the financial resources of EURADOS.

## ***B.6 Working Groups***

For the procedures related to Article §7 (10) of the Constitution, the following rules apply:

### **B.6.1 Creation, membership and closure of Working Groups**

- (a) The core of EURADOS activities is aimed at promoting scientific and technical research and development in the field of ionising radiation. The work is performed in WG which are composed of Associate Members.
- (b) The Council decides on the creation and closure of a WG, their work plan, their membership and the budget.
- (c) The objectives of WG shall be laid down by the EURADOS Council and shall not be altered without reference to the Council. The objectives of WG should fit into the Strategic Research Agenda of EURADOS.
- (d) The officers of WG shall be a Chairperson and a Secretary. The WG Chair period should preferably not exceed six years. A vote shall be organised amongst the full Members of the WG for election of a new WG Chairperson. The ballot amongst candidates shall be carried out by email. In case of one candidate the vote is "agree, not agreed, or abstained". The emails are collected by a Council Member not involved in the WG. The secretary shall be appointed by the WG chair.
- (e) The Chairperson of a WG shall keep an updated list of all active ("full") Members and corresponding Members.

### **B.6.2 Financial resources of Working Groups**

- (a) Approval for financial support for WG meetings from EURADOS funds must be obtained from the Treasurer of EURADOS at least four weeks before the meeting.
- (b) The WG Chairperson shall decide on the use of the allocated budget for participants of a meeting.

- (c) Each request for reimbursement of travel and subsistence costs from WG Members needs approval by the WG Chairperson and the Treasurer.

### **B.6.3 Monitoring of Working Group process**

- (a) The monitoring of WG progress is performed by the Council. Secretaries of WG shall prepare minutes or notes of meetings and circulate them to their Members with copies to the Extended Executive Board of EURADOS within eight weeks after the meeting. Such minutes or notes should record any decisions taken by the meeting and the actions laid upon any Member.
- (b) The Chairperson and the Secretary of a WG shall submit a progress report containing an estimated budget for the coming period where the EURADOS Chairperson requests it, in particular in preparation for Council meetings.
- (c) The Chairperson or the Secretary of a WG shall be available to attend Council meetings or the relevant parts where the EURADOS Chairperson requests this.

### ***B.7 Strategic Research Agenda***

- (a) EURADOS will set up and maintain a Strategic Research Agenda (SRA), in which the important research topics (including harmonisation and education and training) are listed. The responsibility for this SRA lies with the Council.
- (b) The SRA will be updated regularly, with input from Council Members, WG Members, Voting Members and stakeholders of EURADOS.
- (c) The SRA should be used for internal guidance of the activities of EURADOS, and also in communication to external partners and stakeholders, e.g. as input to national and international research programmes.