



International Science Programme
(ISP)

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INTERNATIONAL SCIENCE PROGRAMME (ISP) – RULES OF PROCEDURE

The scientific activities at ISP are divided into different subject areas, named *programs*. These programs are operated by Program Directors, according to the Instruction provided by the Vice-Chancellor of Uppsala University. The Head of ISP is appointed according to the instruction. The tasks and mandate of the Head of ISP are decided by the Vice-Rector of the Faculty for Science and Technology. The common administrative office of ISP, as given in the Instruction, shall be managed by a Head of Administration, on delegation by the Head of ISP.

Program Directors

The Program Directors shall have scientific training and experience corresponding to, at least, the level of “associate professor” (Sw.: “docentkompetens”), appointed according to the instruction. They have the task to plan and implement the scientific activities of the respective program, and represent the programs in external contacts. The Program Directors enter into agreement with cooperation partners in developing countries within the financial frame of each program, as decided by the Board.

Assistant Program Directors

The Assistant Program Directors shall have scientific training and experience corresponding to, at least, the PhD level. They assist the Program Directors in the planning and implementation of the scientific activities of the respective programs. The Assistant Program Directors are appointed by the Head of ISP in consultation with the concerned Program Director. The Assistant Program Directors have the right to attend and to express an opinion at the Board and Executive Committee meetings.

Executive Committee

The Board shall appoint an Executive Committee (EC) for the duration of its term, with an option of extension. The EC shall convene at least four times per year, with the main responsibility to:

- Review the financial result of the preceding quarter
- Receive a report about actions taken since the latest meeting
- Discuss planned actions and work for the implementation of decided plans
- Actively participate in the development of the program
- Prepare decisions of the Board on activity plan, budget, grant applications, annual report, and other issues of general and fundamental kind
- Decide terms of delegation at ISP
- Decide on issues submitted by the program directors



The EC shall consist of the vice Chairperson to the Board, who is also the EC Chairperson, and at least two Board members being researchers at UU, at least two of them working in fields of relevance to ISP, an experienced Uppsala university administrator, and the ISP Program Directors.

The EC may constitute and decide on additional reference and working groups as considered to be required to fulfill its duties.

The Head of ISP and the Head of Administration has the right to attend and to express an opinion. The Head of ISP shall be the rapporteur on common strategic, etc. issues. The Head of Administration shall be the rapporteur on common financial and administrative issues, as delegated by the Head of ISP. The Program Directors shall be the rapporteurs on the respective program's activities and finances.

The EC selects its vice Chairperson. The Executive Committee constitutes a quorum when the Chairperson or vice Chairperson and the Program Directors or their deputies are present. The Head of ISP in consultation with the concerned program director shall, when so required, appoint a Program Director deputy at a given meeting.

Administration

The common administrative office at ISP is responsible for administrative duties and technical services, and is lead by the Head of Administration, appointed by the ISP Head. The Head of Administration shall have academic qualifications and proven experience in financial management. The administrative staff consists of employees with suitable qualifications, appointed by the Head of ISP in consultation with the Head of Administration.

Preparation of nominations to the Board and the EC

The nominations and appointments of members of the Board are regulated by the Instruction for ISP, provided by the Vice-Chancellor. A working committee consisting of the Program Directors shall prepare nominations of Board members in consultation with the EC and the Chairperson to the Board, and otherwise in accordance with the Instruction, and nominations of members of the EC in consultation with the Chairperson to the Board.