

Administrative guidelines for U-CARE's work

1. § Organisation

1.1. The decision-making unit of the research program is organized in a Steering Committee, Executive Committee, Programme Director and Work Packages.

2. § Steering Committee

2.1. The Steering Committee meets at least two (2) times per year.

2.2. To be regarded as duly called meeting, the Programme Director must convene the members of the Steering Committee no later than one week before the meeting.

2.3. The Steering Committee has a quorum when at least half of all elected members participate in a duly called meeting.

2.4. The summons shall enclose the agenda. The agenda includes all matters that will be discussed at the meeting and the agenda shall enclose all relevant attachments.

2.5. When necessary, a voting can be applied to make decisions. Each member has one vote, but the chairman has the casting vote.

3. § Executive Committee

3.1. The Executive Committee meets at least four (4) times per year.

3.2. To be regarded as duly called meeting, the program coordinator must convene the members of the Executive Committee no later than one week before the meeting.

3.3. The summons shall enclose the agenda. The agenda include all matters that will be discussed at the meeting and the agenda shall enclose all relevant attachments.

3.4. The Executive Committee has a quorum when at least half of all elected members participate in a duly called meeting.

3.5. When necessary, a voting can be applied to make decisions. Each member has one vote, but the chairman has the casting vote.

4. § Work packages

4.1. Work packages meet at least six (6) times per year. The team leader is responsible for the work packages to decide on time and place for the meeting.

4.2. To be regarded as duly called meeting, the team leader must convene the members of the work packages no later than one week before the meeting.

4.3. The summons shall enclose the agenda. The agenda includes all matters that will be discussed at the meeting and the agenda shall enclose all relevant attachments.

4.4. When necessary, a voting can be applied to make decisions. Each work group member has one vote, but the team leader has the casting vote. Work packages have a quorum when at least half of the members are present.