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Organisational regulations of the Executive Committee of the Foundation Council

of 14 December 2007

Based on Article 16 of the Statutes
of the Swiss National Science Foundation
the Executive Committee of the Foundation Council
issues the following Regulations:

Article 1 Purpose

These Regulations regulate the internal organisation of the Executive Committee of the Foundation Council as regards its competencies and its supervisory function. It sets out the principles and responsibilities for the fulfilment of certain tasks.

Article 2 Delegation of competency to the President of the Foundation Council

¹ The Executive Committee of the Foundation Council may by resolution delegate clearly defined tasks to the President of the Foundation Council.

² If the President is unable to assume these tasks, they are carried out by the Vice President.

Article 3 Contact persons for the divisions and specialised committees of the Research Council

¹ The Executive Committee appoints a contact person for each division and each specialised committee.

² At least once a year, the contact persons attend a meeting of the division or specialised committee assigned to them and ensure the direct exchange of information and views between the Executive

Committee of the Foundation Council and the Research Council. They periodically report on their activities to the Executive Committee orally or in written form.

³ With regard to the recruitment and selection procedure for new members of the Research Council, the contact persons for divisions I-IV of the Research Council, or their deputies for the tasks in question, assume the tasks assigned to them in the Election Regulations.

Article 4 Special competencies for individual remits

¹ The Executive Committee of the Foundation Council permanently assigns the following remits to one of its members:

- a. Internal affairs (compensation policy for the honorary bodies, personnel policy for the Administrative Offices including pension fund, administration budget, service level agreement between the Research Council and the Administrative Offices)
- b. Auditing¹ and reporting (selection of external and internal auditors, audit plans for the internal audit and approval of reports, Annual Report)
- c. Compliance of SNSF funding activities in scientific terms (presidency of Compliance Committee in accordance with the Regulations for the Compliance Committee)²

² The Executive Committee appoints one or more members on an ad hoc basis to oversee the handling of fundamental research policy issues and the preparation of multi-year programmes.

³ Members of the Executive Committee who have special competencies participate, in particular, in the preparation of matters to be discussed at the meetings of the Executive Committee and the Foundation Council. If required, they report orally to the Foundation Council and represent the position of the Executive Committee. They do not have the authority to make decisions independently.

Article 5 Steering Group for Political Communication

¹ The Steering Group for Political Communication determines proactive measures for the SNSF's political communication on an annual basis, defines the division of tasks and periodically assesses whether the objectives have been achieved.

² The Steering Group is composed of:

- The President of the Foundation Council
- Another member of the Executive Committee of the Foundation Council, who is appointed by the Committee itself
- The president of the National Research Council
- Another member of the Presiding Board, who is appointed by the Presiding Board itself
- The Director of the Administrative Offices
- The Head of the Communication division of the Administrative Offices

Article 6 Assignment procedure

¹ Version pursuant to the decision by the Executive Committee of the Foundation Council of 1 March 2013.

² Version pursuant to the decision by the Executive Committee of the Foundation Council of 1 March 2013.

¹ Each member of the Executive Committee apart from the President and the Vice President is obliged to assume at least one task pursuant to Articles 3 to 5.

² The tasks are assigned by agreement with the relevant member of the Executive Committee. The Executive Committee takes account of any specialist knowledge its members may have and strives to distribute the workload evenly. In the event of any disagreement with regard to assignments, the Executive Committee decides in accordance with Article 17 of the Statutes.

³ A new assignment is made at the beginning of a period of office. It may be changed at any time in response to a request from a member. An assignment procedure must be conducted for every member who joins the Executive Committee in the course of a period of office.

Article 7 Support

The contact persons pursuant to Article 3 and the Executive Committee members with special competencies pursuant to Article 4 are supported by the Administrative Offices of the SNSF. The directors appoint one contact person and one deputy for each of the aforementioned contact persons and Executive Committee members.

Article 8 Compensation

The compensation of the Executive Committee members for activities entailed by these Regulations is based on the Compensation Regulations of the SNSF.

Article 9 Final provisions

¹ These Regulations enter into force on 1 January 2008.

² The initial assignment of tasks pursuant to Articles 3 to 5 is carried out at the first meeting held by the Executive Committee after these Regulations enter into force.