

English is not an official language of Switzerland. This translation is provided for information purposes only and has no legal force.

Rules of Procedure of the Executive Management of the SNSF

Article 1 Function and composition

¹ The Executive Management heads the Administrative Offices and oversees the operational funding activities and support of the SNSF bodies. It fulfils the tasks set out in Article 17 paragraph 2 of the Statutes and those that are not assigned to any other body.

² It consists of three to five members, namely the co-directors and the other members of the Executive Management.

³ The co-directors head the Executive Management, sit on the Academic Board of the Research Council and represent the SNSF externally.

⁴ The members of the Executive Management head the individual departments of the Administrative Offices.

Article 2 The Executive Management as a body

¹ The Executive Management decides as a body on the orientation of the Administrative Offices, in particular in the areas of management and organisation, personnel and infrastructure, budget planning, risk management and communication (see also Article 3 paragraph 1). The members ensure their involvement and the sharing of information among themselves.

² The Executive Management ensures the effective allocation and fulfilment of the Administrative Offices' tasks and manages projects. Members of the Executive Management are responsible for individual projects and networks as clients.

Article 3 Co-directorship

¹ The co-directors manage the Executive Management and, by extension, the Administrative Offices. The co-directors are responsible for the effective fulfilment of the Administrative Offices' tasks, in particular for:

- a. organising and planning the tasks and activities of the Executive Management;
- b. chairing the meetings of the Executive Management;
- c. managing the staff units and the members of the Executive Management;
- d. advising and supporting the SNSF bodies, in particular by attending meetings of the Foundation Council, the Delegates Assembly and as a member in an advisory capacity of the Academic Board of the Research Council;
- e. ensuring information and coordination for the business and activities of the Administrative Offices and the SNSF bodies;
- f. maintaining collaboration and overall cooperation with SERI, the ERI sector and other national and international partners;

- g. ensuring coherent and effective communication by the SNSF, in coordination with the leadership of the Foundation Council and Research Council¹;
- h. reporting to the Foundation Council, in particular on the activities and management of the Administrative Offices, compliance and risk management, personnel and the costs of providing services.

² It ensures that there is a deputy for all members of the Executive Management and determines its own deputy.

³ If two members jointly lead the Executive Management (co-directorship), they deputise for one another. In performing the duties set out in paragraph 1, the individual member shall act on behalf of the co-directors unless he or she expressly reserves the right to obtain the prior consent of the other member. Article 7 paragraph 6 applies to the resolutions of the Executive Management.

⁴ The co-directors shall ensure that they adequately inform each other and coordinate their actions at all times.

Article 4 Management of departments

¹ The members of the Executive Management head individual departments and ensure that they effectively fulfil their tasks.

² They clarify the interfaces between the tasks and work in partnership across departments to ensure effective research funding and support for the SNSF bodies.

³ If decisions significantly affect other departments, the responsible members of the Executive Management must be informed and involved at an early stage.

⁴ The co-directors must be informed of any events and information that significantly affect the interests of the SNSF as an institution.²

Article 5 Departments of Research Funding and of Research Development

¹ The heads of the departments of Research Funding and of Research Development are jointly responsible for:

- a. the effective support of the Research Council and the other bodies in the fulfilment of their tasks and the implementation of their decisions;
- b. the coherent implementation of the Research Council's funding policy and its further development;
- c. measures for the development of research funding, strategy and networking at national and international levels;
- d. operational funding activities.

They keep each other informed of significant developments in their departments and coordinate their activities.

¹ See also Article 21 [of the Foundation Regulations](#) and Article 8 paragraph 1 [of the Organisational Regulations](#) of the Research Council regarding the competences of the Foundation Council and the Research Council.

² See Article 10 paragraph 5 of the competence regulations (available only in German and French).

² The Head of Research Funding is also responsible for:

- a. the management of the organisational units reporting to him or her;
- b. the design, development and safeguarding of research funding processes;
- c. funding from private donations.

³ The Head of Research Development is also responsible for:

- a. the management of the organisational units reporting to him or her;
- b. the design, development and safeguarding of processes for the funding of thematic research, long-term research and infrastructures;
- c. measures to develop an effective and coherent funding policy.

Article 6 The departments of Resource Management and of Information Technology

¹ The Head of Resource Management (Finance / HR / Facility Management) is responsible for:

- a. managing the department's organisational units;
- b. supporting the committees of the Foundation Council in the areas of finance, auditing, personnel and infrastructure;
- c. the planning, organisation and monitoring of finances;
- d. facility management and operational infrastructure projects;
- e. managing central processes and strategic projects in the area of HR, developing the organisation and HR policy of the Administrative Offices together with the Executive Management;
- f. ensuring effective internal and external auditing and implementing recommended measures;
- g. managing assets from private donations.

² The Head of Information Technology is responsible for:

- a. managing the department's organisational units;
- b. development and implementation of the IT strategy and business architecture;
- c. digital development;
- d. the IT budget and sustainable investment planning;
- e. the operation and further development of stable and high-performance IT systems, IT infrastructure, and IT risk and security management.

Article 7 Meetings and decision-making

¹ The Executive Management holds regular meetings, usually on a weekly basis. It coordinates the activities of its members and their departments and decides on overarching matters in accordance with Article 17 paragraph 2 of the Statutes, and on the orientation of the Administrative Offices.

² The co-directors prepare and chair meetings. Members may submit motions for the discussion of individual agenda items at any time.

³ The Executive Management has a quorum if at least half of its members are present.

⁴ Decisions are made by consensus whenever possible. Any member may request that a vote be taken on a matter. Subject to paragraph 5, a simple majority of those present shall apply. In the event of a tie, the co-directors have the deciding vote.

⁵ For individual matters, the co-directors or the Executive Management may demand a qualified quorum for attendance or decision-making.

⁶ Decisions in accordance with Article 2 paragraph 1, such as those relating to the activities and management of the Administrative Offices, personnel and the costs of providing services, always require the approval of the co-directors. It is sufficient for one co-director to give their approval, provided that the other co-director agrees. The co-directors may, if necessary, postpone a matter after internal consultation and ensure that it is dealt with promptly.

⁷ The members represent the decisions taken internally and externally on a collegial basis.

Article 8 Self-evaluation, integrity and conflicts of interest

¹ The Executive Management conducts regular self-evaluations and reviews the fulfilment of its duties.

² The members of the Executive Management protect the good reputation of the SNSF by acting with integrity both internally and externally.

³ They inform the co-directors of any new vested interests or mandates in SNSF bodies. The co-directors inform the President of the Foundation Council.

⁴ They disclose any potential involvement or conflicts of interest in specific matters as early as possible.

These Rules of Procedure were issued by the Executive Management on 14 November 2025 and approved by the Foundation Council on 9 December 2025.