

Statutes and Rules of Procedure of the International Advisory Board of the Institute of Atmospheric Physics of the Czech Academy of Sciences

Article I. General provisions

The Director of the Institute of Atmospheric Physics of the Academy of Sciences of the Czech Republic (hereinafter referred to as the "Director" and "Institute"), after discussion in the Council of the Institute (hereinafter referred to as the "Council"), shall establish an International Advisory Board as a permanent advisory body to the Director pursuant to Article 10, paragraph 2 of the Annex to the Statutes of the Czech Academy of Sciences.

Article II. Main tasks of the International Advisory Board

- (1) The main tasks of the International Advisory Board (hereinafter referred to as "IAB") are in particular:
 - a) to provide advisory services to the Institute in its research activities, in particular in the development and implementation of the scientific concept, the development of scientific disciplines, the establishment of international cooperation, participation in international projects and the ongoing evaluation of the activities of the Institute and its teams,
 - b) make recommendations for the activities of the scientific teams and the Institute,
 - c) make other recommendations at the request of the Director.
- (2) The IAB and the Council complement each other in their activities, with the Council deciding on the conception of the development of the Institute.

Article III. Composition and mandate of the IAB

- (1) The IAB has 8 members.
- (2) The IAB is appointed for a term of 5 years.
- (3) There is no limit to the number of terms of IAB members.
- (4) The members of the IAB are appointed by the Director, after discussion in the Council, from among the leading internationally renowned researchers working abroad.
- (5) The IAB Chair and Vice-Chair shall be elected by the IAB members at their first meeting from among the IAB members. The Chair shall act on behalf of the IAB in all matters and shall be responsible for its activities to the Director. If the Chair is temporarily unable to perform his/her function, he/she shall be substituted by the Vice-Chair or another member of the IAB designated by the Chair.
- (6) Members of the IAB attend meetings, familiarise themselves with the materials and proposals presented and shall maintain confidentiality of matters coming to their knowledge in the performance of their function. This obligation shall continue after their membership of the IAB has ended.
- (7) Members of the IAB shall not participate in decisions on matters where they have a conflict of interest. If such a situation arises, they shall state it at the beginning of the meeting. This fact shall be recorded in the minutes of the meeting of the IAB and the IAB member concerned shall not take part in the decision on the matter.
- (8) Membership in the IAB shall cease:

- a) by resignation,
 - b) by death of a member,
 - c) by dismissal by the Director.
- (9) If the number of IAB members falls below 8, the Director may appoint a new IAB member. The term of office of the new member shall end simultaneously with the term of office of the entire IAB.
- (10) The Secretary manages the IAB agenda, together with the Director and the Council chair, prepares the documents for the IAB meetings, participates in the meetings, and prepares the meeting minutes. The secretary is appointed by the director from among the Institute's employees. The secretary is not a member of the IAB.

Article IV. Meetings of the IAB

- (1) The IAB holds meetings in consideration of the Institute's needs.
- (2) IAB meetings are held at least once a year. Meetings can be held in person or remotely. Normally, at least once every two years, an in-person meeting is held. The first IAB meeting is in person.
- (3) Meetings of the IAB are convened by the Director, who also proposes the agenda. Invitations to meetings, together with supporting materials, shall be sent to members at least 30 days in advance.
- (4) The Chair presides over the IAB meeting. In the chair's absence, the vice-chair presides, or another IAB member designated by the chair. The first meeting of the IAB is presided by the Director until the Chair is elected.
- (5) A decision by the IAB (adoption of resolutions) requires a majority of all votes of the members.
- (6) The Director, the Council chair, and other employees of IAP may attend the IAB meeting or its parts based on the decision of the IAB.
- (7) The Secretary records the minutes of the IAB meeting, which is approved by the Chair. The minutes are received by all IAB members, the Director, and the Council members.
- (8) The written agenda of the IAB is kept with the Secretary and is available in electronic form to all IAB members.
- (9) IAB members are entitled to reimbursement of expenses associated with their visit to the institute related to IAB activities.

Article V. Final provisions

- (1) These Statutes and Rules of Procedure shall enter into force on the date of their signature.

Prague, 23. 11. 2023

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