



# Rules of Procedure

of the Deutsches Zentrum für Herz-Kreislauf-Forschung e.V. (German Centre for Cardiovascular Research)

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## **Preamble**

The Deutsches Zentrum für Herz-Kreislauf-Forschung e.V. (DZHK) has decided on these rules of procedure. They supplement the statutes of the DZHK (hereinafter referred to as 'statutes'), which were mainly determined by the donors.

In Chapter 1, the rules of procedure include the rules of procedure for the General Assembly specified in Section 6 Part 14 of the statutes, while Chapter 2 includes the rules of procedure for the Board of Directors specified in Section 7 Part 3 of the statutes and Chapters 3-6 a description of the tasks and procedures of other functional and geographical working units of the DZHK.

## **Chapter 1: The General Assembly**

### **Section 1: Powers of the General Assembly**

(1) The powers and tasks of the General Assembly result in particular from Section 6 Part 6 of the statutes. See Section 3 of the statutes regarding membership of the DZHK e.V.; members of the DZHK are not natural persons, but rather legal persons (in particular universities and research institutions).

(2) In accordance with Section 6 Part 6 No. 7 of the statutes, the General Assembly makes funding decisions for grants of 100,000 euro or above (irrespective of the duration) and, as a rule, funding decisions for all regularly announced lines of funding. The General Assembly can delegate this decision-making authority in specific individual cases and, in the case of regularly announced lines of funding permanently until revoked, to the RCC, to the Board of Directors, to a group consisting of the Board of Directors and partner site speakers or – in the case of allocated partner site budgets – to the partner site executive boards.

(3) The General Assembly further appoints the Principal Investigators (PI) of the DZHK based on the suggestions of the Board of Directors which must in turn consider the suggestions of the partner site speaker.

### **Section 2: Meetings**

(1) For invitations, exceptional meetings and protocol, see Section 6 Part 7 et. seq. of the statutes.

(2) The chairperson of the meeting (cf. Section 6 Part 5 of the statutes) opens, conducts and closes the meetings.

(3) The meeting documents are sent to the members in electronic form no later than two weeks prior to a meeting; particularly fundamental or voluminous documents will be distributed earlier, if possible.

(4) The meetings are not public and can be held as a videoconference if required. In the event of disturbances to the image and/or sound during transmission, the respective member shall be considered absent for the period of the disturbance.

(5) When they are not authorised to represent a member of the association, partner site speakers (see Section 17) and directors of the Max-Planck Institutes participating in the DZHK may only attend as guests with the right to speak. The chairperson of the meeting may further permit the presence of additional guests and authorise them to speak.

(6) The chairperson of the meeting checks that the meeting has been called properly, who is present and who has the right to vote. The chairperson announces the agenda. The assembly decides on suggestions for changes to the agenda with a simple majority by a show of hands.

### **Section 3: Requests**

Each member is entitled to make content-related requests in the General Assembly. Requests should normally be submitted in writing to the office at least five weeks before a General Assembly, so that they can be mailed to all members together with the invitation and the preliminary agenda (see Section 6 Part 7 Statutes).

### **Section 4: Calling speakers and sequence of speakers**

(1) The chairperson maintains a list of speakers and normally calls the speakers in order of their requests to speak.

(2) Reporters and applicants are called at the beginning and the end of the discussion of their agenda topic. They may also request to speak without regard to the list of speakers.

(3) The chairperson can speak at any time without regard to the list of speakers.

### **Section 5: Votes**

(1) The chairperson reads the request or the requests (again) before each vote.

(2) Votes are normally held openly by a show of hands or in videoconferences through an appropriate tool (voting software or chat function). In special situations, the decision to hold a secret vote may be made by the chairperson or decided by simple majority following a request.

(3) For decision-making, the following applies to partner sites with more than one partner institution, supplementary to Section 6 Part 4 and Part 10 of the statutes of the association: the vote of a partner site is exercised by the partner site speaker or, in the case of his/her absence, by a representative nominated by the speaker from the representatives of the partner institutions with voting rights of the respective partner site.

(4) Prior to each vote, the partner site speaker or his/her nominated representative consults the representatives of the institutions with voting rights of the respective partner site in order to reach an agreement on the vote to be cast. In so far as one of these representatives of an institution with voting rights exercises a veto against the intended vote of the partner site speaker or the majority of the representatives with voting rights of the respective partner site due to the particular importance of the subject of the vote, this partner site is deemed to have cast an abstained vote.

## **Section 6: Elections and appointments**

- (1) Elections and appointments (see Section 6 Part 6, No. 1, 2 and 5 of the statutes) must be announced when a General Assembly is called and must be listed on the agenda.
- (2) Unless resolved otherwise by the General Assembly, elections and votes for appointments shall always be performed in writing and in secret.
- (3) The General Assembly selects an election committee in advance, which includes two members and the managing director or another staff member of the office. The election committee collects and counts the votes cast. No-one may be a member of the election committee who is standing for election or appointment.
- (4) The election committee appoints the election chairperson, who has the rights and obligations of a meeting chairperson during the electoral procedures.
- (5) The election committee shall check before the election that the candidate suggested for election or appointment fulfils the requirements according to the statutes. An absent person can be elected or appointed when the election chairperson is in possession of his written consent before the vote.
- (6) Candidates shall be asked before the election or appointment whether they want to run and after the election whether they accept the position. When an absent person is elected or appointed, he has to state as quickly as possible whether he will accept the position.
- (7) The result is determined by the election committee and the valid result is expressly read out for the minutes.

## **Chapter 2: Board of Directors**

### **Section 7: Size, term, competence**

- (1) The Board of Directors consists of three persons.
- (2) The term of office for the Board of Directors is regulated in Section 7 Part 4 of the statutes. As a rule, a one-time re-election is possible. This may be deviated from in exceptional cases.
- (3) The responsibilities and tasks of the Board of Directors are derived primarily from Section 7 Part 7 of the statutes. See Section 6 Part 6 No. 1 of the statutes regarding the election of the executive board / board of directors by the General Assembly.
- (4) The Board of Directors makes funding decisions for grants below 100,000 euro (per project or grant increase, irrespective of the duration) as well as funding decisions for the regularly announced lines of funding in cases where authority is delegated by the General Assembly.

### **Section 8: Chairperson of the meetings, meetings**

(1) The chairperson of the board is the chairperson of the meetings. He opens, conducts and closes the meetings. When the chairperson is absent, the other board members alternatively chair the meetings.

(2) The chairperson of the meeting checks that the meeting has been called properly, who is present and who has the right to vote. The chairperson announces the agenda and puts it up for discussion.

(3) The managing director or another staff member of the main office takes the minutes. The minutes are sent to the members of the Board of Directors within a week after the meeting for voting. The minutes are published in the Intranet of the DZHK.

(4) The meetings can be held as video or telephone conferences if required. In the event of disturbances to the image and/or sound during transmission, the respective board member shall be considered absent for the period of the disturbance.

### **Section 9: Decisions**

(1) See in particular Section 7, Part 11 of the statutes of the association regarding decisions.

(2) The meetings of the Board of Directors normally take place twice a month. The chairperson of the Board of Directors sends the previously coordinated schedule to the other members of the Board of Directors twice a year and thus formally invites them (see Section 7 Part 10 of the statutes). The managing director or another member of the office staff shall, on behalf of the chairperson or vice-chairperson of the Board of Directors, regularly send a draft agenda and, if applicable, meeting documents electronically one week or, in urgent cases, three days before each meeting, in deviation from the statutes. (3) Decisions are documented in the minutes.

### **Section 10: Funding procedure**

The Board of Directors approves, after discussion in the Research Coordinating Committee (RCC, see Chapter 3), funding guidelines for the flexible/competitive funds (preclinical research, clinical research, training programme, excellence promotion) and for funding increases and extensions of the partner site projects. The respective documents are published in the Intranet of the DZHK.

### **Section 11: Quorum, deputies, absence**

(1) The members of the Board of Directors inform each other of their periods of absence. The Board of Directors has a quorum when the majority of the Board of Directors members are present. An absent board member may appoint a deputy board member when he/she has informed the other board members of the duration of the representation and the person representing him/her. General deputy regulations are possible.

(2) The members of the Board of Directors coordinate their holiday plans with each other.

## **Section 12: Main office and management**

(1) See office and management, Section 8 of the statutes.

(2) The main office and the management are responsible for the management of the promotion procedures for the cooperative initiatives and carry out the projects for which the DZHK e.V. receives remuneration.

(3) Business activities of the current administration within the meaning of Section 8 Part 2 of the statutes are those that do not concern scientific issues. They include, in particular, the administration of the funds intended for the association, contractual and legal issues and handling of press and public relations matters - as far as those are determined by decisions of the Board of Directors.

(4) The Board of Directors may, subject to revocation, task the managing director to handle transactions for current administration independently up to a limit of 1,000 euro.

## **Chapter 3: The Research Coordinating Committee (RCC)**

### **Section 13: Purpose**

(1) The tasks of the RCC are the scientific exchange and close scientific coordination between the partner sites, institutions, bodies and structures constituting the DZHK. The RCC contributes to scientific and structural planning, in particular of the cooperative initiatives and to the further development of the DZHK and the national and international connections.

(2) The RCC prepares the tasks and decisions of the General Assembly as far as possible. It has the status of a committee of the General Assembly (see Section 6 Part 13 of the statutes). The RCC can make funding decisions, provided that the General Assembly has delegated the relevant authority to the RCC (Section 1 Part 1).

### **Section 14: Composition**

(1) Members of the RCC are members of the Board of Directors, partner site speakers, deputy partner site speakers, institute speakers, Postdoc Committee's speaker of the Young DZHK and the DZHK professor's speaker.

(2) The RCC can grant a state of constant guests to other persons or representatives of councils (see Chapter 5) or representatives of associated partners (see Section 23 a).

(3) This circle receives invitations, meeting preparations and the minutes of the RCC meetings from the main office.

## **Section 15: Meetings**

(1) Meetings of the RCC are normally held once a month can be conducted as video conferences if required. The schedule is planned a sufficiently long time in advance. The managing director or another staff member of the main office normally distribute the draft agenda and the meeting documents, as required, in electronic form one week before each meeting; particularly fundamental or voluminous documents will be distributed earlier, if possible.

(2) The Speaker or a/the deputy speaker of each partner site should participate in meetings of the RCC. In addition, each member can be represented by the institute speaker. Further delegation is not possible. Upon invitation of the Board of Directors, an authorised representative of the partner site managers may participate as a guest.

(3) At the request of at least three partner sites the chairman may call an extraordinary meeting (if necessary, as a telephone conference).

(4) When a vote is conducted, each partner site, the Young DZHK and the DZHK professors have one vote. In case of absence of the respective speaker, one of the deputy speakers is authorised to vote. Further delegation is not possible. In addition, each member present of the Board of Directors has one vote. According to these rules, one person may have several votes. The condition for the vote's validity is that more than half of the votes are present.

(5) Among other things, section 8 applies accordingly for chairing the meeting.

(6) A member of the main office takes the minutes. The draft of the minutes is distributed for the subsequent RCC meeting as a meeting document and published in the Intranet of the DZHK upon being adopted.

### **Section 15 a: Transparency of the budget**

The regular assessments of the funding management department on the budget numbers, separated by projects, and fund allocation of all partner sites are communicated openly within the RCC circle.

## **Chapter 4: The partner sites**

### **Section 16: Partner site**

(1) The members constituting a partner site agree amongst themselves on all scientific and administrative issues concerning the DZHK. Each member will name a person for this who will represent the member to the partner site and in the RCC ('Institute speaker').

(2) Each partner site has its own Rules of Procedure. The basic guidelines for 'Governance rules for partner sites' are registered in enclosure 1.



### **Section 17: Partner site speaker**

The partner site speaker or the respective deputy partner site speaker has the following responsibilities:

- a) Represent the partner site at the general assemblies and the meetings of the RCC.
- b) Ensure a uniform vote by the bodies described in a), where necessary after discussion and agreement with the institute speakers.
- c) Suggest to the Board of Directors and the General Assembly who at the respective partner site should be appointed as principal investigators (PI) for the DZHK.
- d) Naming to the main office of the DZHK scientists and DZHK young scientists of the partner site.
- e) Advise the Board of Directors with regard to planned applications of the partner sites within the framework of participation in cooperative initiatives.
- f) Partner site-related support for all reporting duties of the DZHK.

### **Section 18: Partner site management**

- (1) Each partner site speaker is supported in his work by a partner site manager.
- (2) The partner site managers meet with the managing director and employees of the main office several times a year for work sessions and conduct weekly video conferences or teleconferences.

### **Section 19: Nominations**

- (1) If a member wants to finance a professorship to be filled with funds of the DZHK, he shall involve the DZHK in the nomination procedure.
- (2) The member informs the Board of Directors and the respective partner site speaker about the upcoming beginning of such a nomination procedure. The resp. advice or call should mention the label 'DZHK Professorship'. The member adjusts the text of the advice or call with the Board of Directors and provides suggestions on how to involve the DZHK in the nomination procedure (consideration of an RCC member of another partner site as a voting member of the nomination committee, unless this is not precluded for demonstrable reasons at the respective institution). The Board of Directors accepts this suggestion or makes its own. In the case of a dispute, a solution will be sought in a discussion between the Board of Directors of the DZHK and the member's presidium/executive that all parties can agree on.

## **Chapter 5: Personal affiliation with the DZHK**

### **Section 19 a: DZHK status**

(1) Individuals can be affiliated with the DZHK through four different types of status: Principal Investigator (see Section 19 b), DZHK scientist (see Section 19 c), Young DZHK member (see Section 19 d) or DZHK staff member (see Section 19 e). An individual can only be assigned one status.

(2) The following rights or obligations are associated with every status: inclusion in the distribution list of the internal DZHK newsletter; access to the Intranet of the DZHK; being named on the DZHK website; fundamental right to participate in the DZHK Retreat; in principle, the possibility to claim reimbursement of travel expenses via the main office.

(3) Furthermore, the following rights and obligations are associated with the three status types PI, DZHK scientist and Young DZHK member: right to apply for funding measures in accordance with the DZHK funding guidelines; right to membership of DZHK project groups; where applicable, being named as an award winner on the DZHK website; the obligation to mention the funding by the DZHK in lectures on DZHK projects and to use the DZHK logo in presentations and on posters related to DZHK projects (see Section 22 Part 4).

### **Section 19 b: Principal Investigator (PI)**

(1) A DZHK PI should be able to prove scientific independence by high-level publications and successfully obtained third-party funding in the area of cardio-vascular research. A DZHK PI must be employed at a DZHK partner site by a member institution of the DZHK and should, as a general rule, work predominantly at this institution.

(2) The number of listed DZHK PI per partner site is in principle limited to 20. This number may be exceeded if DZHK funded newly appointed professors or junior research group leaders are to be included in the circle of DZHK PI. It can further be exceeded temporarily when a DZHK PI has moved from one DZHK partner site to another.

(3) The term of office shall be decided by the General Assembly at the time of appointment. Repeated listing is possible.

(4) See how to be listed as a DZHK PI Section 1 Part 3.

### **Section 19 c: DZHK scientists**

(1) Professors and postdoctoral scientists may apply for the status as a DZHK scientist. DZHK scientists must be employed at a DZHK partner site by a member institution of the DZHK and take part in a DZHK project. Working on DZHK tasks should account for at least 25% of working hours and be planned to continue for at least one year after the date of applying for the status of a DZHK scientist. A DZHK scientist should be able to prove his scientific independence by high-level publications in the area of cardio-vascular research.

(2) The following rights and/or obligations are tied to the status of a DZHK scientist, in addition to those specified in Section 19 a Part 2: in principle, right and obligation to use the DZHK affiliation in publications (see Code of Conduct as per Section 22 Part 4); fundamental right to participate in the DZHK financing of child care opportunities.

(3) The number of DZHK scientists per partner site is not limited.

(4) The status of a DZHK scientist can be applied for with a form issued by the main office. The form is submitted to the respective partner site speaker. The partner site speaker decides, whether he supports the application and will forward it to the main office if he does.

#### **Section 19 d: Young DZHK member (DZHK young scientist)**

(1) The status of Young DZHK member may be applied for by postdocs and doctoral candidates. Medical doctors can apply for and maintain this status up to 10 years after passing the state examination, natural scientists up to 7 years after gaining the doctorate. Periods of family leave are considered: Status-eligible persons who become parents can apply for an extension of their eligibility period. As a rule, women are credited with 2 years per child, men with 1 year per child. If the actual parental leave was longer than these periods, additional documented periods of absence are recognised. For long-term leaves due to home care of relatives or illness of the applicant, the eligibility period for the status can be extended according to the documented leave of absence. Working time reduction (part-time) may be recognised by the main office for extension in individual cases. The Young DZHK member status can be extended for a maximum of six years. If it would end while the status holder is participating in a DZHK funding measure that promotes young talents (e.g. Mentoring Programme, Postdoc Start-up Grant), it will be extended until the end of the funding measure. Members of the Young DZHK must work on a DZHK project at a member institution of the DZHK. Working on DZHK tasks should account for at least 25% of working hours and be planned to continue for at least one year after the date of applying for the status of a DZHK young scientist.

(2) The following rights and/or obligations are tied to the status of a Young DZHK member, in addition to those specified in Section 19 a Part 2: participation in activities of the DZHK training programme incl. fundamental right to participate in the DZHK Retreat and the DZHK financing of child care opportunities.

(3) The number of Young DZHK members per partner site is not limited.

(4) The status of a Young DZHK member can be applied for using a form supplied by the main office. A DZHK PI must support the application. The form is submitted to the respective partner site speaker. The partner site speaker decides, whether he supports the application and will forward it to the main office if he does.

(5) The main office writes to Young DZHK members who have exceeded the specified times after gaining the doctorate or passing the state examination, as outlined in the 1<sup>st</sup> sentence of Part 1. A deadline is set until which family leave must be proven in order to maintain the status or until which

the status of DZHK scientist can be applied for. In the event that this is not possible, the status of Young DZHK member lapses after the deadline.

#### **Section 19 e: DZHK staff member**

(1) The status of DZHK staff member can be applied for by scientific, medical, technical, administrative, coordinating or nursing staff, provided that they work in a DZHK financed project at a DZHK member institution with at least 25% of the working hours and they do not hold one of the three status types named above. Staff members of the DZHK main office, the funding management department and the partner site management automatically obtain this status.

(2) The number of DZHK staff members per partner site is not limited.

(3) The status of DZHK staff member can be applied for using a form issued by the main office. The application is to be signed by the DZHK project leader and the partner site manager and subsequently submitted to the main office.

#### **Section 19 f: Clinical research area of the DZHK**

(1) The clinical research area of the DZHK includes individuals who are working in one of the clinical scientific infrastructure projects, in a clinically focused partner site project, in a clinical staff project or in a DZHK study (irrespective of whether the salary is funded by the DZHK). This group also includes local principal investigators at DZHK internal or external centres, that enrol patients in DZHK studies.

(2) With the affiliation to the area of clinical research the individual agrees to be mentioned by name in the DZHK intranet and internet of the DZHK (website and patient information platform).

(3) The following rights are tied to the affiliation with the clinical research area: participation in measures of the DZHK training programme for the clinical research area. Excepted from this are DZHK PI according to § 19 b and individuals at external DZHK institutions.

## **Chapter 6: Further groups and councils**

### **Section 20: Project groups**

- (1) Project groups are temporary groups with the aim of developing a specific translational project in the area of preclinical research or clinical research.
- (2) The Board of Directors makes decisions about applications for acknowledgement as a project group.

### **Section 20 a: Young DZHK Postdoc Committee**

- (1) Within the Young DZHK, there is a Postdoc-representation called Young DZHK Postdoc Committee.
- (2) Members are two Postdocs per partner site (local Young DZHK speaker and deputy, see governance rules for partner sites Section 6)
- (3) The Young DZHK Postdoc Committee elects a speaker, a first and a second deputy (Section 6 Parts 3 and 4 of the statutes apply by analogy), who represent the Postdocs in the DZHK councils. The term of appointment is 2 years each, re-election is possible.
- (4) The decisions of the Young DZHK Postdoc Committee shall be taken by a majority of the votes cast (one vote per partner site).

### **Section 21: Translational Research Group**

- (1) The members of the Translational Research Group (TRG) are nominated by the General Assembly for a period of three years on the basis of a selection procedure conducted by the Board of Directors with the involvement of the RCC. As a rule, a one-time re-election is possible.
- (2) The TRG's main tasks are to identify new Translational Research Projects (TRP), control current TRP, and advise applicants asking for TRP funding and TRP investigators.
- (3) The TRG elects a speaker and a deputy speaker who represent the TRG in the DZHK councils.
- (4) Applicants and principal investigators of TRP are prohibited from contacting TRG members directly or through third parties in the context of the study. This does not affect advice from TRG and contact with staff at the main office. TRG members are obliged to report violations of this rule to the DZHK Board of Directors.

### **Section 21 a: Clinical Study Group**

- (1) The members of the Clinical Study Group of the DZHK (CSG) are nominated by the General Assembly for a period of three years on the basis of a selection procedure conducted by the Board of Directors with the involvement of the RCC. The CSG is comprised of external DZHK members (exceptions: two representatives of the WGCR and biometricians can be DZHK internal or external) who can be re-

elected once as a rule. This may be deviated from in exceptional cases. Always excepted are biostatisticians, who can be re-elected several times.

(2) The CSG's main tasks are to identify new DZHK studies, control current DZHK studies, and give advice to applicants and principal investigators of DZHK studies.

(3) The CSG elects two equal speakers and one deputy speaker who represent the CSG in the committees of the DZHK.

(4) Applicants and principal investigators of DZHK studies are prohibited from contacting CSG members directly or through third parties in the context of the study. This does not affect advice from CSG and contact with staff at the main office. CSG members are obliged to report violations of this rule to the DZHK Board of Directors.

## **Chapter 7: Other issues**

### **Section 22: Public relations work**

(1) The DZHK selects a logo and a corporate design (CD) and pursues joint public relations and press activities.

(2) The purpose of the public relations work of the DZHK is the dissemination of the scientific and structural approaches of the DZHK and the publication of current research results. Target groups are the scientific community, journalists, patients, patient organisations, the interested public and opinion shapers in politics and business.

(3) All bodies and partners (institutes) agree to use the DZHK logo for all their activities that relate to the DZHK, to comply with the DZHK CD and to refer to the contribution of the DZHK in all public relations and press work and presentations. In press releases of the DZHK partner site institutions about DZHK financed projects or investments the DZHK must be mentioned with full name and abbreviation ('Deutsches Zentrum für Herz-Kreislauf-Forschung (DZHK)') within the text. The press releases must be approved by the public relations department of the DZHK in advance.

(4) All DZHK PI, DZHK scientists and members of the Young DZHK are obliged to mention the funding by the DZHK in lectures on DZHK projects and to use the DZHK logo in presentations and on posters related to DZHK projects.

(5) Regarding the mode of quotation in scientific publications with DZHK relevance the publication rules of the DZHK in their current version shall apply.

### **Section 23: Reimbursement for business travel**

(1) Business travel is reimbursed according to the Federal Travel Cost Act and travel cost regulations determined by the Board of Directors.

(2) The travel costs of Board of Directors members, scientific advisory council members, office staff and the partner site managers are reimbursed. Travel costs are further reimbursed when they were incurred in connection with meetings of the RCC, for meetings of all councils and groups named in these Rules of procedure (after invitation by the main office) and for other meetings (after approval by the Board of Directors and invitation by the main office).

### **Section 23 a: Associated partners**

The DZHK can associate partners (single institutions or networks) for longer periods on the basis of a decision made by the General Assembly. Details of funding and cooperation are regulated individually in an association contract.

### **Section 24: Coming into force and changes**

(1) These rules of procedure come into force after discussion in the RCC, approval by the Board of Directors and approval by the General Assembly on 09 May 2012.

(2) Changes to Chapter 1 are to be decided by the General Assembly. Changes to Chapter 2 are to be decided by the Board of Directors. Changes to Chapters 3-6 are to be decided jointly by the General Assembly and the Board of Directors.

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## **Annex 1: Governance rules for partner sites**

### **Section 1: Role of partner sites**

(1) Excellent partner sites are the prerequisite of DZHK success. Partner sites are the breeding ground for translational and clinical science. DZHK financed partner site projects allow the development of a unique scientific profile within the DZHK.

(2) Partner sites represent the DZHK locally and beyond. The scientific profile, the structural measures and principles of governance therefore have to reflect the DZHK mission and DZHK spirit.

### **Section 2: Partner site members and partner site assembly**

DZHK PI, DZHK scientists and the local Young DZHK speaker are partner site members. Partner site members meet at least once a year in a partner site assembly. The partner site assembly discusses fundamental scientific and financial questions. It is the partner site's communication platform for scientific and other DZHK relating subjects.

### **Section 3: Partner site speakers**

(1) Partner site speaker and vice(s) are DZHK PI and internationally recognized cardiovascular scientists. They represent the partner site inside the DZHK and externally. They should represent the scientific, geographic and institutional width of a partner site.

(2) Partner site speaker and vice(s) are elected by the local DZHK PI with simple majority. Elections are performed in writing and in secret. With regard to term of office and re-election the same rules apply as for the DZHK Board of Directors (see § 7 (2) of the Rules of Procedure).

(3) The partner site speaker reports once a year in the RCC on the following subjects

- scientific focus of the partner site
- scientific progress of the partner site
- ongoing appointments
- number and names of PI, DZHK scientists, members of the Young DZHK
- number of partner-site meetings, lectures etc.
- and other important partner site subjects

### **Section 4: Partner site management**

The partner site management supports the partner site speaker. Duties of the partner site management are:

- coordinate communication and cooperation at the partner site
- organize partner site assemblies and partner site executive board meetings
- administrate the partner site projects incl. budgeting
- administrate the partner sites participation in the cooperative initiatives
- financial controlling
- support partner site scientists in the application process for DZHK projects
- act at the interface of partner site, main office and funding management department
- Coordinate all report duties of the partner site

### **Section 5: Representatives of partner institutions**

Representatives of the partner institutions are internationally recognized cardiovascular scientists. They represent the partner institution at the Board of Directors and the DZHK RCC. They are elected in writing and in secret on the occasion of partner site assembly meetings by the partner site members of the respective institution, or in a completely written procedure. Regarding the term of office and re-election, the same rules apply as for the DZHK Board of Directors (see § 7 (2) of the Rules of Procedure). Partner institutions can designate the representative of another partner institution as their representative.



### **Section 6: Local Young DZHK speaker**

The local Young DZHK speaker and his deputy are elected by all local members of the Young DZHK. The local Young DZHK speaker or his deputy represents the members of the Young DZHK of the partner site at the executive board and the partner site assembly, both together represent it at the Young DZHK Postdoc Committee.

### **Section 7: Partner site executive board**

(1) The partner site executive board comprises representatives of the partner institution and the partner site speaker and vice. Furthermore, the local Young DZHK speaker and partner site members who are members of the CSG and TRG might be included. The partner site manager is guest in the executive board. The executive board meets at least four times a year and decides on all strategic issues concerning the partner site.

(2) The partner site executive board

- proposes PI to the Board of Directors and the General Assembly,
- proposes new DZHK Professorships to the Board of Directors and the General Assembly,
- decides on the distribution of partner site budget (partner site projects and cooperative initiatives).