

## **Rules of Procedure for MultiPark**

MultiPark is a strategic research area (SRA) at Lund University. All SRAs are under the leadership of the University President, but they are internally led by a Board (see below).

According to Lund University's guidelines for MultiPark, the board is to establish written rules of procedure for their work. The rules of procedure have been revised and complemented at the request of MultiPark's steering group.

### **The Board**

MultiPark's board is mainly appointed by the board of the Faculty of Medicine. The board has a collective responsibility for the organisation. MultiPark's board is quorate if more than half of its members are present. When assessing if the board is quorate, members subject to conflict of interest are considered to be absent. MultiPark follows the conflict of interest regulations decided on by Lund University concerning strategic research areas.

Regarding voting procedure, a decision is equated with having more than half of the members present voting for the decision at the meeting. If the number of votes for and against are equal, the chair has a casting vote. However, if the board is not fully represented, those voting for the decision must make up more than one-third of the total number of board members for it to take effect. A decision is not to be made on a matter unless the board has received supporting documentation at least one week before the board meeting. Decisions can also be made via circulation between meetings.

The coordinator is the chair of the board and the assistant coordinator is vice-chair. The chair is to lead the work of the board and check that the board fulfils its duties. The chair of the board is to ensure that meetings are held regularly, and otherwise when required. Meetings should be held at least twice in a six-month period.

MultiPark's board is composed of eleven members and has a three-year term of office:

Coordinator – appointed by the vice-chancellor

Assistant coordinator – appointed by the vice-chancellor

1 from the University of Gothenburg – appointed by the University of Gothenburg

1 faculty management representative – appointed by the faculty board

1 healthcare representative – appointed by the faculty board

4 external members – appointed by the faculty board

2 student representatives – appointed each year by the doctoral student council

### **The coordinator**

The coordinator and assistant coordinator are appointed by the vice-chancellor for a three-year term of office. Proposals for coordinator and assistant coordinator are submitted by MultiPark's board and must be supported by the dean of the Faculty of Medicine. The coordinator is to lead both research and operational activities within MultiPark. The coordinator makes decisions on matters affecting daily activities and other executive decisions according to set principles and frameworks. The coordinator is responsible for the efficient and appropriate organisation and operation of MultiPark and that its development is in accordance with MultiPark's strategic plan.

The coordinator is responsible for drawing up and updating a strategic plan, a process which is carried out in consultation with MultiPark's board and senior researchers.

The coordinator is responsible for ensuring that MultiPark complies with laws and ordinances as well as the University's and faculty's regulations and decisions, and for correct accounting and reporting procedures regarding MultiPark's activities.

The coordinator is authorised to make decisions on matters of all types within MultiPark if urgent processing is required i.e. cases of emergency delegation of authority.

The coordinator is to decide on matters affecting administrative staff within MultiPark's organisation and which are delegated by the relevant head of department.

The coordinator has supervisory responsibility for the legal execution of MultiPark's overall administration, and that administration is conducted efficiently (including equipment and premises) and to a high standard of quality by leading and allocating work among the administrators. Within the financial frameworks set by the board, the coordinator makes decisions about MultiPark's organisation and working methods, and proposes the appointment of staff.

The coordinator has (following delegation from a head of department) the power to approve order/procurement decisions and authorise supplier's invoices for expenditure that is charged to MultiPark's cost centre.

The coordinator has overall responsibility for educational activities within MultiPark.

The coordinator makes decisions concerning details and financial terms for guests who are invited to visit the organisation at MultiPark's expense. Furthermore, the coordinator decides according to delegation on travel grants for doctoral students. Delegated decisions are reported at the next board meeting.

The assistant coordinator fulfils the coordinator's responsibilities and duties when the coordinator is not available as well as duties according to the internal division of duties agreed on by the coordinator and assistant coordinator.

### **The steering group**

The coordinator is to set up a steering group and can appoint advisory groups and reference groups for particular assignments. The coordinator decides the composition of these groups.

MultiPark's steering group is composed of up to ten regular members, including the coordinator and assistant coordinator, and it should reflect different aspects of MultiPark in a balanced way. Each representative also has a substitute. The term of office for representatives and substitutes is three years, with an option for extension.

The steering group provides support to the coordinator and assistant coordinator in the management of MultiPark. Furthermore, the steering group is to be given the opportunity to discuss the proposed yearly budget before it is processed by the board – see separate description of the budget process.

The steering group is to meet preferably three times in a six-month period (or five-six times per year). The coordinator is responsible for ensuring the agenda and supporting documentation are sent out one week before the meeting. The coordinator leads the meeting. The minutes of the meeting are to be taken by a co-opted administrator or a person designated by the meeting. The steering group plays an advisory role for the coordinator and board. The steering group should

strive for a consensus in its recommendations whenever possible. If there is a difference of opinion, the coordinator decides which recommendations are to be presented to the board.

### **Senior researchers**

The strategic plan of MultiPark is jointly achieved by a network of senior researchers who contribute to the SRA with specific competences and merits.

Senior researchers and group leaders who wish to contribute to MultiPark can apply for membership. The requirement for membership is active research in the field of neurodegenerative diseases, in accordance with MultiPark's strategic plan. The period of membership is 3 years, renewable upon request (via e-mail to the Multipark office). To be elected, the prospective member must be a professor, associate professor, senior lecturer or associate senior lecturer.

To apply for membership, the researcher should submit a short letter to the coordinator, expressing one's motivation to be involved in the activities of Multipark and giving the names of two Multipark senior researchers as a reference (references are not requested in case of membership renewal).

The letter should be sent to the Coordinator via email, attaching a short CV that includes (selected) publications from the past 10 years.

Requests for membership and associate memberships will be processed at the next meeting of the steering group, whereby new senior research members will be admitted based on a majority vote.

Once admitted, research group leaders are to annually submit a list of staff in their research teams. A compilation is carried out by a MultiPark administrator.

### **Associate members**

Associate Membership can be awarded to senior researchers and persons with relevant qualifications who are interested in the activities of MultiPark but either lack records of active research in the field of neurodegenerative disease or have limited availability to follow the activities of MultiPark.

To apply for associate membership, the researcher should submit a short expression of interest to the Coordinator, and either submit a short CV (see above) or the URL to one's webpage/Orcid ID. Associate memberships is awarded by the Coordinator without any formal voting procedure at the steering group level.

### **Research and administrative staff**

As a rule, staff who are associated with specific branches of activity within MultiPark are not to be registered as staff at the strategic research area's cost centre. The head of department can make an exception to this principle for technical/administrative staff. Recruitment is to be conducted according to current rules and procedures.

## Infrastructures

MultiPark supports a number of research infrastructures consisting of personnel, equipment, or both. The criteria for appointing and evaluating these infrastructures are as follows:

- a) The infrastructure brings about clear benefits in terms of scientific impact/competitive edge, and it helps MultiPark fulfil its strategic plan.
- (b) The infrastructure addresses a clear need; there are no equivalent infrastructures within LU/BMC/Region Skåne offering the same service at the same level of accessibility and cost-effectiveness.
- (c) The infrastructure has a solid management plan, including a steering group, a steering document, clear access rules/user fees, and a manager providing tutorials to new users.
- (d) The budget computation is well justified.
- (e) The infrastructure can be made accessible to the MultiPark researchers who need to use it. The academic managers of the infrastructure are requested to cooperate with the MultiPark leadership in order to achieve this goal in the most appropriate ways (e.g. implementing technical improvements, augmenting personnel resources, organising educational and outreaching activities).
- (f) Expensive, large infrastructures should have a steering group composed of researchers representing different areas of activity in MultiPark.

## Budget process

MultiPark's budget process is in step with the faculty's budget process. The work proceeds according to an annual schedule – see table 1.

**Table 1. Annual schedule for the MultiPark budget process**

When	What	How
<b>1st board meeting (≈ Feb)</b>	The annual accounts are presented and conditions for the next year's budget, based on the annual accounts, are discussed	Thorough supporting documentation is sent to the board and presented by the coordinator, or someone selected by the coordinator. Discussion about the focus and strategy for the forthcoming budget request
<b>Feb-April</b>	Strategic considerations are received from the network. Info about the budget is received from the LU board and Faculty of Medicine  A report on the previous year's results goes to the Faculty of Medicine	The coordinator and steering group prepare.

<b>2nd board meeting</b> <b>(≈ April)</b>	The board decides on guidelines for the year's budget request	The guidelines are disseminated in the network and the budget request is prepared
<b>May-Aug</b>	The coordinator, assistant coordinator and steering group draw up a draft for allocations	A number of steering group meetings are held.
<b>Aug-Sept</b>	The draft is to be shared with members of MultiPark for comments	The draft is presented electronically and can be discussed at a meeting
<b>3rd board meeting</b> <b>(≈ Sept-Oct)</b>	Information about status of the budget process	The coordinator informs the board about the budget proposal. The board is to provide feedback and can propose amendments to current prioritisations
<b>4th board meeting</b> <b>(≈ Dec)</b>	Budget decision	The board makes the budget decision for the coming year

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