

# **Regulations for Institute of Earth Sciences, University of Iceland (draft translation 17 September 2015)**

A proposal for revised regulations was approved unanimously at the Institute's staff meeting on May 4<sup>th</sup> 2012.

## **Article 1**

### *General*

The University of Iceland's Institute of Earth Sciences (IES) is one of two institutes that form the University of Iceland's Science Institute. The regulations of the Science Institute apply to the IES, with the addition of the following articles.

## **Article 2**

### *Purpose*

The purpose of IES is to actively participate in the field of international earth sciences and to be leading in research on geology of Iceland and adjoining areas.

## **Article 3**

### *Role*

The role of IES is:

- a) To expand knowledge with basic- and applied research in geoscience.
- b) To operate a Nordic center for research in volcanology, which educates and trains young Nordic geoscientists.
- c) To collaborate with domestic and international universities, research institutes and other parties, by exchanging and acquiring knowledge on equal grounds and thereby expand knowledge for the Icelandic community.
- d) To provide and develop facilities for extensive research and monitoring in geoscience.
- e) To manage service research in fields which require basic research and are not in competition with other Icelandic institutes or organizations, when applicable, and to provide advice on natural hazards, utilization of natural resources and environmental issues.
- f) To convey knowledge by publishing and presenting the findings of geological research.
- g) To provide research facilities and access to equipment to graduate students at the Faculty of Earth Sciences, in accordance with a service contract between the Institute and the Faculty.
- h) To strengthen teaching by developing a productive research environment for students and provide them with training in scientific thinking and methods in earth sciences.

## **Article 4**

### *Organization*

A six-person Board (art. 5 and 6) runs the IES. The Board defines the Institute's main policy and is responsible for its management and operation in accordance with the Institute's internal structure. Main research activities at the Institute are arranged into specific research themes (art. 8) and disciplinary groups (art. 9). The Board is authorized to appoint an advisory committee (art. 10). The Institute's administrative service is a collective service provided by the Science Institute and managed by its Managing Director, with additional support service for research provided by the IES. The IES Office Manager is responsible for the daily operation of administrative- and support services at the Institute under the authority of IES's Chairman of the Board.

## **Article 5**

### *Board*

The Board of the Institute for Earth Sciences consists of the six people that have a seat on the Faculty Council (student representatives excluded). The Chairman of the board and two Board members are appointed for a term of two years, in accordance with IES regulations, while the rest of the Board members are appointed in accordance with the regulations of the Faculty of Earth Sciences. The Chairman is elected separately in accordance with the regulations of the IES. The Board selects a Deputy Chairman amongst themselves. The Board shall consist of both men and women. Appointments to the Board shall be in accordance with art. 15 of the Act on Equal Status and Equal Rights of Women and Men, No. 10/2008. The Chairman convenes Board meetings and is responsible for the Institute's common operation. The Board approves operational and financial plans for IES, in consultation with Financial Committee (art. 11), and has an overview of the overall Institute's activities. Additionally, the Board distributes financial resources and contributions to the Institute's projects. The Chairman works under the authority of the Board and executes the decisions of Board meetings and IES assemblies. The Chairman oversees the preparation of operational and financial plans in collaboration with the office manager, project managers, and coordinators for research themes and disciplinary groups. The Chairman is responsible for the operation of the Institute towards the Board and acts as liaison between the Board and IES staff. He appears and advocates on behalf of the Board. The Chairman represents the IES on the Board of the University of Iceland's Science Institute. The Deputy Chairman substitutes for the Chairman. The Board is authorized to entrust matters of the Board to the Chairman's discretion between Board meetings, or in his absence, the Deputy Chairman.

## **Article 6**

### *Board meetings*

The Chairman of the Board calls for Board meetings with an enclosed agenda, by mail, e-mail or by other means approved by the Board, with at least three days notice. A Board meeting must be convened if requested by two or more Board members. A meeting must also be convened at the request of the Chairman of the Board for the Science Institute, on which he has the right of free speech as well as a

proposal right. On the occasion of equal votes at a board meeting, the Chairman casts the decisive vote. A Board meeting is valid if at least four members, or their deputies, are in attendance. The Managing Director of the Science Institute has a right of attendance, free speech and can submit proposals at IES Board meetings. Meeting minutes shall be made of Board meetings. The IES Office Manager acts as secretary of the Board. Copies of meeting minutes shall be sent to the Chairman of the Board of the Science Institute. Board meeting minutes shall be made accessible to all IES employees. The Board is authorized to make decisions via e-mail in between meetings.

#### **Article 7**

##### *Project manager of the Nordic Volcanological Center*

The Board of the IES is authorized to appoint a special Project Manager of the Nordic Volcanological Center (Nordvulk), who works under the authority of the Chairman of the IES Board. The Project Manager supervises matters regarding Nordvulk grant recipients, including the financial aspects of their projects, in addition to liaising with the Center's Nordic program committee and the Nordic Council of Ministers.

#### **Article 8**

##### *Research themes*

The IES Board defines specific research themes, which are emphasized by the Institute. Included in these themes are all research projects being conducted at the Institute. One of these research themes is volcanology, cf. the contract between the University of Iceland and the Nordic Council of Ministers with regards to the Nordic Volcanological Center. Employees select a research theme they belong to, considering the nature of their projects and interests. They are able to belong to more than one research theme. Each research theme appoints a coordinator. His role is to lead discussion of the theme's policy and plans.

#### **Article 9**

##### *Disciplinary groups*

The disciplinary groups serve as venues for employees, with similar professional knowledge, facilities or research equipment. Each disciplinary group appoints a coordinator, who is the group's liaison with the Board and its Chairman, and provides council with regards to policy and infrastructure.

#### **Article 10**

##### *Advisory committee*

The Board is authorized, in collaboration with the Nordic Volcanological Center's Nordic committee, to appoint an advisory committee, which advises the Board on the development and operations of research. The chairman of the Nordic committee for Nordvulk sits on the committee along with two internationally acclaimed geoscientists nominated by the Board of IES and appointed by the Dean of the School of Engineering and Natural Sciences (SENS). Research themes make recommendations of eligible candidates for the advisory committee to the Board. Candidates should not be from the Institute's personnel. The advisory committee meets annually with the Board.

## **Article 11**

### *Financial committee*

The role of the financial committee is to ensure coordination with those who contribute financial support to the Institute, and to oversee the appropriation of funds with regards to operational and financial plans. The chairman of the financial committee is appointed by the Dean of SENS and is not an employee of the Faculty of Earth Sciences or IES. Other committee members are the Chairman of the board of IES, two representatives of the Nordic committee of Nordvulk, and two members of the IES Board, appointed by the Board.

## **Article 12**

### *Election of the IES Chairman of the Board and other Board members*

Elections shall be held no later than March of the year in which the Board members' term ends. A month before the election, the IES Board will appoint an electoral committee of three persons to supervise and prepare for the election of a Chairman and two Board members. Those employees, who fall under article 9, section a) and b) of the Science Institute's regulations, are considered eligible candidates. Members of the electoral committee are not eligible candidates. The electoral committee will publish a list of eligible candidates no later than 10 days before the election, and will decide on any uncertainties that might arise. All employees who fall under article 9, section a) and b) of the Science Institute's regulations, as well as those who fall under section c) and d) and having been employed at IES for five or more consecutive years, have the right to vote. No later than three days before the election, the electoral committee will convene a staff meeting to discuss the elections and seek candidates for the board, in accordance with article 5. The meeting shall discuss how to ensure professional diversity and gender equality, amongst other things. The electoral committee organizes and supervises an election meeting. An election meeting is deemed valid if at least half of legitimate voters participate. Ballots are first cast for the Chairman of the Board and then for the two Board members. Ballots are cast without any discussion of eligible candidates. The electoral committee regulates the process of early voting or absentee voting. The Chairman of the Board shall be elected with at least half of the votes. If no candidate receives the mandatory number of votes, ballots shall be re-cast for the two candidates with the highest number of votes in the first round. In the event of a tie in the second round, the elected person shall be decided by a toss up. The two candidates with the highest number of votes from the election for additional Board members shall be considered duly elected. In the event of a tie between the second and third place, the elected person shall be decided by a toss up. The candidates in third and fourth place shall be appointed deputies.

## **Article 13**

### *Staff meeting*

IES staff meetings are subject to the corresponding clause in article 8 of the Science Institute's regulations. The chairman of the Board calls for staff meetings. The meeting appoints a moderator. The purpose of the staff meetings is for the Board to introduce their work, and to discuss matters, which are relevant to the Institute as a

whole and to make suggestions to the Board regarding the treatment of those matters. The Board shall consult with staff meetings on all major changes in research policy and major changes to the IES regulations.

#### **Article 14**

##### *Research facilities*

The chairman of the IES decides up on the access to facilities and to what extent they are granted to external parties in accordance with article 4 of the Science Institute's regulations, in collaboration with the coordinators of the appropriate disciplinary groups. The approval of access and its extent to research facilities, according to article 4 of the Science Institute's regulations, depends on compatibility of the employees' research with the IES purpose, their facility requirements and their activities at the Institute. The Board is responsible for inspecting these on a regular basis. The Board is authorized to grant facilities to an employee, who has retired his work due to age, if they estimate that his/her research activity is sufficient. In such cases, the employee in question is mandated to hand in a written application no later than one year before his retirement, and must re-apply on an annual basis.

#### **Article 15**

##### *Annual report*

The Institute of Earth Sciences publishes an annual report, which illustrates the nature of research and other projects, and their results. The annual report shall be in accordance with the Nordic Council of Ministers's report instructions for their Nordic institutes. The report shall be handed in to the Nordic Council of Ministers's office no later than February 15<sup>th</sup> each year. Consultation meetings between IES and the Nordic program committee are convened on an annual basis.

#### **Article 16**

##### *Reference*

These regulations are put forth with references to the regulations of the University of Iceland's Science Institute and the contract between the Nordic Council of Ministers and the University of Iceland, regarding the University of Iceland's Institute of Earth Sciences and the Nordic Volcanological Center.

#### **Article 17**

##### *Provisional clause*

The first Board election, which is subject to these regulations, shall be held no later than June 15<sup>th</sup> 2012, and the term of the elected Board members shall be from July 1<sup>st</sup> 2012 until July 1<sup>st</sup> 2014. No later than 14 days before the election, the Board of IES shall appoint an electoral committee of three persons to supervise and prepare the election of the Chairman of the Board and two additional Board members.

All references to the regulations of the University of Iceland's Science Institute are based on the Science Institutes regulations from 22.06.2011.