

## Research Network Sustainable Future Governance Regulations

*Approved by the Plenary Assembly on April 21, 2021*

### 1. Introduction

The Research Network Sustainable Future connects research groups in the field of sustainability research at the University of Basel. The field of sustainability research addresses major future challenges that call for close interdisciplinary cooperation. Therefore, the Research Network fosters interaction and collaboration among the participating research groups (and external partners) and supports the development of larger interdisciplinary research projects. In addition to promoting specific research activities, Sustainable Future coordinates the knowledge transfer and supports scientific outreach. It thus connects and increases the visibility of all sustainability research conducted at the University of Basel.

### 2. Aim and Purpose

The main objective of this Research Network is coordinating and strengthening interdisciplinary research in the field of sustainability at the University of Basel.

The following sub-objectives are focal:

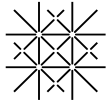
- Clustering and coordination of sustainability research at the University of Basel.
- Developing a high level of cooperation in at least three sub-fields of sustainable development, in particular with regard to interdisciplinary and inter-faculty research projects.
- After these sub-fields have been successfully built up, developing research collaborations at the intersections of these sub-fields.
- Coordination of large interdisciplinary research proposals.
- Increase of the visibility of the sustainability research at the University of Basel.
- Knowledge transfer to partners (in academia, the broader public, and to federal and municipal administration); communication of results and publications.
- Organization of events for researchers as well as for the broader public.

### 3. Organization / Structure of the Research Network

#### 3.1. Governing Bodies of the Research Network

The Research Network Sustainable Future has the following governing bodies:

- Plenary Assembly (“Vollversammlung”)
- Management Board (“Leitungsausschuss”)
- Managing Director / Head of Knowledge Transfer
- Advisory Board



### **3.1.1. Plenary Assembly (“Vollversammlung”)**

The *Plenary Assembly* consists of all *Representatives* of the research groups in the Research Network as well as of the *Managing Director*. The *Plenary Assembly* meets at least once a year in the “General Assembly Meeting”. The *Plenary Assembly* is the ruling authority of the network and is the body where major decisions are made. In particular, these include:

- a) Election of the members of the Management Board (see 3.2.2.)
- b) Election of the members of the Advisory Board (see 3.2.4.)
- c) Development or changes in research foci / areas
- d) Admittance of new members (see 4.)
- e) Change of the Governance Regulations

All members of the *Plenary Assembly* have a voting right.

In exceptional cases members can send a substitute person to the *Plenary Assembly*. In this case a written prior request has to be handed in at the Management Office.

The *Plenary Assembly* constitutes a quorum if at least one third of the members are present. All decisions of the *Plenary Assembly* are made with simple majority of members present in a meeting. In case of a voting tie, the Chairperson of the Management Board casts the deciding vote.

The *Plenary Assembly* can invite guests to its meetings, such as researchers, representatives from additional Cooperation Partners, or external experts. Such guests participate in meetings without voting rights.

### **3.1.2. Management Board (“Leitungsausschuss”)**

The *Management Board* consists of at least three *Full Academic Members* of different faculties that are elected by the *Plenary Assembly* for a period of 2 years as well as of the *Managing Director*. Reelection is possible. The *Management Board* appoints a *Chairperson* from among its midst for the period of 2 years.

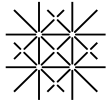
The *Management Board* is responsible for the strategic planning of the network and for ensuring the achievement of the research and knowledge transfer objectives decided in the *Plenary Assembly*. It prepares the meetings of the *Plenary Assembly* as well as the Meetings of the *Advisory Board*. It supervises the activities of the *Management Office* and decides which developments or project applications are of strategic relevance to the Research Network and should thus be supported by the *Management Office*.

All decisions of the *Management Board* are made with simple majority of members present in a meeting. In case of a voting tie, the *Chairperson* casts the deciding vote.

The *Management Board* meets at least twice a year.

### **3.1.3. Managing Director / Management Office/ Head of Knowledge Transfer**

The *Managing Director* leads the operational management of the Research Network, heads the Management Office, and supports the *Management Board* in the strategic planning. The *Managing Director* is further responsible for the Networks’ reporting and periodical extension requests to the Vice President's Office for Research.



The *Managing Director* can also serve as *Head of Knowledge Transfer*. The *Head of Knowledge Transfer* is responsible for developing a knowledge transfer strategy including an implementation plan, a communication strategy, and an event planning. He/She serves as the main point of contact for any internal and external request.

The *Management Office* consists of the *Managing Director* and sufficient staff to accomplish its tasks. It runs the operational business of the Research Network, prepares and conducts the events of the Research Network, and supports the knowledge transfer activities. If sufficient resources are available, the *Management Office* can also support large-scale project applications that are of strategic value to the Research Network.

The *Management Office* is located at the Faculty of Business and Economics.

#### **3.1.4. Advisory Board**

The *Advisory Board* is composed of at least three scientific experts from outside the University of Basel representing the focal research areas of the Research Network and two experts from practice (cooperation partners).

All members of the *Advisory Board* are elected by the *Plenary Assembly* for a period of 2 years; reelection is possible. The *Advisory Board* meets once a year with the Members of the *Management Board* and the *Managing Director*.

The *Advisory Board* acts as consulting body and gives non-binding strategic advice to the Research Network. In particular, the following aspects are focused and discussed:

- a) View on the strategic and content-related (research foci) direction of the Research Network
- b) View on the joint projects

The advice of the *Advisory Board* will be discussed and fed back to the *Plenary Assembly* by the *Management Board*.

#### **3.2. Thematic Structure / Focus Areas**

The Research Network is organized and structured in different thematic research areas.

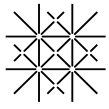
### **4. Membership**

The Research Network Sustainable Future offers different categories of memberships to different groups of researchers and collaboration partners. Membership of any category is free of charge.

#### **4.1. Full Academic Member**

*Full Academic Members* form the core of the research network. They steer and shape the network and contribute substantially to its objectives. *Full Academic Members* have to be researchers at the University of Basel, their research has to be connected to sustainable development, and they have to engage in and contribute to the research network.

All founding members of the Research Network start as *Full Academic Members*. In addition, researchers from all disciplines and faculties of the University of Basel who meet these criteria can become *Full Academic Members* of the research network. They will be represented (see below) in the *Plenary Assembly*,



will be invited to all events of the network, and, in all large-scale project applications supported by the network, *Full Academic Members* will be asked first (if their research fits to the project in question) whether they would like to participate.

Researchers who want to join the Research Network as *Full Academic Members* inform the *Managing Director* of their intention, stating their research interests in the field of sustainable development and their willingness to contribute to the Research Network. Depending on the research interests and existing connections to the Research Network, the *Plenary Assembly* decides whether the interested researcher directly becomes a *Full Academic Member* or is asked to join first as an *Associate Academic Member*.

*Full Academic Members* who cease to be active in the network, for example, who do not have any joint projects with other members of the network and have not attended any network events for a prolonged time, will be asked to become an *Associate Academic Member* of the research network.

*Full Academic Members* who want to leave the Research Network or become *Associate Academic Members* inform the *Managing Director* of their decision.

#### **4.2. Representative**

*Representatives* are *Full Academic Members* that represent a research group in the *Plenary Assembly*.

Each research group can designate a *Representative*. Usually, this is either the head of the group, that is, a member of Gruppierung I or a non-tenure track assistant professor, or (in case the head of the group is not a *Full Academic Member*), the person of the research group that is most active in the research network. Each research group that has at least one *Full Academic Member* informs the *Managing Director* who will represent this research group.

*Representatives* have voting rights in the *Plenary Assembly* and can become members of the *Management Board*.

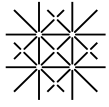
#### **4.3. Associate Academic Member**

Academic partners of the University of Basel as well as from other higher education institutes can become *Associate Academic Members* of the Network (i.e., partners of other cantonal or federal Universities or Universities of Applied Sciences), if their research is connected to the topic of sustainable development and if a *Full Academic Member* proposes them as members.

*Associate Academic Members* are partners that are less involved in the Research Network than *Full Academic Members*. They participate in joint projects or events, but they do not steer or shape the research network. Typically, *Associate Academic Members* are researchers who are involved in research on topics that are relevant for sustainable development to a lower extent than *Full Academic Members* (e.g., pursuing only a single research project in this domain).

*Associate Academic Members* are invited to all events of the Research Network but have no right to be represented in the *Plenary Assembly*.

*Associate Academic Members* from the University of Basel who want to become more active in the Research Network can inform the *Managing Director* that they want to become *Full Academic Members*. The decision will be made by the *Plenary Assembly*.



*Associate Academic Members* who want to leave the Research Network inform the *Managing Director* of their decision.

#### **4.4. Cooperation Partner**

*Cooperation Partners* are external partners that are connected to the Research Network (i.e., industrial partners, NGOs, partners of municipal/federal administration).

On the one hand existing partners of the academic members can become *Cooperation Partner*, on the other hand the *Head of Knowledge Transfer* of the Research Network will be responsible for contacting additional possible external partners.

To become a *Cooperation Partner* of the Research Network the partner or connecting member contacts the *Managing Director* who takes care of the necessary steps.

After a positive decision of the *Plenary Assembly* (see 3.2.1) the interested partner signs a Letter of Intent that includes the following:

- a) Interest in collaborating content-wise with the Research Network
- b) Agreement on these Governance Regulations
- c) No financial obligations result from the collaboration
- d) Any further details (i.e., specific project collaboration) is described in separate documents

#### **5. Funding of the Research Network**

For the first 5 years, the Research Network uses internal resources stemming from activities of the former SCCER CREST to fund the *Managing Director*, the *Management Office* and some knowledge transfer activities.

If large-scale project applications are supported by the research network (e.g., via support from the *Management Office*), it is expected that, in case the application is successful, the project will make some contribution towards the continuation of funding the Research Network.

#### **6. Data Management**

All members of the Research Network agree that their names and contact details will be published on the Research Network website.

April 21, 2021