

# **INSTITUTE OF BIOTECHNOLOGY – RULES OF PROCEDURE**

## **Effective starting 1 October 2011**

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### **Section 1: General provisions**

The appointment and duties of the Board and the Director of the Institute of Biotechnology shall be governed by the Regulations (<https://alma.helsinki.fi/doclink/167266>) and the Financial Regulations (<https://alma.helsinki.fi/doclink/167268>, in Finnish) of the University of Helsinki approved by the Board of the University. The organisation and duties of the Institute of Biotechnology shall be governed by the Regulations of the Institute of Biotechnology (<http://www.biocenter.helsinki.fi/bi/documents/BIsRegulations2010-04-22TranslationInEnglish.pdf>) approved by the Board of the University on 22 April 2010.

These Rules of Procedure shall establish more detailed provisions regarding the administration of the Institute and the organisation of its activities.

### **Section 2: Organisation of research**

Research at the Institute of Biotechnology shall be organised mainly in the form of research programmes that include one or more research groups. A research group may be included in several research programmes simultaneously. A research group shall always have a group leader. The Institute shall also have service units which support its research activities.

The Scientific Advisory Board (SAB) of the Institute shall assess the activities of each research group regularly at four-year intervals.

The new group leaders of the Institute shall be selected through an open, international application procedure, and the SAB shall conduct an assessment of the short-listed applicants.

The career path of group leaders and other principal investigators has been outlined in the document concerning the evaluation procedure for group leaders (11 December 2009) and the target programme of the Institute.

All research programmes shall be fixed-term projects. The Board shall decide upon the content and continuation of the research programmes when discussing the results and conclusions of a research assessment conducted by the SAB.

### **Section 3: Deputy Director**

The Deputy Director shall stand in for the Director in his or her absence. In the same manner as the Director, the Deputy Director shall base his or her decisions on the information presented to him or her.

### **Section 4: Research Program Director**

The duties of the Research Program Director shall include the scientific management of his or her research programme and the organisation of the programme so as to attain its scientific goals. The Research Program Director shall also function as a Group Leader at the Institute.

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### **Section 5: Group Leader**

The Group Leader shall ensure that the research group attains its scientific goals. Group Leaders shall participate in the general management of the Institute as agreed upon separately with the Director.

### **Section 6: Group Leader meetings and seminars**

The Director shall convene Group Leader meetings when necessary to discuss current issues. Group Leader meeting can bring in initiatives to strategy group or to Director. At least one Group Leader seminar shall be held per year.

### **Section 7: Strategy group**

The Director shall appoint a strategy group for the Institute for a fixed term. The members of the group shall include the Director, Research Program Directors, the Administration Director and the secretary of the group, who is also a planning officer at the Institute. The strategy group shall assist the Director in matters related to the development of the Institute.

The Director shall convene the strategy group when necessary and may invite other participants as matters under discussion may require.

The duties of the strategy group shall be as follows:

- to develop the operation of the Institute as well as coordinate and improve collaboration between research programmes;
- to prepare application procedures for Group Leader positions at the Institute and the appointment of new Group Leaders;
- to prepare the infrastructure strategy of the Institute and its implementation, for instance, in connection with equipment funding applications;
- to develop the core facilities of the Institute;
- to develop the internal practices of the Institute and to make proposals to update the Rules of Procedure;
- to refer other matters to the Director, as the members deem appropriate.

### **Section 8: Administration Director**

The administration of an independent institute and the duties of its Administration Director shall be governed by the operational guidelines for the University administration approved by the Rector on 15 April 2010

([http://notes.helsinki.fi/halvi/hallinto/Rehtorin.nsf/dc887e3b5230caa0c225685400395d44/3ddc8e133e5468e7c225770d004cefab/\\$FILE/Yliopistohallinnon\\_toimintaohje.pdf](http://notes.helsinki.fi/halvi/hallinto/Rehtorin.nsf/dc887e3b5230caa0c225685400395d44/3ddc8e133e5468e7c225770d004cefab/$FILE/Yliopistohallinnon_toimintaohje.pdf), in Finnish).

The Institute shall have an Administration Director, whose duties shall be as follows:

- to support the Director in the strategic management, operational and financial planning, and monitoring and reporting of operations and finances;
- to arrange appropriate instruction and necessary training for the staff;

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- to prepare and present matters to the Director for decision making and to oversee the implementation of the Director's decisions;
- to present matters to the Board;
- to be responsible for the organisation and development of administrative and support services appropriately, economically and according to high quality standards;
- to function as the head of administrative services and core laboratory facilities (e.g., the Media Kitchen and Equipment Care Unit);
- to be responsible for the acquisition of administrative and support services organised outside the Institute and service quality control;
- to monitor the legality of the operations, finances and administration as well as the appropriateness of the support services;
- to be responsible for administrative and support service resources;
- to attend to other duties as specified by the Director.

### **Section 9: Administrative services unit**

The administrative services unit of the Institute shall provide administrative and support services to the entire Institute and attend to other general tasks as agreed upon (task-specifically) with the Director. The administrative service unit shall be responsible for services related to general administration, finances and human resources, operational and financial planning and reporting, materials administration, internal and external communication, and ICT.

The Director shall appoint presenting officials for administrative tasks from among the staff of the administrative services unit and confirm their respective tasks as needed.

The Board and the Director shall base their decisions on the information presented to them as described in the guidelines on the presentation procedure and meetings at the University of Helsinki approved on 27 January 2010 (<https://alma.helsinki.fi/doclink/174519>, in Finnish).

The administrative services unit shall develop and update the Guidebook for Staff Members (<https://alma.helsinki.fi/doclink/221138>).

### **Section 10: Service units**

The Institute shall have service units that provide research-related services to research groups at the Institute, research groups at other departments or institutes of the University of Helsinki, and other universities and research institutes, as well as to companies. The available services are specified in the service price list.

### **Section 11: Cooperation**

The Institute of Biotechnology shall observe the Act on Co-operation within Undertakings (<http://www.finlex.fi/en/laki/kaannokset/2007/en20070334.pdf>) and the provisions of the cooperation agreements of the University of Helsinki ([http://www.helsinki.fi/henkos/alma/yt-sopimukset/sopimus\\_yhteistoiminnasta\\_hgin\\_yliopistossa\\_24112010.pdf](http://www.helsinki.fi/henkos/alma/yt-sopimukset/sopimus_yhteistoiminnasta_hgin_yliopistossa_24112010.pdf), in Finnish).

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Matters provided for in the Act and agreements shall be handled in accordance with the cooperation procedure.

**Section 12: Entry into force**

These Rules of Procedure shall enter into force on 1 October 2011. Measures necessary for the implementation of the Rules of Procedure may be taken prior to their entry into force.

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*These Rules of Procedure were approved at the Board meeting of the Institute of Biotechnology on 29 September 2011, following a discussion of these Rules at an Institute staff meeting on 12 September 2011.*