Rules of Procedure for MultiPark

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 proposal is processed by the steering group and should be initiated six months before a decision is due to be made. 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 members.

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 and drafting working 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: coordinator, assistant coordinator and a representative from each of MultiPark's working groups and one represenative from Neurology Clinic. Each representative also has a substitute. Representatives and substitutes are appointed by each working group. The term of office for representatives and substitutes is three years, with an option for an extension.

The steering group provides support for the coordinator and assistant coordinator in the management of MultiPark. The steering group processes matters of an overall nature and coordinates the activities of the working groups. Furthermore, the steering group is to be given the opportunity to discuss the proposed budget before it is processed by the board – see separate description of the budget process.

The steering group is to meet at least three times in a six-month period or 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. If there is a difference of opinion, the coordinator decides which recommendations are to be presented to the board.

Working groups

MultiPark's working groups are organised thematically according to the set goals of MultiPark's strategic plan. The number and focus of the working groups is decided by the board for each new term of office. The working groups have two representatives who convene meetings. These representatives are responsible for ensuring that the groups' members actively participate in the work. If you wish to take part in a working group, you can contact the two convening representatives.

Members

Research teams and individual researchers who wish to be part of MultPark can apply for membership. The requirement for membership is active research in the field of neurodegenerative diseases in accordance with MultiPark's strategic plan. To be elected, the prospective member must be a professor, associate professor, senior lecturer or associate senior lecturer. Nominations are put forward by members of MultiPark. The application is sent to the coordinator and processed at the next meeting of the steering group.

The coordinator reviews MultiPark's members regarding their activity at least every three years.

Research team leaders should link their activities to one of the working groups – see above. This will mean that research teams are represented in the steering group. Individual members should affiliate themselves with at least one working group and this is to be stated in the nomination.

As a rule, staff who are associated with activities 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.

Research team leaders are to annually submit a list of staff in their research teams. A compilation is carried out by a MultiPark administrator.

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
1st board meeting (≈ Feb)	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
Feb-April	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 and, if required, activate working groups in good time and with a clear deadline
2nd board meeting **(≈ April)**	The board decides on guidelines for the year's budget request	The guidelines are disseminated in the network and the budget request is prepared
May–Aug	The coordinator, assistant coordinator and steering group draw up a draft for allocations	A number of steering group meetings are held. Support is to be established in the working groups
Aug–Sept	The draft is to be shared with members of MultiPark for comments	The draft is presented electronically and can be discussed at a meeting
3rd board meeting **(≈ Sept–Oct)**	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
4th board meeting **(≈ Dec)**	Budget decision	The board makes the budget decision for the coming year