

Rules of Procedure for the Managing Director of the Austrian Agency for Research Integrity (OeAWI)

§1

- (1) Pursuant the Statutes of the OeAWI, according to §14, section 1, Rules of Procedure are enacted.
- (2) These Rules of Procedure determine what duties of the Board shall be assigned to the Managing Director and what the scope of the director's power of representation shall be.
- (3) The Board appoints the Managing Director for a term of (up to) two years. The appointment can be revoked for good cause, such as dereliction of duty or inability to provide proper conduct of business.
- (4) Renewed appointments are possible; a renewal may happen no sooner than six months before the expiration of any given term of office.
- (5) In case of a conflict of interest, the Managing Director must promptly inform the Chairperson of the Association.

§2

- (1) The Managing Director's activities encompass the following matters:
 1. Preparations for meetings of the Board, the Commission for Research Integrity, and the General Assembly;
 2. Execution of the resolutions by the Board, the Commission for Research Integrity, and the General Assembly in consultation with the respective chairperson;
 3. Preparation of reports for the Association and budget-related documents in consultation with the Chairperson of the Association.
- (2) The Managing Director's decision-making powers encompass the following matters:
 1. Management of the administrative office;
 2. Autonomous fulfillment of the obligation to document the Managing Director's activities as defined in these Rules of Procedure;
 3. Autonomous fulfillment of the obligation to document the activities of the administrative office.

§3

- (1) The scope of the Managing Director's power of representation for the Association encompasses the following matters:
 1. Signatory powers for the disposition of assets in the context of normal business operations up to € 5,000 per individual business case;
 2. Representing the Association in national and international networks unless the Board decides otherwise;
 3. Representing the Association in (EU-)projects unless the Board decides otherwise.
- (2) The Managing Director must report to the Chairperson of the Association on the issues of §3, section 1(1-3) regularly (at least once a quarter).

§4

- (1) In case of any long-term incapacity of the Managing Director, according to §13, section 1 of the Statutes, the Chairperson of the Association must take over his/her duties.
- (2) The Managing Director must promptly inform the Chairperson of the Association of any long-term incapacity.