

Rules of Procedure of the Senate Competition Committee of the Leibniz Association

Adopted by the Senate on 15 July 2020; amended following a Senate resolution on 9 July 2024.

These Rules of Procedure were put into effect by the Board on 26 September 2024. They are based on provisions in the Statutes and General Rules of Procedure of the Leibniz Association in the applicable versions.¹

Disclaimer

This English translation of the Rules of Procedure of the Senate Competition Committee is provided for information purposes only. In the event that the English and German versions permit different interpretations, the German text shall prevail.

§ 1 Duties

- 1) The Senate Competition Committee (SAW) prepares reasoned opinions on the applications in the Leibniz Competition procedure and forwards its recommendations to the Senate of the Leibniz Association for a decision on funding.
- 2) The SAW evaluates the applications in accordance with the criteria set out in the Leibniz Competition programme documents.
- 3) The SAW takes note of the reports of Leibniz Competition projects and makes recommendations where appropriate.

§ 2 Membership, chair and guests

Membership

- 1) The following voting members belong to the SAW:

¹ The current Rules of Procedure are based on the Statutes of 27 November 2015 (with additions from the General Assembly of 2017) and the General Rules of Procedure of 24 November 2016 (amended on 30 November 2017).

- a) two Senate members and one deputy for each of them, elected to the SAW by the Senate from among its members.
 - b) twenty-three external scientists elected by the Senate following nomination by the Executive Board on the basis of proposals from the five Sections and the members of the Executive Board,
 - c) the five Section spokespersons.
- 2) In addition, the following non-voting members belong to the SAW:
- d) the Vice Presidents of the Leibniz Association,
 - e) the Secretary General of the Leibniz Association,
 - f) one representative each from the headquarters of the Joint Science Conference (GWK), the German Council of Science and Humanities (WR) and the German Research Foundation (DFG),
 - g) three representatives of the *Länder* and one representative of the federal government, as well as one deputy each, all nominated by the GWK committee.
- 3) For the election of a member under (1) b), the Executive Board supplies the Senate with a list of candidates (ranked, where appropriate) on the basis of the proposals from the Sections and the Executive Board members. For this purpose, the Executive Board, in consultation with the SAW, determines for which specialist field proposals are to be requested for a list of candidates. The period for submitting proposals is at least eight weeks.
- 4) *[see General Rules of Procedure § 2 (5)]* Due consideration is given to equality and diversity aspects when nominating candidates for election to the SAW.
- 5) The terms of office of the Senate members under (1) a) are based on the term of their membership of the Senate. The term of office of the external scientists under (1) b) is four years (renewable once).
- 6) The members under (1) a) and (1) b) each have one vote, and the members under (1) c) each have two votes. The voting rights of the five Section spokespersons under (1) c) do not apply to resolutions concerning funding recommendations for applications during the selection meeting of the SAW.

Chair

- 7) Two members from among the Vice Presidents of the Leibniz Association occupy the posts of chairperson and deputy chairperson of the SAW. The SAW is represented externally by the chairperson.
- 8) The chairperson of the SAW and their deputy are appointed by the Board for a term of two years. Re-election is possible.
- 9) *[see General Rules of Procedure § 2 (3)]* Meetings of the SAW are called and chaired by the chairperson.
- 10) If the chairperson is unable to carry out their duties, the meeting of the SAW is chaired by the deputy chairperson.

Guests

- 11) *[see General Rules of Procedure § 2 (4)]* Guests may take part in meetings in an advisory capacity. Guests are invited by the chairperson. The SAW decides on the participation of guests.

§ 3 Proceedings

- 1) The SAW meets at least twice a year.
- 2) *[wording of General Rules of Procedure § 3 (2)]* Invitations are sent at least four weeks before a meeting with a draft agenda.
- 3) *[wording of General Rules of Procedure § 3 (3)]* Meeting documents should be sent at least two weeks before a meeting.
- 4) Leibniz Headquarters, in consultation with the chairperson of the SAW, prepares the meeting and produces the meeting documents.
- 5) *[see General Rules of Procedure § 3 (4)]* The distribution/provision of invitations and meeting documents usually takes place electronically.
- 6) The meetings of the SAW and the documents sent to the members and guests are confidential.

§ 4 Quorum and passing resolutions

- 1) *[see General Rules of Procedure § 4 (1)]* The SAW is quorate if the members have been properly invited and the majority of the members entitled to vote are present, or the majority of votes are represented by those present. The chairperson establishes whether the meeting is quorate.
- 2) *[see General Rules of Procedure § 4 (2)]* A vote may be transferred to another member of the SAW. A member who is present in a meeting and entitled to vote may vote on behalf of up to two other members in addition to their own vote.
- 3) Transferred votes may not be transferred again (no double vote transfers).
- 4) *[see General Rules of Procedure § 4 (3)]* Resolutions are passed with a simple majority of votes. If the votes are tied, the chairperson decides.
- 5) *[wording of General Rules of Procedure § 4 (4)]* Resolutions are generally passed by open ballot, unless a member objects.
- 6) *[see General Rules of Procedure § 4 (6)]* A resolution may be passed by written circulation procedure with a period of silence, provided this was agreed during a meeting of the SAW. In particularly urgent cases, the chairperson may introduce a written circulation procedure to pass resolutions, provided the chairperson justifies the necessity and no member raises an objection immediately.

§ 5 Minutes and resolutions

- 1) *[wording of General Rules of Procedure § 5 (1)]* Meetings are minuted. The minutes should contain the main points, but at least the resolutions.
- 2) The minutes are signed by the chair of the meeting and the minutes secretary.
- 3) Minutes should be produced promptly and approved by the SAW members.
- 4) *[wording of General Rules of Procedure § 5 (3)]* As a general rule, resolutions take effect the moment they are passed.

§ 6 Rules of conflict of interest

- 1) *[wording of General Rules of Procedure § 6 (1)]* When dealing with matters that could be advantageous or disadvantageous to individual Leibniz institutes or individuals, the rules of conflict of interest must be observed.
- 2) *[wording of General Rules of Procedure § 6 (2)]* Any potential bias must be reported.
- 3) *[wording of General Rules of Procedure § 6 (3)]* Bias and potential conflicts of interest may arise from:
 - close academic collaboration in the past seven years or direct academic competition,
 - current or previous (less than seven years ago) membership of an institution under discussion,
 - membership of a committee, especially the scientific advisory council and/or supervisory board, of an institution under discussion,
 - a current or failed job application for a position at an institution, or
 - a close personal connection to people at an institution under discussion.
- 4) *[wording of General Rules of Procedure § 6 (4)]* Where a cause for bias is found to exist, the chairperson shall decide on the consequences.
- 5) If a discretionary decision is required in relation to the chairperson of the SAW, this is the task of the deputy chairperson.
- 6) *[wording of General Rules of Procedure § 6 (5)]* If a member is excluded from the voting, they may not transfer any votes to another member and may not make use of any votes that others have transferred to them.
- 7) A conflict of interest affecting one or more members of the SAW does not affect whether a meeting is quorate.

§ 7 Reimbursement of travel costs and expense allowance

- 1) Travel costs are reimbursed to SAW members in accordance with the provisions of Germany's Travel Expenses Act (*Bundesreisekostengesetz*), provided they do not already receive reimbursement in their official capacity.

- 2) The members of the SAW under § 2 (1) a) and b) receive an expense allowance for attending meetings (day rate).

§ 8 Adoption and entry into force

- 1) *[see Statutes § 7 and General Rules of Procedure § 7 (1)]* The Rules of Procedure are adopted by the Senate of the Leibniz Association on the basis of a proposal by the SAW.
- 2) The SAW adopts the proposal for its Rules of Procedure with a majority of two-thirds of votes cast (abstentions do not count as votes cast). The same procedure applies to amendments to these Rules of Procedure.
- 3) *[see Statutes § 10 (2)]* Putting the Rules of Procedure into effect is the responsibility of the Board.