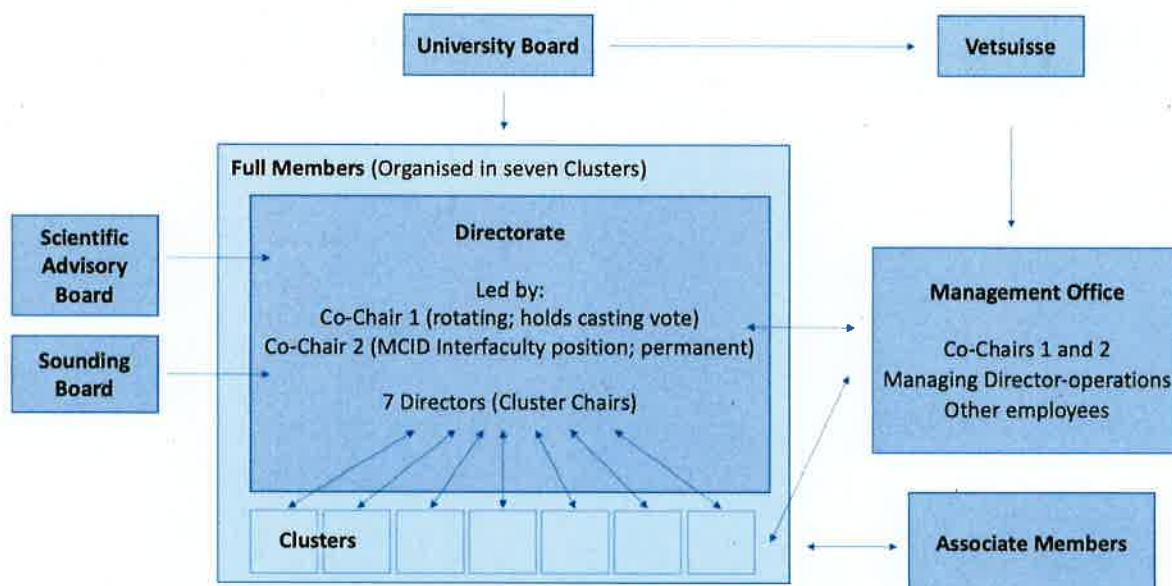


Geschäftsordnung (By-Laws)
Multidisciplinary Center for Infectious Diseases (MCID)
University of Bern

1. Principles of the MCID Bern

- 1.1 The By-Laws set-out operations of the Multidisciplinary Center for Infectious Diseases (MCID Bern) based on Article 7 of the Framework Agreement.

2. Organigram



- 2.1 The MCID consists of the following entities and groups:

- Assembly of Full Members
- Associate Members
- Directorate
- Sounding Board
- Scientific Advisory Board
- Management Office

The MCID Management Office interfaces with all other bodies in operational matters.

3. Assembly of MCID Full Members

- 3.1 The Assembly of MCID Full Members ("Assembly") is constituted of all MCID Full Members.
- 3.2 Full Members include: Co-Chairs, Directorate Members, Cluster Chairs and Cluster Co-Chairs
- 3.2.1 Individuals that successfully receive Project Funding from the MCID Research Fund automatically become Full Members.

- 3.2.2 Starting 01.06.2022, individuals can also be accepted as Full Members through a nomination process by formal application to the Management Office using the MCID Membership Application Form. The Directorate can propose individual applicants for MCID Membership for final approval by the University Board.
- 3.3 Full Members are subject to the By-Laws, and will agree to carry out and take on the following duties and responsibilities:
- 3.3.1. Full Members will promote the profile of the MCID nationally and internationally to stakeholders in academia, industry, policy makers, regulators, governmental and non-governmental organizations, human and animal healthcare, the public through communications always compliant with the provisions in the By-Laws and the performance mandate (Leistungsauftrag) setting out the corporate identity of the MCID.
- 3.4 A Full Member can be:
- 3.4.1. Excluded if found in breach of the By-Laws. Exclusion of a Full Member will be discussed by the Directorate with the individual in question to seek mutually agreeable remedy within 30 Days. If the Full Member is unable to remedy the breach, the matter will be presented at the next scheduled General Meeting (see Clause 3.5). Exclusion will then be decided by qualified majority vote, as set-out in Clause 8 of the Framework Agreement.
- 3.4.2 Full Members retiring or retaining honorary employment at the University of Bern, Inselspital and associated institutes will be offered a continuation of their membership as an Associate Member.
- 3.4.3 Full Members leaving MCID membership-eligible institutions lose membership.
- 3.5 General Meeting
- 3.5.1 The Assembly and the Directorate will meet annually as organized by the Management Office ("General Meeting").
- 3.5.2 The General Meeting will have a pre-agreed General Meeting agenda in which decisions will be presented and voted on if required.
- 3.5.3 All decisions of the General Meeting will be by simple majority vote of a qualified quorum by those present. A qualified quorum is 50% of the total number of individuals in the Assembly. In the event of a tie, the Co-Chairs of the Directorate have the casting vote.
- 3.5.4 Urgent decisions of the General Meeting can also be made by electronic circulation of a decision matter or in online meetings outside of a formal General Meeting. This also must be by majority vote. These decisions are recorded in writing and the corresponding minutes will be sent to Full Members.
- 3.5.5 In the event of conflicts that cannot be resolved by the Directorate, or the General Assembly, the University Board (Universitätsleitung) will act to mediate and bring about a resolution.

4. Associate Members

- 4.1 An Associate Member is an employee of the University of Bern, Inselspital or associated institute, paid through or managing an MCID-funded research project / core activity or managing MCID-funded Teaching and Outreach activities.
- 4.2 Associate Members do not have voting rights in the Assembly of Members or in decisions made by Clusters.
- 4.3 Status as an Associate Member ends upon termination of employment through, or management of, an MCID-funded research project.

5. Clusters and Core Activities

- 5.1 The MCID has seven thematic and interdigitating Clusters, each of which will focus on one research area within the over-arching theme of study and mitigation of healthcare, societal, ethical, and economic risks from infectious diseases.

The Clusters are:

1. Economics
2. Epidemiology
3. Society and Law
4. Immunity
5. Microbiology
6. Neglected Diseases
7. Patient-focused research

- 5.2 Full and Associate Members must be part of a Cluster.

5.3 Cluster Nomination and Directorate

- 5.3.1 Every Cluster will have a Cluster Chair and Cluster Co-Chair responsible for the organization of the Cluster.

- 5.3.2. Except for the Founding Cluster Chairs and Cluster Co-Chairs (2021 – 2024) subsequent Cluster Chairs and Cluster Co-Chairs are elected in each Cluster by simple majority vote by the members of the Clusters at the beginning of each Directorate period and will remain in post for the same period as the corresponding Directorate.

- 5.3.3 All Cluster Chairs and Co-Chairs are nominated by their specific cluster members, for approval by the Directorate and the University Board.

- 5.3.4 Co-Chairs of the MCID will never be Cluster Chair and/or Cluster Co-Chair of their own Cluster.

- 5.3.5 Cluster meetings will be held at regular intervals and the outcome of Cluster discussions will be reported to the Directors with the support of the Management Office.

5.4 Core Activity Managers

- 5.4.1 During the Founding Directorate (2021-2024), the Cluster Chairs and/or the Cluster Co-Chairs of Clusters 2 (Epidemiology), 3 (Society and Law) and 5 (Microbiology) will

also be the Core Activity Managers for the BEREADY Cohort (Cluster 2 Epidemiology), the Ethics and Policy Lab (Cluster 3 Society and Law) and the BioPreparedness BioBank (Cluster 5 Microbiology).

- 5.4.2 If a Core Activity Manager steps down from this role during a Core Activity funding period, a replacement will be nominated and proposed to the Directorate and University Board for approval.

6. Directorate

- 6.1 The Founding Directorate of 2021 and any following Directorates will comprise of the Cluster Chairs of all Clusters and the MCID Co-Chairs. All decisions are taken by simple majority vote. In case of a tie, Co-Chair 1 has a casting vote.
- 6.2. Cluster representation in the Directorate will always be by the Cluster Chairs, however, should a Cluster Chair not be able to perform his/her duties at any time, the Cluster Co-Chair can deputize on such occasions.
- 6.3 The Directorate Co-Chairs represent MCID Management and not their Clusters. As set out in Clause 5.3.4, they cannot also be Cluster Chairs or Cluster Co-Chairs.
- 6.4 The Managing Director belongs to the directorate *ex officio* (without voting rights).
- 6.5 Meetings of the Directorate will be scheduled by the Directorate Co-Chairs through the Managing Director.

7. MCID Co-Chairs

- 7.1 The Directorate is led by two Co-Chairs (Co-Leitung); one (Co-Chair 2) is the holder of the MCID Faculty Position.
- 7.2 Following the inaugural Directorate period (2021-2024), the position of Co-Chair 1 will be voted on by the Directorate and approved by University Board. The term of office of Co-Chair 1 is four years. Re-election is possible.
- 7.3 The holder of the Co-Chair 2 position and MCID Faculty Position is voted on by the Directorate and approved by the University Board.
- 7.4 The two Co-Chairs represent the MCID before the University Board.

8. Management Office

- 8.1 The Managing Director and the Management Office ensure that the MCID runs smoothly in accordance with the By-Laws and the Framework Agreement and support the delivery of the performance mandate of the University Board.
- 8.2 Tasks, duties, and activities of the Managing Director are set by the Directorate Chair and Directorate Co-Chair.
- 8.2.1 They include, but are not limited to:

- a. Financial management and reporting based on the financial regulations of the University.
- b. Responsibility for accountability, stakeholder relations, etc.
- c. Scientific project coordination, support of research submissions, etc.

8.2.2 The Funding for the Management Office is earmarked in the budget of the MCID and part of annual reporting to the Directorate and the University Board.

9. Scientific Advisory Board (SAB)

9.1 The MCID Scientific Advisory Board is listed on the MCID website

9.1.1 The Scientific Advisory Board will carry out a strategic evaluation of the Center at the end of the First Directorate (2021 – 2024) to give guidance and support to the Directorate for the delivery of the vision and mission of the MCID.

9.1.2 After 2024, the SAB will give a strategic evaluation of the center in a quinquennial review.

10. Source of Funds

10.1. The MCID has been founded and is financed by the Stiftung Vinetum as set out in the MCID Project Proposal and the Funding Agreement between the Stiftung Vinetum and the University of Bern (Funding Agreement).

10.2 Funding is a total of CHF 30 Mio over a period of ten (10) years and will be disbursed annually according to the schedule agreed in the Funding Agreement.

10.3 The MCID also agreed to acquire national and international third-party funds to ensure the sustainability of the MCID according to the MCID Project Proposal and the Funding Agreement.

11. MCID Projects, Core Activities, and Teaching & Outreach

The MCID provides resources for project/core activity funding and supports teaching and outreach.

11.1 Project and Core Activity Funding

11.1.1 Project funding will be awarded in response to Project Funding calls, announced on the MCID website and disseminated via communication channels within the University of Bern, Inselspital and officially associated institutes.

11.1.2 Continuation of, or changes to, Core Activity funding will be subject to a formal, external evaluation process managed by the Directorate.

11.1.3 Project and Core Activity funding will be awarded to employees of the University of Bern, Inselspital and officially associated institutes.

11.2 Teaching & Outreach Resources

11.2.1 The availability of Teaching and Outreach resources will be announced via appropriate MCID channels.

11.2.2 Teaching and Outreach resources will be available to employees of the University of Bern, Inselspital and officially associated institutes.

12. Funding Terms and Conditions

10.1 The Funding Terms and Conditions for Research Funding are detailed on the MCID Website.

13. General

13.1 For all matters of personnel, finance (employment terms and conditions, rights and responsibilities, controlling, etc.), as well as to other relevant areas, the regulations of the University of Bern apply.

13.2 For the preservation of scientific integrity, the regulations concerning scientific integrity of the University of Bern must be observed.

14. Implementation of the performance mandate

14.1 The planning and review of the implementation of the performance mandate is carried out in accordance with the support concept approved by the University Board.

15. Effective Date

These By-Laws shall become effective upon approval by the University Board.

**For Vetsuisse Faculty
University of Bern**

Bern,



Prof. Dr. David Spreng
Dean Vetsuisse Faculty

For MCID

Bern,



Prof. Dr. Volker E. Thiel
Co-Chair MCID

For MCID

Bern,



Prof. Dr. Carmen Faso
Co-Chair MCID

Approval University Board

Bern, *05.10.2022*



Prof. Dr. Christian Leumann
Rector University of Bern