

 Institut de Recerca Biomèdica	Internal Documentation	Code	Date	Rev.	Approved by
	INTERNAL SCIENTIFIC COUNCIL REGULATIONS	DI-105	25/02/2021	03	Board of trustees
	CCI: 29/03/2021 CCE: 17/05/2021		Delegated Com.: 19/05/2021 – 1/12/2021 B. of Trustees: 01/06/2021 – 16/12/2021		Page 1 of 9

INTERNAL SCIENTIFIC COUNCIL REGULATION

The **Internal Scientific Council (CCI)** of the Institut de Recerca Biomèdica de Lleida, Fundació Pifarré (IRBLleida) is a body whose purpose is to advise the Management in the performance of its duties. This body does not, under any circumstances, hold management or representation functions within the Foundation.

REGULATION

The Statutes of the Fundació Institut de Recerca Biomèdica de Lleida, Fundació Pifarré, in their latest version included in the deed granted on 9 December 2020 before the Notary of Barcelona Mr. Jaime Agustín Justribó, under protocol number 2,071 and confirmed by the IRBLleida Board of Trustees on 30 October 2020, establish in **Article 18** that one of the bodies of the Foundation is the **CCI**.

The statutory text of the Foundation, in **Article 18.f)** and **Article 36.2 in Section 5 – Advisory Councils**, expressly states that the appointment and removal of members of the CCI is an exclusive function of the Board of Trustees, as well as the ability to determine its composition and functions. Article **36.2** specifies that this appointment shall be made at the proposal of IRBLleida Management.

According to **Article 36.2**, the Internal Scientific Council shall be composed of a minimum of 3 and a maximum of 20 researchers from the Foundation's research groups, and its purpose is to advise Management in the performance of its duties. This body does not, under any circumstances, hold management or representation functions within the Foundation.

CCI COMPOSITION

The Board of Trustees shall appoint, at the proposal of Management, the members who make up the CCI. The different types of researchers that constitute the Institute must be represented, and gender equality principles must be observed. The CCI shall be composed of:

- The Director of the Institut de Recerca Biomèdica de Lleida.
- One representative from each of the research Areas integrated within the Centre. Each Area has two Co-Heads elected autonomously by consensus among the Principal Investigators (PIs) of the groups within that Area. Only one of the two Co-Heads will form part of the Internal Scientific Council (CCI) at any given time, alternating every two years during the four-year mandate. If the designated member cannot attend a meeting, they may be replaced by the other Co-Head, provided that they delegate their vote in writing using the form in Annex 3.

These positions are renewed every four years, coinciding with the renewal of the remaining CCI members.

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- Up to ten researchers proposed directly by Management. Every four years, an open call will be launched among the Institute's research staff interested in joining the CCI and who have the endorsement of at least 3 PIs (each PI may endorse up to two candidates). Management will propose to the Board of Trustees ten CCI members selected based on their experience and leadership within IRBLleida's research activity.
- Heads of training, innovation, and quality.
- The Manager of the Institut de Recerca Biomèdica de Lleida.

The CCI will include the following positions:

- President: held by the Director of IRBLleida.
- Vice-President: elected by the CCI members.
- Secretary: elected by the CCI members.
- Members: the remaining CCI members.

WITHDRAWALS AND REPLACEMENTS

Member withdrawals may occur through the following means:

- Upon completion of the term established in the section regarding the duration of the position.
- Voluntary resignation upon personal request.
- Failure to attend at least 2/3 of the annual meetings, except in cases of force majeure. Compliance with this requirement will be assessed at the final meeting of the year.

The withdrawal of a CCI member who is a Coordinator of a Research Area shall be covered by a new coordinator elected internally. The remaining vacancies will be filled by other researchers who have expressed interest in joining the CCI in the latest call and who have a similar profile. All withdrawals and replacement proposals shall be communicated to the Board of Trustees as soon as possible.

POSITIONS DURATION AND RENEWAL

The renewal process for the 10 members appointed by Management will begin three months before the end of the four-year term, through a public communication addressed to the Institute's research staff, encouraging them to submit their candidacy. Each candidacy must be endorsed by at least three Principal Investigators (PIs) of the Institute, and each PI may endorse up to two candidates. Management will select the 10 representatives considering criteria of representation regarding research type, gender, among others.

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The research Areas will independently and openly select one woman and one man (except when this is not possible with proper justification and always maintaining a global parity ratio of 40–60%) as representatives for the next four years. The selection will preferably be made by consensus among the PIs of the Area's groups and, if no agreement is reached, through voting. Both representatives will jointly assume the role of Area Co-Heads.

Once selected, the two Co-Heads shall notify IRBLleida Management of the alternation order for their participation in the CCI, ensuring that only one of them is part of it at any time, each serving a two-year period.

Appointments of CCI members shall have a duration of **4 years, renewable for an additional 4 years**. Any CCI member, except for Management, Administration and the heads of training, innovation and quality, may not hold the position for more than two consecutive terms.

CCI FUNCTIONS

The CCI performs the functions established in its regulation:

- Develop proposals for new initiatives to be implemented jointly with Management.
- Advise IRBLleida Management on all scientific, strategic, and organizational matters.
- Advise Management on the organization and management of research and innovation activities.
- Advise and make proposals on all operational plans and regulations of IRBLleida, especially the strategic plan, including the integration plan and the training plan.
- Monitor IRBLleida activities, particularly in relation to these plans.
- Advise and collaborate with Management on the preparation of the annual scientific report.
- Propose the annual scientific objectives to be achieved and the corresponding action plan.
- Act as the body representing research areas and groups in the scientific governance of IRBLleida.
- Advise and collaborate with Management on defining criteria for the awarding of research grants/fellowships, evaluate proposal quality and establish prioritization when needed. The Internal Scientific Evaluation Committee (CIAC) may support this task, and these functions may be delegated to the CIAC.
- Participate in the organization of scientific activities, such as seminars, the annual scientific conference, or retreats.

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- Ensure that the research conducted at the Foundation complies with ethical principles.

FUNCTIONS OF CCI MEMBERS

a) Common functions of all members

- Attend at least two-thirds of annual meetings, including ordinary and extraordinary ones.
- Actively participate in achieving the committee's objectives and submit improvement proposals.

b) Specific functions of the President

- Prepare the meeting agenda and send it to the Secretary.
- Convene and chair meetings.
- Ensure attendance and participation of CCI members, and propose any necessary changes to the Board of Trustees.
- Sign minutes together with the Secretary.
- Propose withdrawals and, if necessary, provisional replacements.
- Agree upon and evaluate CCI objectives annually.
- Report results to the Board of Trustees.

c) Specific functions of the Vice-President

- Replace the President in case of absence.
- Perform any duties delegated by the President.

c) Specific functions of the Secretary

- Ensure the drafting of meeting minutes and sign them together with the President.
- Ensure that the previous meeting's minutes and the next meeting's call are sent by email to Management one week in advance, to allow dissemination to members.
- Coordinate with Management the internal dissemination of information generated by the CCI.

d) Specific functions of Area Coordinators / Spokespersons

- Communicate and disseminate to the research groups of their respective Areas the matters deemed relevant by the CCI, and in general all agreements relevant for their Areas and research groups.

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- Collect and present to the CCI matters proposed by the groups of their respective Areas.

e) Members

- Participate in debates, evaluations, and CCI votes.
- Propose objectives and improvement actions.
- Participate in actions aimed at improving scientific activity and centre management.

FUNCTIONING

Meeting schedule. As a general rule, the Internal Scientific Council shall meet in ordinary session at least once every two months, without prejudice to any extraordinary meetings that may be convened. The CCI will usually meet in person, although meetings may also be held through telematic means. Exceptionally, the CCI may adopt agreements in writing and without a meeting via email, according to the procedure established in Annex II.

Announcements. Meetings shall be convened by the Secretary, at the indication of the President, on their own initiative when requested by one third of the members, or at the request of the Board of Trustees or its president. The request shall be made in writing and/or by email to the address of the management or the secretary. All members of the scientific committee have voting rights.

The notice of meeting shall be issued at least seven days in advance for ordinary meetings and at least forty-eight hours in advance for extraordinary meetings. The notice shall specify the place, date and time of the meeting and shall be accompanied by the agenda. The Internal Scientific Council shall be validly constituted when the President and at least half of its members are present at the first call, or one third at the second call (30 minutes later). Otherwise, the meeting shall be cancelled due to lack of quorum and a new meeting shall be convened.

Minutes shall be drawn up for the content of the meetings, which must be approved and signed by the secretary and by the president.

Agreements. Agreements shall be adopted by consensus of its members whenever possible. If it becomes necessary to vote, the decision shall be taken, at minimum, by simple majority of the votes of those attending the meeting; that is, the votes in favour must exceed the votes against, without counting abstentions, blank votes or null votes. In the event of a tie, the casting vote of the President or their substitute shall prevail. In any case, as a consultative body for the Management of IRBLleida, the agreements of the CCI are not binding.

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ANNEX 1: Extract from IRBLleida Statutes relating to the Internal Scientific Council and internal operating rules

CHAPTER IV — Organisation and operation

Article 18. Foundation Bodies

18. The Foundation has the following bodies:

- a) The Board of Trustees.
- b) The Executive Committee.
- c) Management.
- d) Administration.
- e) The External Scientific Council.
- f) The Internal Scientific Council.
- g) The Business Advisory Council.

SECTION 5: Advisory Councils

Article 36. Scientific Councils

36.2 Internal Scientific Council

36.2.1. The Board of Trustees shall appoint, at the proposal of Management, an Internal Scientific Council composed of a minimum of three and a maximum of twenty researchers from the Foundation's research groups, whose purpose is to advise Management in the performance of its duties. This body does not hold managerial or representative functions.

36.2.2. The Internal Scientific Council shall be chaired by the person acting as Director of the Foundation and shall consist of the persons designated by the Board from among the Foundation's researchers.

36.2.3. The CCI shall meet whenever convened by its President, or upon request by one-third of its members, or at the request of the Board of Trustees or its President.

36.2.4. The Board, its President and the Director may request individual advice from CCI members, who may be required to attend Board meetings with voice but no vote, according to the advisory role entrusted to them.

36.2.5. CCI members exercise their role personally.

36.2.6. It is the responsibility of the Board of Trustees to approve the internal operating rules.

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ANNEX 2: REGULATION FOR VOTING BY EMAIL IN THE INTERNAL SCIENTIFIC COMMITTEE

Introduction. Considering the need to ensure agile and effective participation in the decision-making process of the Internal Scientific Committee (CCI), it is proposed to establish a regulatory framework for voting by email. This modality will allow committee members to cast their votes remotely, ensuring transparency and efficiency in the decision-making process.

1.- Definitions

1.1. *Email vote*: refers to the process of casting a vote by sending an email to the address designated for this purpose.

2.- Requirements

- 2.1. All members of the Internal Scientific Committee shall have the right to cast their vote by email.
- 2.2. Email votes must be sent to a specific email address designated by the committee's president.

3.- Email voting procedure

- 3.1. Before voting, committee members shall be provided with the necessary information on the matter to be voted on.
- 3.2. A specific time period shall be established for receiving email votes.
- 3.3. Committee members may send their vote by email within the established period, clearly indicating their decision.
- 3.4. A vote will be considered valid once received at the designated email address, provided that the email was sent within the established voting period.

4.- Vote counting and results

- 4.1. The president of the Internal Scientific Committee or a person designated by him/her shall be responsible for collecting and counting the votes received by email.
- 4.2. Once the voting period has ended, the email votes shall be counted together with any in-person votes or those cast by other means, if applicable.
- 4.3. The majority of votes shall determine the decision adopted by the Internal Scientific Committee, as established in the Committee's regulations.
- 4.4. The voting results shall be communicated to all members of the CCI and shall be recorded in the corresponding minutes.

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ANNEX 3: VOTE DELEGATION TO THE INTERNAL SCIENTIFIC COMMITTEE (CCI) BY THE REPRESENTATIVES OF THE SCIENTIFIC AREAS.

Name and surname of the primary Area Co-Head:

.....

Research Area:

.....

Date of the CCI meeting I will not be able to attend:

.....

Reason for absence (optional):

.....

Name and surname of the substitute Area Co-Head:

.....

VOTE DELEGATION DECLARATION

I, the undersigned, in my capacity as Area Co-Head and primary member of the Internal Scientific Committee (CCI) of IRBLleida, hereby delegate my vote and my representation at the aforementioned meeting to the substitute Area Co-Head indicated above, in accordance with the operating regulations of the CCI.

Signature of the delegating person:

Date:

Signature of the person accepting the delegation:

Date:

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Version History

Version Number	Effective date	Author	Reason for version change
1º	CCI: 27/06/2023	JS (Deputy director)	The regulation for email voting is defined (Annex 2).
2º	CCI: 30/09/2025	CP (Techincal secretary)	The composition of the CCI is updated. Each area now has 2 Co-Heads, one woman and one man. Only one of the two Co-Heads will be part of the CCI, alternating in two-year periods each during the four-year term. A description of the renewal process for the CCI and the area heads is added.
3º	CCI: 18/11/2025 Delegated committee: 24/11/2025 Board of trustees: 03/12/2025	CP (Technical secretary)	The option is added for areas to have two Co-Leads of the same gender in exceptional cases, provided that an overall gender parity percentage within the 40–60% range is maintained.