

# Regulations of the Netherlands Bioinformatics and Systems Biology (BioSB) Research School

## **Article 1: The Postgraduate School, its bodies and officials**

1.1 There is a postgraduate school, fully named Netherlands Bioinformatics and Systems Biology Research School and abbreviated BioSB, hereafter called the "School".

1.2 The School has two types of members: PhD students and academic staff from primarily, but not exclusively, Dutch universities and academic institutions. The academic staff members organise the School, according to the regulations formulated in this document.

1.3 The school is a subsidiary of DTL Data Projects (formerly known as NBIC), in the sense that all formal agreements, finance and financial accountability are executed within DTL Data Projects, which is managed by a Board of Directors. DTL Data Projects in turn is a subsidiary of DTL (Dutch Techcentre for Life Sciences). The formal relationship between DTL and the School plus the topics of intended collaboration are laid down in a Memorandum of Understanding.

1.4 The School has five official bodies: the Assembly of Members, the Board, the Education Committee, the Scientific Advisory Committee, and the PhD Committee.

1.5 The School has five officials: the Chair of the Board, the Managing Director, the Chair of the Education Committee, The Chair of the Scientific Advisory Committee, and the Chair of the PhD Committee.

## **Article 2: Mission of the School**

2.1 The School aims to be the Dutch platform for research and doctoral training in bioinformatics and systems biology. The School is open to all scientists with an interest in bioinformatics and systems biology, including experimental life scientists that implement mathematical modelling in their research strategy as well as theoreticians that only use modelling and computation to address real-world life science problems.

2.2 The School recognises the need for high quality training and education of PhD students and Postdocs, using an interactive and multi-disciplinary approach, a continuing process of renewal in research and education, and encourages national and international collaboration.

2.3 The school also recognises the need of targeted national training at MSc and BSc level, and will contribute to this wherever relevant and executable.

## **Article 3: Tasks of the School**

3.1 The School organises and facilitates the training and education of PhD students, Postdocs, and occasionally other researchers.

3.2 The School creates an environment to foster the development of Bioinformatics and Systems Biology research in general, and especially amongst its members. Special emphasis is placed on creating opportunities for innovation, and promote co-operation between distinct fields of research within the School as well as to research infrastructure initiatives relevant to BioSB. To this end the School organises a yearly conference, the BioSB Conference, Hot Topics meetings, and when appropriate joint grant applications.

3.3 The School communicates and promotes externally the research of the members of the School, builds and maintains active networks with other national and international research groups and organisations, and explores everything that is useful for a better knowledge, understanding and positioning of what is done within the School.

## **Article 4: Assembly of Members**

4.1 The Assembly of Members meets yearly, typically at the BioSB conference. At this meeting the members elect the other bodies; the other bodies report about their activities; the Board submits the budget for approval; and the policy of the School is discussed.

4.2. The meeting of the Assembly of Members is open to all persons active or interested in research training in Bioinformatics and/or Systems Biology, since BioSB aims to be an open community.

- 4.3. Only BioSB members have the right to elect officials and bodies of the School and approve the budget.
- 4.4 The benefits for BioSB members include activities of the School, such as reduced course fees and priority regarding admission to courses.

#### **Article 5: Board**

- 5.1 Only active Principle Investigators that are a member of BioSB can be a member of the board.
- 5.2 The BioSB members elect the Board members for 3 years. This appointment can be renewed once for the same period. A situation in which all Board members resign at the same moment will be avoided whenever possible.
- 5.3 The Board decides on all matters concerning the performance of the education and research programs of the School.
- 5.4 The Board decides on all matters concerning the internal quality management and the external quality reviews of the School.
- 5.5 The Board delegates the tasks amongst those appointed in the School.
- 5.6 The Board mandates tasks to the Chair of the Board and the Managing Director, as well as to the Scientific Advisory Committee, the Education Committee and the PhD Committee.
- 5.7 The Board is advised by the other bodies of the School and reports on its activities to the assembly of members at its yearly meeting.
- 5.8 The Board informs the BioSB members regularly about activities of the School.
- 5.9 The Board can propose further regulations within the School to its members.

#### **Article 6: Education Committee**

- 6.1 The Education Committee of the School is elected by the BioSB members and consists of Principal Investigators at Dutch universities or academic institutions, with a clear focus on Bioinformatics and/or Systems Biology. They are all BioSB members. One of the members of the Education Committee is a representative from industry. In addition, one of the members of the PhD Committee is also a member of the Education Committee.
- 6.2 The Education Committee advises the Board and the Managing Director on all questions regarding the education policy and tasks of the School.
- 6.3 The Education Committee is responsible for the development and supervision of the course programme of BioSB.

#### **Article 7: Scientific Advisory Committee**

- 7.1 The Scientific Advisory Committee of the School is elected by the BioSB members and consists of Principal Investigators at Dutch Universities or academic institutions, with a clear focus on Bioinformatics and/or Systems Biology. They are all BioSB members. At least one of the members of the Scientific Advisory Committee is a representative from industry.
- 7.2 The Scientific Advisory Committee advises the Board and the Managing Director on all questions regarding the scientific policy and tasks of the School.
- 7.3 The Scientific Advisory Committee is responsible for the organization of Hot Topics meetings and the yearly BioSB Conference. To this end the Scientific Advisory Committee delegates tasks to the local organizers who are supported by the BioSB office.

#### **Article 8: PhD Committee**

- 8.1 The PhD Committee is elected yearly by the PhD students who are members of BioSB as their representing body. Individual members can be re-elected twice.
- 8.2 Postdocs who are BioSB members can be advisory members of the PhD Committee.
- 8.3 The PhD Committee advises the Board, the Managing Director, and the Education Committee on all questions regarding the education policy and program of the School, and all other questions regarding the interests of the PhD students within the School.
- 8.4. The PhD Committee organizes a yearly PhD retreat, typically but not necessarily as a satellite meeting of the yearly BioSB Conference.

#### **Article 9: Chair of the Board**

9.1 The Chair of the Board is a professor with a clear focus on Bioinformatics and/or Systems Biology at a Dutch University, and is elected by BioSB members for a period of 3 years. The appointment can be renewed once for the same period, and more than once only if no suitable alternative candidates are available for a next term.

9.2 The Chair of the Board chairs the Board and executes the mission and tasks of the School as decided by the Board.

9.3 The Chair of the Board is in charge of the management, including the financial management, of the School.

9.4 The Chair of the Board has the authority to delegate tasks within the School.

#### **Article 10: Managing Director**

10.1 The Managing Director of the School is appointed by the Board.

10.2 The Managing Director reports to the Board and supports them in all the tasks that they have to perform for the School.

10.3 The Managing Director supports all the other officials and bodies of the School. He/she provides solicited and unsolicited advice to the Board regarding the fulfilment of the mission and tasks of the School.

10.4 The Managing Director is responsible for all the executive tasks in the School.

10.5 The Managing Director heads the office of the School and delegates tasks to the people appointed in this office.

10.6 The Managing Director is the Secretary of all the bodies of the School.

10.7 If necessary, the tasks of the Managing Director can be adjusted depending on the financial situation of the School.

#### **Article 11: Chair of the Education Committee**

11.1 The Chair of the Education Committee is elected by the BioSB members for 3 years. This appointment can be renewed once for the same period. He/she is a professor with a clear focus on Bioinformatics and/or Systems Biology at a Dutch University.

11.2 The Chair of the Education Committee chairs the Education Committee

11.3 The Chair of the Education Committee communicates with the Board about the advice and activities of the Education Committee.

#### **Article 12: Chair of the Scientific Advisory Committee**

12.1 The Chair of the Scientific Advisory Committee is elected by the BioSB members for 3 years. This appointment can be renewed once for the same period. He/she is a professor with a clear focus on Bioinformatics and/or Systems Biology at a Dutch University.

12.2 The Chair of the Scientific Advisory Committee chairs the Scientific Advisory Committee.

12.3 The Chair of the Scientific Advisory Committee communicates with the Board about the advice and activities of the Scientific Advisory Committee.

#### **Article 13: Chair of the PhD Committee.**

13.1 The Chair of the PhD Committee is elected for 1 year by the PhD students who are a member of BioSB. He/she can be re-elected twice.

13.2 The Chair of the PhD Committee chairs the PhD Committee and communicates with the Managing Director and the Board. This communication serves to inform the Board regarding the activities of the PhD Committee and to advise the Board regarding the needs of the PhD student community.

#### **Article 14: PhD Course Portfolio**

14.1 The School offers a Course Portfolio to the PhD students and Postdocs of the School. All education activities are also accessible for other researchers within and outside the School, typically with an upper limit on the number of attendees per course.

14.2 The Course Portfolio of the School is limited to Bioinformatics and Systems Biology training, taking into account that the PhD students of the School are usually also embedded in

a local graduate school that takes responsibility for training in soft skills, career development, and training in specialised aspects of biology.

14.3 The Education Committee implements and supervises the education program.

#### **Article 15: Finance**

15.1 The budget of the School consists of the budget for the salaries of the Managing Director and his/her assistants, and budget for courses and conferences and other activities of the school, paid from (1) membership fees; (2) course fees; (3) the financial budgets made available by DTL Data Projects; and (4) sponsoring budgets meant for activities of the School.

15.2 Every year the BioSB Board determines the budget of the School, as proposed by the Chair of the Board and the Managing Director, having heard the Education Committee, the Scientific Advisory Committee, and the PhD Committee. The annual budget gives a complete picture of the expected revenues and expenses that for salaries, training program, symposia, and all other activities of the School.

15.2 Every year the Managing Director drafts a complete financial overview of realized revenues and expenses of the previous year, which is evaluated by the Board.

15.3 Every year the Board requests consent for the budget to the Assembly of Members at their yearly meeting, and carries it out accordingly.

15.4 Every year the Board presents the financial overview of the previous year to the Assembly of Members.

#### **Article 16: Annual Report**

16.1 The Chair of the Board and the Managing Director draft an Annual Report of the activities of the School, based on input of the Education Committee, the Scientific Advisory Committee, and the PhD Committee.

16.2 The Board finalizes the Annual Report.

16.3 The Annual Report is presented to the Assembly of Members at their yearly meeting.

#### **Article 17: International advise and evaluation**

17.1 At least every 5 years the Board, in collaboration with the Education Committee and the Scientific Advisory Committee, organizes a site visit by a panel of internationally leading experts in the fields of Bioinformatics and Systems Biology. Typically, this will be a satellite meeting to the BioSB Conference.

17.2 Prior to the site visit, the Board in consultation with the other bodies, will prepare a concise report of the activities and achievements of the past 5 years and a plan for the coming 5 years.

17.3 At the site visit the panel will speak to all officials and bodies and meet other BioSB members.

17.2 The panel of international experts is asked to evaluate the PhD programme, the scientific activities, and the organization of the School, and to advise on its future strategy.

#### **Article 18: Closing issues**

18.1 All issues that are not covered by the regulations as outlined above will be dealt with by the Board of BioSB or the Board of Directors of DTL Data Projects, and/or put forward to the BioSB members, as seems most appropriate.

18.2 This regulation, or a change in this regulation, is operational after approval by the Assembly of Members.

**These regulations were drafted by the BioSB board (Barbara Bakker, Lodewyk Wessels and Jaap Heringa) and approved by the BioSB Assembly of Members on April 19, 2016**