

## **TECHNO SCIENTIFIC COMMITTEE (TSC) - RULES OF PROCEDURE**

### **Premise**

The Maruzza Lefebvre D'Ovidio Onlus Foundation Onlus, in order to ensure the correct implementation of all scientific activities related to the realization of its mission in the field of palliative care, established a Techno-scientific Committee (hereinafter 'TSC').

The TSC is the advisory body of the Board of Trustees (hereinafter referred to as the 'BOT'), develops and evaluates proposals and research projects and training programs in the field of palliative care, carries out consultancy activities in relation to the Foundation's institutional duties and the scientific/cultural initiatives in which it collaborates or promotes. It acts in close collaboration with the Foundation's secretariat.

### **Art. 1.**

#### (Composition)

The TSC is composed of a minimum of five members, appointed by the BOT from candidates who have distinguished themselves in the fields of activity that concern the purposes of the Foundation. The Foundation's President or delegate chairs the TSC.

TSC has a Scientific Director appointed by the Foundation's BOT. The Scientific Director supervises and coordinates the development of the Foundation's scientific and educational programs ensuring their correct implementation. The Scientific Director reports on the advancement of activities and projects monitored by the TSC to the BOT.

The office of member of the TSC is not incompatible with other appointments, its activities are unpaid, except for the refund of expenses for attending the Committee meetings.

### **Art. 2.**

#### (Duties)

The TSC:

1. Elaborates the principal guidelines for the Foundation's scientific activities and formulates proposals regarding the overall needs and the allocation of funding to the various areas identified as priorities;
2. Selects, within the scope of its abilities, innovative projects on the topics of interest specifies in the Foundation's mission;
3. Contributes to creating a network of contacts, collaborations and partnerships between the Foundation and universities, research bodies or other qualified institutions and/or organization;

4. Provides the BOT with extensive and up-to-date scientific and cultural information on the Foundation's topics of interest, including through the promotion and organization of seminars, conferences and meetings;
5. Elaborates and defines educational programs, also by promoting:
  - a) relations and exchanges with national and international bodies that may be useful for professional training
  - b) agreements and conventions with research institutes, universities, public and private cultural and scientific institutions
6. Drafts an annual report on the advancement of scientific and educational activities, complete with strategic guidance and comments regarding the management of funded projects.

### **Art. 3.**

#### (Procedures)

The TSC meets up to a maximum of three times a year and can be convened whenever it is deemed appropriate by the President or at the written request of at least half of the members in office.

At least one of the annual meetings will necessitate the presence of the TSC members to meet at the Foundation headquarters; for the other meeting, virtual conference platforms may be used.

Meeting convocations are announced in writing with at least seven days notice and includes the place and time of the meeting and an agenda of points to be discussed during the meeting.

The TSC is valid with the presence of the majority of its members in office. Resolutions are passed by an absolute majority of votes of those present. In the event of an inconclusive vote, the President or delegate has the deciding vote.

A Secretary appointed by the President, even from outside of the TSC members, prepares the meetings minutes.

Each year, the President communicates a strategic program of executive, scientific and educational activities including the related budget approved by the BOT for the realization of the projects proposed by the TSC.

### **Art. 4.**

#### (Duration)

The TSC has a duration of three years. Its members can be reconfirmed.

Until a new TSC has been appointed, constituted and instated, the powers and duties of the previous committee are extended.

The President can dissolve the TSC by resolution of the Foundation's BOT for serious misdemeanours, for actions that prejudice the Foundation's interests in institutional activities and for any illegal actions.

For the same reasons, by resolution and appointment of the Foundation's BOT, the President can replace the Scientific Director or individual members and replace them without the dissolution of the Committee.

Also, by resolution of the Foundation's BOT, the President may appoint additional members or to replace any resigning members.

**Art. 5.**

(Integrations and specifications)

Although not contemplated, the TSC can approve specifications and additions to this regulation with internal efficacy provided that it does not conflict with the BOT and current legislation. These regulations comprise of three pages and six articles.

**Art. 6.**

(Final provisions)

These TSC Rules of procedure are approved on **28-05-2020**, on the occasion of the first meeting of 2020 and are adopted by the TSC as its own regulation. Any changes to this document must be ratified by the entire TSC in a specific meeting.