

Standing Orders of the Danish Research Network for International Health

§ 1

The Standing Orders of the Danish Research Network for International Health (Network) shall be laid down in relation to the Network's Statutes and describe the division of work and responsibility as well as the procedure for communication between the General Assembly, the Management Board (Board), the Executive Committee and the Secretariat.

§ 2

The Secretariat shall, on behalf of the Chairperson of the Board, invite the members of the Network to the annual general meeting (AGM) before the end of November. The invitation shall be sent to the members both by letter and by e-mail, at the latest, four weeks before the AGM.

§ 3

At the first meeting of the Board, the Chairperson and Vice-chairperson shall be elected and an Executive Committee (EC) of seven Board members, including the Chairperson and Vice-chairperson, shall be constituted.

§ 4

The Board shall make decisions regarding applications by the Network, overall action and allocation of funds in relation to the Network's General Plan of Action. The Board, moreover, shall approve the Network's Standing Orders, annual financial statement, biannual action plan and financial status/budget. The Board shall be responsible for employment and dismissal of members of the Secretariat.

The quorum for a Board meeting shall be reached when at least 50% of the Board members are present or have responded in writing to the invitation. In the case of parity of votes, the Chairperson's vote is decisive. (statutory)

§ 5

The Board shall meet at least twice a year. The Secretariat shall send out invitations on behalf of the chairperson of the Board. Over and above the minimum of two meetings, members of the Board may, with motivation and copy to all Board members, request, in writing, a meeting of the Board. Board meetings shall be presided over by the Chairperson or, in the case of the Chairperson's absence, by the Vice-chairperson. Invitations shall be sent out per e-mail three weeks in advance of a meeting. Agenda-relevant material shall be received by the members at least one week before the meeting.

§ 6

The Network Coordinators on the Secretariat shall record the proceedings of the Board meeting. The minutes shall reflect who was present, who presided and who recorded the proceedings. The agenda shall be reflected in the minutes as well as relevant discussion and decisions taken. The draft minutes shall be sent to the members of the Board, by the latest, eight days after the meeting. The participants in the meeting shall have a maximum of 14 days within which to notify of any omissions from, errors in, or changes to the minutes. The approved minutes shall be sent to the Board members and to sponsors (at present contact persons in the Development Policy Office (UDV) and Development Aid service (BFT.3) of Danida.

§ 7

The EC shall make decisions regarding the ongoing implementation and adjustment of the Network's action/work plan. Any deviation from the approved General Plan of Action that might mean essential changes in the work of the Secretariat shall be discussed with the Board.

§ 8

The EC shall hold meetings when necessary, though in general once every two months. The EC shall decide on a date for the next meeting at each meeting. Invitations to EC meetings shall be sent out, via e-mail, by the Secretariat. The Secretariat shall send, per e-mail, copies of the agenda and minutes of each EC meeting to the Board for information.

§ 9

The Secretariat shall, with reference to the General Plan of Action, attend to the day to day handling of activities concerning the network, including communication with the general membership. The Network Coordinators shall take minutes of the EC meetings. The minutes shall reflect who was present, who chaired the meeting and who recorded the minutes. The minutes shall reflect the agenda, relevant discussion and decisions taken. The draft minutes shall be sent out at the latest eight days after the meeting. The participants in the meeting shall have a maximum of 14 days in which to notify of errors, omissions and changes in the minutes. Copies of the approved minutes shall be sent to the Board and sponsors (at present contact persons in the Development Policy Office (UDV) and Development Aid Service (BFT.3) of Danida.

§ 10

The Secretariat and EC may consult and also involve Board members as well as other members of the Network in ad hoc committees, in connection with tasks which these persons by virtue of their professional expertise are particularly predisposed to be of assistance in.

§ 11

The EC shall regularly approve the Network budget and statements of account. Any unpredicted expense of more than 10,000 kr shall at least be approved by the Chairperson or the Vice-chairperson.

§ 12

The Standing Orders shall be approved by the Board and signed by the Chairperson of the Board. The members of the Board shall receive copy of the signed Standing Orders and the Statutes of the Network.