

Rules of Procedure

The Danish National Genome Center's (DNGC) International Advisory Board

Date: 13-08-2025

Purpose

The purpose of these rules of procedure is to establish a framework for meetings in the International Advisory Board. The rules of procedure should be seen as a supplement to the terms of reference of the International Advisory Board.

Meetings

- The ordinary meetings are initially planned for one year at a time.
- There will be two meetings annually.
- Extraordinary meetings may be decided and convened by the chairmanship and the secretariat jointly if required.
- The DNGC convenes via calendar invitation in Outlook. The aim is for meetings to be convened/changed with at least one month's notice.
- If a member is prevented from participating, cancellation is reported to the DNGC as soon as possible. No alternates can be appointed.
- Meetings are to be held physically or virtually at the request of the secretariat and the chair.
- Discussions of items on the agenda by written consultation can be used as needed. The deadline for replying to this must normally be at least five working days.
- Meetings are chaired by the chair.
- The deputy chair takes over the chairing of the meeting in the absence of the chair.

Agenda

- The agenda is prepared by the secretariat on the basis of recommendations from the DNGC and approved by the chairmanship.
- Members can submit proposals for the agenda, in which case they must be submitted to the secretariat no later than 20 working days before the meeting.

- The aim is for the agenda and any appendices to be sent out by the secretariat via e-mail to the meeting participants no later than seven days before the meeting.
- The chairmanship and secretariat may invite non-members of the advisory board to participate in the discussions of individual items on the agenda.

Minutes

- Resolution minutes are prepared from the meetings by the secretariat.
- The aim is for the minutes to be prepared and sent out by the secretariat to meeting participants no later than 10 working days after the meeting.
- Meeting participants have 10 working days to comment on the resolution minutes. If the secretariat does not receive comments within the 10 working days, the minutes are considered approved.
- The aim is for the final resolution minutes to be published on the DNGC's website no later than 20 working days after the meeting.

Continuous evaluation of the International Advisory Board

The rules of procedure are approved at the first meeting of the International Advisory Board. The rules of procedure may be amended on an ongoing basis if the secretariat and the chairmanship find that there is a need for this, after discussion in the International Advisory Board.