

Rules of procedure of the Helsinki Institute of Physics (HIP)

1 Background

The duties and activities of the Helsinki Institute of Physics (HIP) have been decided by agreements concluded (in 2001, 2006, 2007 and 2008) between the University of Helsinki, Aalto University, the University of Jyväskylä, the Lappeenranta-Lahti University of Technology and Tampere University (hereafter, the universities), and in the regulations approved by the universities (on 8 January 2020). The Radiation and Nuclear Safety Authority Finland was and will continue to be a fixed-term associate member of the Helsinki Institute of Physics in 2018–2019 and 2020–2022. These rules of procedure lay down further provisions regarding the administration of the Helsinki Institute of Physics and the organisation of its practical activities.

2 Meetings and decision-making of the Board

The Board convenes at the invitation of the chair or, if the chair is unable to convene a meeting, at the invitation of the vice-chair. The chair or the vice-chair also convenes the Board if at least one-third of the Board members request that a meeting be organised to address a specific matter.

The invitation to the meeting must indicate the matters to be discussed. The Board may, by a unanimous decision of the members present, address an urgent matter even if it was not mentioned in the invitation to the meeting.

The Board is quorate when at least half the members, including the chair, are present.

In the event of a disagreement, the Board takes decisions by a majority vote. If votes are tied, the chair's vote is decisive.

The Helsinki Institute of Physics follows, where applicable, the University of Helsinki guidelines for presentation and meeting procedures.

3 Terms of office of the director and vice-director as well as the Board's presenting officials

The director of the Helsinki Institute of Physics is appointed for a fixed term of no more than five years at a time. The Board appoints a vice-director for its term of office.

The director serves as the Board's presenting official. If the director is unable to do so, the vice-director serves as the Board's presenting official. If necessary, the Board may also have other presenting officials.

4 Scientific Advisory Board

The Board of the Helsinki Institute of Physics appoints the members and chair of the Scientific Advisory Board and decides on their fees. The chair of the Board invites the members to the Scientific Advisory Board.

As a rule, the Helsinki Institute of Physics holds a meeting of the Scientific Advisory Board once a year. The chair and members of the Scientific Advisory Board receive a fee for attending a meeting held by the Helsinki Institute of Physics. If the chair of the Scientific Advisory Board is unable to chair a meeting, the attending members of the Scientific Advisory Board select a chair for the meeting from among themselves. After each meeting, the Scientific Advisory Board draws up a report, assessing the activities of the Helsinki Institute of Physics and issuing related recommendations to the Board.

The Scientific Advisory Board and its individual members can also be requested to issue recommendations on the activities of the Helsinki Institute of Physics outside its meetings.

5 Research programme director

The Board appoints a director for each research programme of the Helsinki Institute of Physics. The programme director must have a good command of the field of the programme and experience in the management of research work, be willing and able to engage in inter-university cooperation, and make an active contribution to research or development. Each programme director is appointed for a fixed term of no more than five years at a time.

The duties of the programme director include the following:

- Being responsible for the programme's scientific and other activities within the framework of the annual operational, financial and HR plans approved by the Board
- Submitting proposals to the director of the Helsinki Institute of Physics concerning the programme's research and development projects, research and HR plan, other activities and finances
- Taking an active and long-term approach to serving as a member of the steering group of the Helsinki Institute of Physics and undertaking related duties

6 Research and development projects and project leaders

Research and development projects support the implementation of the strategic objectives of the Helsinki Institute of Physics.

The Board approves the projects undertaken by the Helsinki Institute of Physics. Projects are usually established for a fixed term of three years.

Each research and development project of the Helsinki Institute of Physics has a project leader designated by the Board. As a rule, the project manager is designated for the duration of the project.

The project leader must have expertise in the field of the project and the ability to supervise research and manage the project. The project leader must also be willing and able to engage in inter-university cooperation.

The duties of the project leader include the following:

- Acting in a goal-oriented manner in the promotion and supervision of research, the guidance and supervision of students and the acquisition of additional resources
- Managing the project within the framework of the annual budget of the Helsinki Institute of Physics

7 Detector Laboratory

The Detector Laboratory is a joint laboratory of the Helsinki Institute of Physics and the University of Helsinki Department of Physics. The Detector Laboratory has the expertise, equipment and facilities required for the development of gaseous and semiconductor radiation detectors for international particle and nuclear physics experiments.

The duties of the Detector Laboratory include the following:

- Supporting experimental activities in detector development and instrumentation
- Contributing to teaching and public engagement
- Participating in the acquisition of additional resources for research and other activities

The Detector Laboratory's activities are supported by a steering group. The director of the Helsinki Institute of Physics decides on the members of the Detector Laboratory Steering Group. Laboratory users are represented in the Detector Laboratory Steering Group. The director of the Helsinki Institute of Physics chairs the Detector Laboratory Steering Group.

The Detector Laboratory has a director appointed by the Board. The laboratory director must have solid experience in laboratory work and be able to direct the laboratory. The laboratory director's duties include responsibility for the performance of the laboratory and the quality of its activities, and for the allocation of resources for research in accordance with the guidelines set by the Detector Laboratory Steering Group. The laboratory director manages the laboratory activities within the framework of the annual budget of the Helsinki Institute of Physics. The laboratory director is responsible for the division of duties at the laboratory and coordinates responsibilities relating to laboratory safety.

The activities of the Detector Laboratory are described in its quality management plan. The laboratory director is responsible for preparing and maintaining this plan. The Detector Laboratory Steering Group discusses the quality management plan of the Detector Laboratory, and the director of the Helsinki Institute of Physics approves the plan.

8 Steering group

To support the director, the Helsinki Institute of Physics has a steering group that consists of the director, the vice-director, programme directors, the director of the Detector Laboratory and a representative of University Services. Specialists may be invited to meetings of the steering group. The director of the Helsinki Institute of Physics chairs the steering group.

The duties of the steering group include the following:

- Providing general strategic and operative support to the director
- Preparing and updating the long-term strategy of the Helsinki Institute of Physics together with the research community

- Planning and preparing the activities of the Helsinki Institute of Physics and coordinating both cooperation between programmes and the support provided by the Detector Laboratory to the programmes
- Preparing the operational and financial plans as well as the annual budget of the Helsinki Institute of Physics
- Preparing the project structure of the Helsinki Institute of Physics for the following year
- Preparing plans concerning staff as well as proposals for employment contracts lasting at least three years and involving positions on the third level of the four-level career path hierarchy of teaching and research staff at the Helsinki Institute of Physics
- Preparing the annual report on operations of the Helsinki Institute of Physics
- Preparing assessments of programmes, projects, the Detector Laboratory or other areas

9 Organisation of administrative services

The University of Helsinki's University Services provides the Helsinki Institute of Physics with administrative services in cooperation with the director, vice-director and staff of the Helsinki Institute of Physics.

10 Operations manual

The division of responsibilities is determined in detail in the operations manual of the Helsinki Institute of Physics, which is decided by its director.

Approved by the Board of the Helsinki Institute of Physics at a meeting on 7 October 2020. These rules of procedure supersede those approved by the Board on 25 November 2010.