



# Rules and Regulations of the National Educational Panel Study (NEPS) Network

Revised and amended edition according to the resolution by the NEPS Annual General Meeting as of September 13, 2022

*Please note: This is the English translation of an original German legal text. In the event of a discrepancy, the German text shall prevail.*

## Contents

§ 1 Scope and Task of the Rules and Regulations .....	3
§ 2 NEPS Annual General Meeting .....	3
§ 3 NEPS Full Staff Meeting .....	5
§ 4 NEPS Network Committee.....	6
§ 5 Responsibilities of the NEPS Director and NEPS Executive Committee.....	7
§ 6 Responsibilities of the NEPS Network Partners .....	7
§ 7 Responsibilities of the Coordinator of a NEPS Unit.....	8

## **§ 1 Scope and Task of the Rules and Regulations**

- (1) The Rules and Regulations apply in connection with the NEPS Network Charter. It is the task of the Rules and Regulations in particular to safeguard the scientific cooperation of the interdisciplinary, multilocational network (NEPS Network), which has been established to implement the NEPS, and to define structures of decision-making, consultation, and advice.
- (2) In particular, the Rules and Regulations define the bodies and responsibilities of official positions within the NEPS Network:
  - a) the NEPS Annual General Meeting (§ 2),
  - b) the NEPS Full Staff Meeting (§ 3),
  - c) the NEPS Network Committee (§ 4),
  - d) the responsibilities of the NEPS Director and the NEPS Executive Committee (§ 5),
  - e) the responsibilities of the NEPS Network Partners (§ 6), particularly in connection with the official position as Scientific Head,
  - f) the responsibilities of the Coordinator of a NEPS Unit (§ 7).
- (3) The Rules and Regulations can be amended by the Annual General Meeting with a two-thirds majority of members present (including delegation of voting rights). Amendments to the Rules and Regulations are only admissible if the proposed modification, alongside the meeting agenda, has been sent out, reaching all members of the Annual General Meeting.

## **§ 2 NEPS Annual General Meeting**

- (1) The NEPS Annual General Meeting (AGM) advises the NEPS Director on fundamental questions of medium- and long-term planning of the research and service program regarding NEPS. The scope of tasks of the Annual General Meeting also encompasses consultations on aspects of the publication strategy and conference attendance, public relations, as well as the transfer of knowledge of the NEPS Network.
- (2) Members with voting rights of the Annual General Meeting are:
  - a) the NEPS Director, the NEPS Executive Committee, and all NEPS Network Partners that have signed the Network Charter. These three groups are together the NEPS Steering Group.

- b) as well as the staff representatives elected by the Full Staff Meeting in compliance with § 3 par. 1 of the Rules and Regulations,

Representation by proxy is not permissible at the meetings of the Annual General Meeting. Written delegation of voting rights is admissible, whereby each member in attendance may represent one vote only. The Annual General Meeting has a quorum when at least half of the votes cast are represented in person or by delegation of voting rights. Resolutions can only be passed in relation to items listed on the agenda beforehand.

- (3) The Annual General Meeting elects from among its members with voting rights a Chairperson and their Deputy for the duration of three years in accordance with § 2 par. 2 lit. a). The Chairperson has concurrent membership of the LIfBi Board of Trustees as a representative of the NEPS Network without voting rights and of the Network Committee, of which he or she is the Chair. In case of absence, the Deputy will take over all these tasks. Should the Chairperson resign from office prematurely, the Deputy may take over as Chair. If the Deputy does not take over as Chair, or resigns prematurely, a by-election for the vacant position has to be conducted for the rest of the term.
- (4) The Annual General Meeting further elects from among its members the NEPS Network Committee for the duration of three years:
- a. NEPS Network Partners (NEPS NP) from the University of Bamberg shall elect four persons from their midst. This number is reduced to two or three given that one or two NEPS NP at the University of Bamberg has or have been chosen as Chair or Deputy according to § 2 par. 3 and hence are automatically acting on the Network Committee.
  - b. NEPS Network Partners from outside the University of Bamberg shall elect four persons from their midst. This number is reduced to two or three given that one or two NEPS NP from outside Bamberg has or have been chosen as Chair or Deputy according to § 2 par. 3 and hence are automatically acting on the Network Committee.

If a person elected as stated in these paragraphs resigns prematurely, the person with the next highest number of votes will take over for the rest of the term. This person

has to belong to the same group as the resigning person, and must not already be a member of the Network Committee. If there is no person left on the voting list, the position in the Network Committee remains vacant.

- (5) The Annual General Meeting convenes at least once a year. As a rule, meetings shall take place on-site in Bamberg. Invitations and the agenda are drawn up by the Chair of the Annual General Meeting in consultation with the NEPS Director. Invitations, including the agenda, are issued electronically (by email) giving a one month's notification period. At each meeting the dates of the Annual General Meeting for the next two years shall be fixed. Guests without voting rights can be invited by the Chair of the Annual General Meeting—also at the suggestion of the members of the Annual General Meeting. It is the duty of the NEPS Director to record the minutes of meetings in consultation with the Chair of the Annual General Meeting. The minutes are approved by participating members by way of silence procedure lasting at least two weeks. The approved minutes are sent to the Scientific Advisory Board and to the Board of Trustees in preparation of the next meeting of each board, respectively.

### **§ 3 NEPS Full Staff Meeting**

- (1) The Full Staff Meeting elects for the duration of three years three persons representing NEPS staff who are members of the Annual General Meeting and of the NEPS Network Committee.
- a) Two representatives (as well as two deputies) from among the members of staff actively engaged in NEPS and employed by LifBi, with one of whom taking over the role as Chair by mutual consent.
  - b) One representative (as well as one deputy) from among the members of staff actively engaged in NEPS employed by LifBi-external NEPS Network Partners.
- (1) Members with voting rights of the Full Staff Meeting of the NEPS Network are all LifBi-external and LifBi-internal employees that are actively engaged in NEPS. Defined as actively engaged are those members of staff who are engaged in NEPS with at least 25% of their regular working hours of a full-time employment, collaborate in the development of NEPS, and thus contribute to the design and continuation of NEPS. This includes scientific research, scientific infrastructural tasks, and activities

supporting scientific work.<sup>1</sup> Representation by proxy at these meetings is not admissible. The NEPS Director is allowed to attend meetings as a guest without voting rights. Further guests without voting rights can be invited by the Chair of the Full Staff Meeting following the proposal of its members and in consultation with the NEPS Director.

- (2) The NEPS Full Staff Meeting convenes at least once a year. Meetings take place, as a rule, on-site in Bamberg. One of the two staff representatives elected according to § 3 par. 1 lit. a) chairs the Full Staff Meeting. Invitations and the agenda are drawn up by the Chair in consultation with the NEPS Director. In doing so, the group of participants may be limited to discuss individual items on the agenda. Invitations to the Full Staff Meeting, including the agenda, are issued electronically (by email) giving a one month's notification period.
- (3) The NEPS Director reports to the Full Staff Meeting on the development of NEPS.

#### **§ 4 NEPS Network Committee**

- (1) The Network Committee advises on current and medium-term questions regarding the research- and service activities of NEPS. It also deals with contentious issues in connection with the implementation of the research and service planning of NEPS, reports to the Annual General Meeting and prepares the contents of the meeting.
- (2) The Network Committee consists of:
  - the NEPS Director and the members of the NEPS Executive Committee according to § 5,
  - the elected Chair of the NEPS Annual General Meeting as well as their Deputy according to § 2 par. 3,
  - elected representatives of the Network Partners according to § 2 par. 4, as well as
  - elected representatives of NEPS staff according to § 3 par. 1.
- (3) As a rule, the Network Committee convenes three times a year. Invitations and the agenda are drawn up by the Chair in consultation with the NEPS Director. Items for the

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<sup>1</sup> It is immaterial whether or not staff are being financed through LfBi funds. Student and graduate assistants are excluded from the Full Staff Meeting. Likewise, members of the Annual General Meeting with voting rights (with the exception of staff representatives elected by the NEPS Full Staff Meeting according to § 3 par. 1 of the Rules and Regulations) do not fall under the definition of NEPS staff.

agenda or demands for supplementary meetings can be proposed by all Network Partners and all NEPS employees qua their representatives as defined in § 4 par. 2. As a rule, meetings of the Network Committee take place on-site in Bamberg; if necessary, they may be held as a telephone, online, or video conference, or at a different place. Should consultations be required at short notice, they may also be held by electronic means. For this, invitations, including the agenda, are issued electronically (by email), giving a two weeks' notification period. In exceptionally urgent cases, this notification period may be shortened; it must be at least one full working day.

- (4) The Network Committee may set up subcommittees.
- (5) Contents of meetings of the Network Committee are confidential. The NEPS Director promptly presents a written report to the NEPS Network on relevant aspects and consultations of the Network Committee, in particular on all results and resolutions.

## **§ 5 Responsibilities of the NEPS Director and NEPS Executive Committee**

- (1) The NEPS Director is responsible for the direction and management of NEPS as well as the cooperation with the NEPS Network. The NEPS Executive Committee supports the NEPS Director in their task and also, according to their respective responsibility, takes over subject-specific preparation of the cooperation for the NEPS Units.
- (2) The NEPS Director is defined by § 9 par. 3 of the LfBi Statutes and falls to the Director of LfBi. The NEPS Executive Committee is incumbent on the LfBi Department Heads who, according to § 11 par. 1 of the LfBi Statutes, support the Director in carrying out his or her tasks as part of their membership of the LfBi Management Conference.
- (3) As a rule, the NEPS Director invites the NEPS Executive Committee to a meeting once a month, whereby the members of the NEPS Executive Committee shall report on and prepare upcoming decisions in relation to NEPS operations.
- (4) The NEPS Director reports to the bodies and committees of NEPS and takes the recommendations from the NEPS committees into account in their decision-making.

## **§ 6 Responsibilities of the NEPS Network Partners**

- (1) The general tasks of the NEPS Network as well as those of the NEPS Network Partners (NEPS NP) are regulated by the NEPS Network Charter.

(2) NEPS Network Partners are usually Scientific Heads, taking over the role of main contact person or co-lead of a NEPS Unit.

- a. The Scientific Heads assume the **subject-specific responsibility** for the fulfillment of the tasks of the NEPS Unit in accordance with their contractual involvement. This usually includes the conceptual planning and management of the implementation of the medium- to long-term content of the research and service operations in the respective NEPS Unit and the scientific further development of the subject field in close cooperation with the respective responsible member of the NEPS Executive Committee and the NEPS Director.
- b. The Scientific Heads may also assume the **responsibility for personnel**—in the sense of personnel planning, management, and development—for the fulfillment of the tasks of the respective NEPS Unit in accordance with their contractual involvement; insofar as the contractual involvement provides for the transfer of funds for personnel resources to the corresponding member of the consortium. In accordance with the idea of scientific cooperation within the framework of a transferring agreement, the regulations of the consortium partner apply to these employees, provided that the specific transfer agreement does not contradict this. If, according to the contractual involvement, there is no personnel responsibility for the employees in the NEPS Unit, the respective Scientific Head has a right of proposal to the respective responsible member of the NEPS Executive Committee when filling vacant positions in the corresponding NEPS Unit.

(3) The Scientific Director of a NEPS Unit is appointed by the NEPS Director after the NEPS Annual General Meeting has made a recommendation on the proposal of the respective responsible member of the NEPS Executive Committee in consultation with the Scientific Head of the NEPS Unit in office, if applicable.

## **§ 7 Responsibilities of the Coordinator of a NEPS Unit**

(1) The coordinators of NEPS Units support the Scientific Heads in their tasks, coordinate closely with them, and are the contact persons for the NEPS Unit at the operational level.



- (2) At the consortium partners, coordinators of the NEPS Units are appointed by the responsible Scientific Heads with personnel responsibility, at LfBi by the responsible member of the NEPS Executive Committee with personnel responsibility in consultation with the respective Scientific Head of the NEPS Unit.