

APPROVED BY
Decision of the Board
LLP "National Research
Oncology Center»
dated " ____ " _____ 2019 No. ____

**Regulations on the Scientific Council
LLP "National Oncological Research Center"**

1. General Provisions

1. This Regulation on the Academic Council (hereinafter referred to as the Regulation) was developed in accordance with the internal documents of the LLP National Research Oncological Center (hereinafter referred to as the Center).

2. The Academic Council of the Center is an advisory and advisory body of the Center (hereinafter referred to as the Council) and is accountable to the Chairman of the Board or Deputy Chairman of the Board of the Center in charge of scientific matters.

3. The Council in its activities is guided by the current legislation of the Republic of Kazakhstan, the Charter of the Center, this Regulation and other internal documents of the Center.

4. The activity of the Council is based on the publicity of collective discussion of issues within its competence.

5. The following basic concepts are used in these Regulations:

1) Temporary research team - a voluntary association of individuals without the formation of a legal entity, created for the purpose of carrying out scientific or innovative activities in the manner and on conditions determined by legislation and agreement;

2) Grantor - a legal entity / individual who has provided a grant for conducting specific scientific research on the terms stipulated by the contract;

3) Scientific activity - creative activity aimed at obtaining new knowledge about nature, man, society, artificially created objects and the use of scientific knowledge to develop new ways of using them;

4) Innovation activities - activities aimed at introducing new ideas, scientific knowledge, technologies and types of products in various areas of production and management of society, the results of which are used for economic growth and competitiveness;

5) Innovative technologies are technologies that provide a qualitative increase in the efficiency of activities or products demanded by the market, obtained as a result of human intellectual activity, his creative process, discoveries, inventions and rationalization;

6) Commercialization of the results of scientific activity - activities related to the practical implementation and application of the results of scientific activity, including the results of intellectual creative activity, with the aim of bringing to the market new or improved products aimed at making a profit;

7) Scientific activity - creative activity aimed at obtaining new knowledge about nature, man, society, artificially created objects, and to develop new ways of applying scientific knowledge;

8) Scientific products - new knowledge or solutions, intellectual property, inventions obtained in the course of scientific and (or) scientific and technical activities, recorded on any information medium, the introduction of scientific developments and technologies into production, as well as models, layouts, samples of new products, materials and substances;

9) Scientific and technical program - research carried out by subjects of scientific and (or) scientific and technical activities in the framework of scientific research, experimental design and technological work, by appropriate scientific methods and means of a scientific organization in order to achieve scientific and (or) scientific -technical activity;

10) The Bioethics Council of the Center is an expert body consisting of medical, scientific specialists and members of the public, and carrying out bioethical expertise in order to guarantee to the research participants and the society the observance of the rights, safety and health protection of the persons participating in the research;

11) Clinical research - a study with human participation as an object, conducted to identify or confirm the safety and efficacy of means, methods and technologies for the prevention, diagnosis and treatment of diseases;

12) The Council of Young Scientists is an advisory and advisory body that unites on a voluntary basis the employees of the Center under 40 years old, actively participating in scientific and research work, residents, undergraduates, doctoral students engaged in scientific activities.

2. Composition of the Council

6. The composition of the Academic Council is elected for a period of 3 (three) years and consists of an odd number of members. As necessary, by decision of the Management Board, individual changes may be made to its composition.

7. The composition of the Council is approved by the order of the Chairman of the Board of the Center, changes in the composition of the Academic Council are also approved by the order of the Chairman of the Board.

8. The composition of the Academic Council is formed from among the leading scientists and specialists working in the Company. The heads of scientific organizations, researchers, health professionals are elected to the Academic Council.

9. The working body of the Scientific Council is the Secretary of the Scientific Council. The Secretary of the Council, at least 1 (one) time in a quarter, compiles summary information on the activities of the Council, decisions made and a report on the implementation of decisions to the Chairman of the Council.

10. If necessary, in addition to members of the Council, heads / executors of scientific and technical projects, interested specialists of the Center's departments, employees of state bodies / organizations, accredited independent experts and others may be invited to the meeting of the Council, in addition to the members of the Council.

3. The order of work of the Academic Council Work of the Academic Council1

11. The Academic Council maintains documentation in accordance with the Center's nomenclature of affairs.

12. The Scientific Council organizes its work on a monthly basis on the basis of the approved annual work plan, and also, if necessary, holds extraordinary meetings.

13. Up to 3 main issues are brought up for one meeting. In addition, the agenda of one meeting may include: consideration of competition cases, submission to Academic titles, other issues and miscellaneous.

14. The meeting of the Academic Council begins with the registration of those present in the attendance list, which is conducted by the Academic Secretary.

15. A meeting is competent (Quorum) if it is attended by at least 2/3 of the members of the Academic Council.

16. Formation of the work plan of the Academic Council of the Center is carried out on the recommendations of the members of the Academic Council, taking into account the proposals of the structural divisions of the Partnership, submitted to the Academic Secretary of the Academic Council for generalization and submission to the Academic Council.

17. An extraordinary meeting of the Academic Council can be convened at the initiative of its Chairman or the Chairman of the Board of the Center or members of the Academic Council at least 1/4 of the total number, by sending the members of the Academic Council a written message containing the agenda of the meeting of the Academic Council.

18. If the Chairman of the Academic Council refuses to convene an extraordinary meeting, the initiator (s) of the convocation has the right to apply with a request to the Chairman of the Board of Directors of the Partnership. An extraordinary meeting of the Academic Council must be convened by the Chairman of the Academic Council or the Chairman of the Board of the Center no later than ten days from the date of receipt of the request for convocation.

19. Written notifications of an extraordinary meeting of the Academic Council with the attachment of materials on the agenda of the extraordinary meeting must be sent to the members of the Academic Council no later than one day before the date of the extraordinary meeting. The notice of an extraordinary meeting of the Academic Council must contain information about the date, time and place of the meeting, as well as its agenda.

20. The Deputy Chairman of the Academic Council has the right to appoint persons from among the employees of the Center who are responsible for working out the issues submitted for consideration at a meeting of the Academic Council. In this case, materials on the agenda of the meeting should be sent to the members of the Academic Council no later than three days before the date of the meeting.

21. The agenda of the next Academic Council is formed by the Academic Secretary of the Academic Council and approved by the chairpersons no later than a week before the scheduled date of the next meeting. Along with the main issues outlined in the agenda, additional issues may be submitted for consideration by the Academic Council, which are accepted for consideration by the Academic Council directly at the meeting.

22. The agenda of the meeting of the Academic Council and the procedure for discussing the issues on the agenda are approved by the decision of the members of the Academic Council present at the meeting and are included in the minutes of the meeting of the Academic Council.

23. Decisions of the Academic Council are made by open vote. A secret ballot is held on the following issues:

- on early elections of the Academic Council;
- presentation to the academic titles of associate professor and professor;
- promotion of the Partnership employees to full members and correspondent members of the NAS and other academies;
- on early release from the duties of the Chairman, Deputy Chairman;
- other issues stipulated by the relevant regulation and other regulatory documents of the Partnership.

24. A secret ballot is carried out using ballots. The decision to include applicants in the ballot is taken by an open vote.

25. To conduct a secret ballot and calculate its results, the Academic Council elects a counting commission by open vote, consisting of three members of the Academic Council, including the chairman of the counting commission. A member of the Academic Council shall not be included in the counting commission if his candidacy is running.

26. Each member of the Academic Council has one vote. The decisions of the Academic Council are taken by a simple majority of votes of the members of the Academic Council present at the meeting. In case of equality of votes, the vote of the Chairman of the Scientific Council or the person presiding at the meeting of the Scientific Council is decisive. The transfer of a vote by one member of the Academic Council to another is not allowed. A member of the Academic Council must inform the chairman in advance of the impossibility to attend the meeting for valid reasons.

27. Before the start of open voting, the Chairman informs about the number of proposals that are put to the vote, specifies the wording and the sequence in which they are put to the vote, reminds by what majority of votes (from the total number of members of the Academic Council, from the number of members of the Academic Council present at meeting and voting) a decision can be made. After the announcement, no one has the right to interrupt the voting.

28. Counting of votes is carried out by the Scientific Secretary of the Scientific Council. At the end of the counting of votes, the chairman shall announce the decision taken.

29. A member of the Academic Council who is absent from the meeting (regular and extraordinary) has the right in advance in writing to submit to the Chairman of the Academic Council his position on the issues to be discussed. The position presented by the member of the Academic Council is filed in writing to the minutes of the Academic Council meeting and is taken into account when calculating the quorum and voting results.

30. Meetings of the Scientific Council are open to all scientists and employees of the Partnership. The invited persons can take part in the meetings of the Academic Council.

At the beginning of the meeting, the academic secretary informs the Academic Council about the participation of invited persons in its work and the reasons (goals) of their participation in the meeting.

31. In exceptional cases, by decision of the Chairman of the Academic Council, a closed meeting of the Academic Council may be held. The notice of calling a closed meeting is sent by the Scientific Secretary to the members of the Scientific Council no later than 3 calendar days before the date of the meeting. Only members of the Academic Council can participate in a closed meeting.

32. Speakers on the agenda issue submit materials to the Scientific Secretary no later than 3 working days before the date of the meeting of the Scientific Council in paper and electronic form. If the materials are not submitted within the specified period, the Chairman of the Academic Council has the right to make a decision to exclude this issue from the agenda.

33. Materials submitted to the meeting of the Academic Council must include: draft (s) approved by the Academic Council documents, and, if necessary, review (s) on the merits of the agenda item. The submitted materials are checked by the scientific secretary for the availability of agreement with the relevant persons and agreed by him. If necessary, the academic secretary organizes the preliminary consideration of agenda items by the relevant committees of the Academic Council.

34. When considering qualification cases, a preliminary discussion of candidates is held. Applicants can attend a meeting of the Academic Council, give the necessary explanations before deciding to hold a secret ballot.

35. If necessary, any meeting of the Academic Council, except for an extraordinary one, may be postponed with the consent of all members of the Academic Council present.

36. The decisions of the Academic Council, which were adopted at its meeting (regular and extraordinary) in person, are drawn up in a protocol, which must be signed by the person who presided over this meeting and the Scientific Secretary of the Academic Council within 3 calendar days from the date of the meeting.

37. Members of the Academic Council who could not speak due to the closure of the debate on the issue under discussion have the right to attach the texts of their speeches signed by them to the minutes of the meeting of the Academic Council.

38. The decision of the meeting of the Academic Council in absentia must be made in writing and is recognized as valid if there are signatures of the members of the Academic Council in an amount sufficient for a quorum.

39. The chairman organizes a systematic check of the implementation of the decisions of the Academic Council. The Scientific Secretary informs the members of the Scientific Council about the implementation of the decisions made.

40. Members of the Academic Council, running for a position by competition, for nomination for an academic title or awards, do not take part in voting on their candidacy and are not taken into account when determining a quorum, and they are not included in the counting commission.

41. Before the beginning of the secret ballot, the Academic Council elects by open vote a counting commission in the amount of at least 3 people from among the members of the Academic Council participating in the meeting. The Counting Commission, after counting the votes, announces the results of voting for each candidate, the minutes of the Counting Commission are approved by the Academic Council by open voting by a simple majority of votes.

42. An appeal against a decision on the results of election to a position and conferring a title is made by the secretary of the Academic Council within 10 days for the position after the meeting of the Academic Council. The appeal is considered by a commission appointed by the chairman of the Academic Council. The conclusions of the appeal commission are heard at the next meeting of the Academic Council. The decision of the Academic Council based on the results of consideration of the appeal is considered final and is adopted by an open vote by a simple majority of votes.

Scientific Council meeting minutes

43. At the meeting of the Academic Council, the minutes are kept by the scientific secretary.

44. The minutes are drawn up by the academic secretary no later than 3 (three) calendar days after the meeting (regular and extraordinary).

45. The minutes of the meeting shall indicate:

- full name and location of the executive body (Management Board) of the Center;
- date, time and place of the meeting;
- information about the persons who participated in the meeting;
- the agenda of the meeting;
- items put to the vote and the results of voting on them;
- decisions taken;
- other information by the decision of the Academic Council.

46. Minutes of meetings (regular and extraordinary) of the Academic Council and materials to them are documents of permanent storage period and are transferred when changing scientific secretaries for acts. The scientific secretary has kept the protocols and materials for 5 years. At the end of each calendar year, the academic secretary, together with the archival service, organizes the transfer, according to the inventory, to the archival storage of the minutes of the meetings of the academic council and materials for them, which have expired 5 years of storage.

47. The Academic Secretary of the Academic Council, at the request of a member of the Academic Council and the Board of the Partnership, is obliged to provide the minutes of the meeting of the Academic Council and decisions taken by absentee voting for review and (or) issue him extracts from the minutes and decisions certified by the signature of the Academic Secretary of the Academic Council and the seal of the Partnership.

4. The purpose and objectives of the Council and its rights

50. The activities of the Council are carried out in order to ensure the implementation of the Development Strategy of the Center on research activities, the commercialization of the results of scientific products, management technologies, the implementation and improvement of scientific projects, the introduction of new achievements of scientific and technological progress, the achievement of certain results in the treatment of patients, the emergence of new directions for scientific research.

51. To achieve the goal, the following tasks are envisaged:

1) determination and formation of priority directions for the development of medical science with the development of recommendations, the search for donors;

2) assessment of the relevance, scientific novelty, scientific and technical level, prospects, the degree of development of the proposed scientific, scientific and technical projects / programs, scientific works;

3) development of innovative activities through the introduction and commercialization of the results of scientific activities in practical health care;

4) development of international scientific cooperation, international partnership, participation in international scientific grants, interaction with the Council on Bioethics;

5) organization and coordination of temporary research teams, a council of young scientists, holding scientific and practical conferences, lectures, seminars for doctors, residents;

6) development and implementation of methods / methods of motivation and encouragement of employees of the Center for scientific and innovative activities;

7) discussion and submission of candidates for the award of academic titles, prizes, scholarships, State awards in the field of science, as well as in the composition of national / republican academies, scientific councils and others.

5. Functions of the Council

52. In accordance with the assigned tasks, the Council performs the following functions:

1) discusses, defines and forms priority directions for the development of medical science, scientific concepts, proposals, implementation plans, develops recommendations, search for donors;

2) approves scientific, innovative projects / programs, scientific works by determining their scientific and medical feasibility, as well as in accordance with the priority directions of development of medical science;

3) monitors the implementation of current scientific research, innovation projects / programs, reporting documentation;

4) develops methods / methods and makes decisions on the implementation / commercialization of the results of scientific activities in practical health care;

5) proposes and considers international partners, communities, projects for participation in competitions for international scientific and innovative grants, discusses and accepts reports on research grants;

6) organizes and accepts reports on the activities of temporary research teams, the council of young scientists, start-up organizations;

7) takes part in the discussion of program issues of scientific conferences;

8) discusses and approves ways of motivating and encouraging employees of the Center for scientific and innovative activities;

9) submits candidates for the award of academic titles, prizes, scholarships, awards in the field of science, involvement in the national / republican academies, scientific councils and others, upon receipt of an application;

10) engages independent accredited experts to audit research and innovation activities;

11) requests and receives the necessary information from the structural divisions of the Center for submission for consideration by the Council.

6. Organization of the Council's work

53. The Council organizes its work in accordance with the Council's Work Plan for the current year, approved by the order of the Chairman of the Board of the Center.

54. Direct management of the Council's activities is carried out by its Chairman. He distributes responsibilities among the members of the Council, gives them instructions, within the framework of their competence.

55. Meetings of the Council are held as required, but at least once every two months.

56. The dates and the agenda of the meetings are determined by the Chairman of the Council. On the instructions of the Chairman of the Council, as well as on the proposal of the members of the Council, additional issues may be included in the agenda of the meeting.

57. Meetings of the Council are chaired by the Chairman of the Council or the Deputy Chairman of the Council.

58. The Council is competent to make decisions if at least two thirds of the Council members are present at the meeting. The decisions of the Council are made by a simple majority of votes. In case of equality of votes, the vote of the Chairman of the Council is considered decisive.

59. Members of the Council have equal rights, consider and submit comments, suggestions and opinions at Council meetings, including on improving the Council's activities and the agenda of its meetings. Members of the Council, in case of disagreement with the adopted decision, have the right to state their dissenting opinion in writing, which is subject to mandatory attachment to the minutes of the Council meeting.

60. Decisions taken at the meetings of the Council are formalized by the minutes, which are signed by the Chairman and the Secretary of the Council.

61. In case of disagreement with the adopted decision, the members of the Council have the right to express their dissenting opinion in writing. This document is subject to mandatory attachment to the minutes of the Council meeting.

62. Powers of the Secretary of the Council:

- 1) prepares the meetings of the Council;
- 2) informs the members of the Council about the date, time and place of the meeting at least 2 (two) working days in advance;
- 3) communicates the decisions of the Council to the interested structural divisions;
- 4) requests information from the members of the Council on the observance of the established deadlines and the course of implementation of the Council decisions;
- 5) ensures document flow, safety of documentation and technical support of the meetings of the Council;
- 6) keep the minutes of the meetings of the Council;
- 7) organize and prepare the received materials for consideration at the meeting of the Council.

7. Final provisions

63. The Council terminates its activity on the basis of the order of the Chairman of the Board of the Center.

64. The decisions of the Council are binding on the employees of the Center.

65. Control over the execution of decisions of the Council is assigned to the Deputy Chairman of the Council.

66. Changes and additions to this Regulation are made by order of the Chairman of the Board of the Center.

67. The term of functioning of the Council is not limited.

68. All issues not settled in this Regulation are governed by the current legislation of the Republic of Kazakhstan, the Charter and other internal documents of the Center.

69. If, as a result of changes in the legislation of the Republic of Kazakhstan, certain norms of this Regulation conflict with them, then these norms become invalid, and, until the amendments to this Regulation are made, the members of the Council are guided by the norms of the current legislation of the Republic of Kazakhstan.