



Schweizerische Eidgenossenschaft

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Swiss Confederation

Innosuisse – Swiss Innovation Agency

The Innovation Council's election regulations for the election of experts in accordance with Article 10 Section 2 SIAA (Election regulations for experts)

of 09 January 2018 (Status as of 17 May 2018)

approved by the Board of Directors of Innosuisse on 25 January 2018

On the basis of Article 31 Section 1 of Innosuisse's organisational regulations of 28 November 2017,

the Innovation Council of the Swiss Innovation Agency (Innosuisse)

orders:

1. Section: Object of the regulations

Article 1

These election regulations set out the conditions and the procedure for the election of experts as per Article 10 Section 2 of the Innosuisse Act of 17 June 2016¹ (SIAA).

2. Section: General provisions

Article 2 Personal and independent work

The experts are elected on an individual basis. In the performance of their activities, they shall only be obliged to Innosuisse.

Article 3 Composition²

¹ In its election proposals submitted to the Board of Directors, the Innovation Council shall ensure, both in its entirety and also in individual topic areas, a statistically adequate representation of:

- a. Gender;
- b. Official languages and language regions in relation to their proportion of all of Switzerland;
- c. Organisations responsible for innovation in the industry and society that plays a key role in the country's economy.

² The experts shall collectively have adequate knowledge of Switzerland's university and research scene as well as its economic and social conditions.

¹ SR 420.2

² Amended by No I of the Election regulations of 6 March 2018, in force since 17 May 2018.

Article 4 Electoral system

¹ Ordinary new elections are held at the end of the experts' term of office. Former experts may be re-elected in accordance with Article 15 Section 2 of the Innosuisse Remuneration Ordinance of 20 September 2017³.

² If departing experts are to be replaced, replacement elections will be held before their term of office comes to an end.

³ If the number of experts is to be increased then supplementary elections will be held. Supplementary elections are normally held once per calendar year at most. The elected experts start their work on 1 January of the calendar year following the election. In urgent cases, experts may take up their duties at an earlier stage as an exception.

Article 5 Confidentiality

The election procedure is confidential. Information and documents relating to the election procedure, in particular the candidates' application documents, shall not be made available to people who are not directly involved in the election.

Article 6 Pool of applicants

¹ Innosuisse maintains a database containing the people who have applied to be experts (pool of applicants).

² Unsolicited applications corresponding to the requirements of Article 11 will be entered into the pool of applicants.

³ Information relating to a person will be kept in the pool of applicants for a period of two years as of the first election following application and will then be deleted in its entirety. In accordance with Article 11, Section 2 letter c, candidates reserve the right to expressly request to be removed from the pool of applicants if they are not elected immediately. With the agreement of those concerned, candidates may request to be re-entered into the pool of candidates at any time.

3. Section: Eligibility requirements

Article 7 Professional requirements

¹ Experts must have an excellent track record in science-based innovation. In particular, experts are expected to have experience in implementing or evaluating science-based research and assessing the innovative content and the chances of success of innovation projects, including assessing the potential of science-based young businesses.

² Experts must work in an area relevant to science-based innovation as their main occupation.

³ ...⁴

³ SR 420.233

⁴ Repealed by No I of the Election regulations of 6 March 2018, with effect from 17 May 2018.

Article 8 Personal requirements⁵

¹ Experts must be able to demonstrate a good reputation. Innosuisse may request an up-to-date criminal record.

² For the duration of their term of office, experts must be willing and able to commit to a suitable amount of work for Innosuisse. A workload of around 10% and a response time of one week are generally considered to be suitable.

Article 9 Incompatibilities

The following positions are not compatible with the performance of an expert mandate at Innosuisse:

- a. Member of a governing board of a Swiss university;
- b. Member of an executive board or strategic body of a Swiss research centre that can apply for Innosuisse funding.

4. Section: Election procedure

Article 10 Application procedure

¹ Innosuisse will announce any new, replacement or supplementary expert elections on its website in good time. It will publish the sought-after profiles, the expected date of entry into office and the intended term of office.

² Those wishing to apply to be experts are to submit their application to Innosuisse's Secretariat within the period specified on the website.

³ Innosuisse may also directly contact people suited to the role of expert and invite them to apply.

Article 11 Application documents

¹ The following documents form integral parts of the application:

- a. the completed application form available on the Innosuisse website;
- b. a hand-signed or an equivalent electronically signed declaration of interests;
- c. a motivation letter;
- d. an extensive CV.

² On the application form, the applicants shall state among other things:

- a. that they have understood and are aware of the rights and obligations of experts, in particular those of Article 9 Sections 5-8 SIAA, and agree to their compliance;
- b. that they are prepared to accept them if they are elected; and
- c. whether they agree to their application being stored in Innosuisse's pool of applicants for another two years if they are not elected immediately.

Article 12 Selection procedure

¹ Innosuisse may invite candidates to an interview and seek appropriate references with their agreement.

⁵ Amended by No I of the Election regulations of 6 March 2018, in force since 17 May 2018.

² Using the applications available, the Innovation Council prepares election proposals to submit to the Board of Directors. The Executive Committee supports the preparations of the discussions.

³ Candidates that the Innovation Council would like to put forward to the Board of Directors for election will be informed thereof at least ten days prior to the election date. If they do not want to stand for election, they are to inform Innosuisse without delay.

Article 13 Election and acceptance

¹ The Board of Directors elects the experts in accordance with the provisions of the Innosuisse organisational regulations.

² The elected candidates are informed about their election immediately and are asked to expressly confirm their acceptance of their election in writing within five working days. Along with their election confirmation, they submit a confirmation from the employer that they agree to work as an expert for Innosuisse and, where necessary, an up-to-date declaration of interests.

³ The written requirement shall be considered to be fulfilled if the communication is by way of letter, telefax, e-mail or any other form that allows for proof by text.

⁴ Candidates that have not been elected will be notified thereof in writing.

5. Section: Publication

Article 14

¹ On its website, Innosuisse publishes the names, main occupations, the most important expertise for the expert activity and the vested interests of the experts.

² With their acceptance declaration as per Article 13 Section 2, the experts agree to the publication specified in Section 1.

6. Section: Final provisions⁶

Article 14a Transitional provision⁷

Experts elected before 1 January 2018 who hold an incompatible position as per Article 9 may continue their work as an expert until the next new elections.

Article 15 Entry into force and publication⁸

¹ These election regulations enter into force on the day after their approval by the Innosuisse Board of Directors.

² They will be published on the Innosuisse website.

Bern, 09 January 2018

⁶ Amended by No I of the Election regulations of 6 March 2018, in force since 17 May 2018.

⁷ Amended by No I of the Election regulations of 6 March 2018, in force since 17 May 2018.

⁸ Amended by No I of the Election regulations of 6 March 2018, in force since 17 May 2018.

SWISS INNOVATION AGENCY (INNOSUISSE)

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