



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

of 28 February 2024

approved by the Board of Directors of Innosuisse on 16 May 2024

---

*On the basis of Article 31 paragraph 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 paragraph 2 of the Innosuisse Act of 17 June 2016<sup>1</sup> (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      Composition**

<sup>1</sup> 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 play a key role in the country's economy.

<sup>2</sup> The experts shall collectively have adequate knowledge of Switzerland's university and research scene, entrepreneurship as well as its economic and social conditions.

---

<sup>1</sup> SR 420.2

#### **Article 4      Frequency of elections and re-elections**

<sup>1</sup> Elections are held as required, but generally every two years. Former experts may be re-elected in accordance with Article 15 paragraph 2 of the Innosuisse Remuneration Ordinance of 20 September 2017<sup>2</sup> for a maximum term of eight years.

<sup>2</sup> With the election, the assumption and term of office are determined for the experts elected.

#### **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**

<sup>1</sup> Innosuisse maintains a database containing the people who have applied to be experts (pool of applicants) and that meet the professional requirements set out in Article 7. Inclusion in the pool of applicants is possible only with the express consent of the persons in question.

<sup>2</sup> For each election, the persons in the pool of applicants are notified of the upcoming election and the opportunity to reapply.

<sup>3</sup> After the election, a new pool of applicants is created, in which both non-elected persons who were already in the pool of applicants and non-elected persons who have newly applied as experts can be included. Once again, the prerequisite is that they meet the professional requirements as set out in Article 7 and expressly consent to their inclusion in the pool.

<sup>4</sup> There shall be no claim to inclusion in the pool of applicants.

### **3. Section: Eligibility requirements**

#### **Article 7      Professional requirements**

<sup>1</sup> Experts must have an excellent track record in science-based innovation and practical experience in the economy and society. In particular, they are expected to have experience in implementing or evaluating application-oriented 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.

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

<sup>3</sup> Innosuisse may further specify the professional requirements when organising elections.

#### **Article 8      Personal requirements**

<sup>1</sup> Experts must be able to demonstrate a good reputation. Innosuisse may request an up-to-date criminal record. They must report their vested interests and any changes during their term of office to Innosuisse and agree that Innosuisse may independently verify the information on their career and vested interests.

---

<sup>2</sup> SR 420.233

<sup>2</sup> For the duration of their term of office, experts must be willing and able to commit to an appropriate amount of work for Innosuisse and observe the deadlines set by Innosuisse. A workload of up to 10% and an assessment within 7 to 14 days is generally considered appropriate.

<sup>3</sup> Experts must be willing to document their work for Innosuisse and have this assessed in accordance with Innosuisse's requirements.

#### **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;
- c. Coach or mentor accredited by Innosuisse.

#### **4. Section: Election procedure**

#### **Article 10      Application procedure**

<sup>1</sup> Innosuisse will announce any expert elections on its website in good time. It will publish the sought-after profiles, the expected assumption of office and the intended term of office.

<sup>2</sup> Those wishing to apply to be experts are to submit their application to Innosuisse's Secretariat within the period specified on the website and in accordance with the requirements of Innosuisse.

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

#### **Article 11      Application documents**

<sup>1</sup> The following documents form integral parts of the application:

- a. the completed application form made available by Innosuisse;
- b. a declaration of interests;
- c. an extensive CV.

<sup>2</sup> On the application form, the applicants shall state among other things that they:

- a. have understood and are aware of the rights and obligations of experts, in particular those of Article 9 paragraphs 5-8 SIAA<sup>3</sup>, and agree to their compliance; and
- b. are prepared to accept them if they are elected.

<sup>3</sup> In the course of the selection procedure, Innosuisse may request further documents.

#### **Article 12      Selection procedure**

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

<sup>2</sup> 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.

---

<sup>3</sup> SR 420.2

<sup>3</sup> Candidates that the Innovation Council would like to put forward to the Board of Directors for election will be informed thereof well in advance of the election date and are requested, where necessary, to submit further documents in accordance with Article 11 paragraph 3. If they do not want to stand for election, they are to inform Innosuisse without delay.

### **Article 13 Election and acceptance**

<sup>1</sup> The Board of Directors elects the experts in accordance with the provisions of the Innosuisse organisational regulations of 28 November 2017.

<sup>2</sup> 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.

<sup>3</sup> Along with their election confirmation, they submit a confirmation to Innosuisse that this work as an expert is compatible with the rules of their employer regarding secondary employment or with any self-employment. If the work for Innosuisse requires the express consent of the employer, the candidate must submit this within a reasonable period of time. Where necessary, the candidate also submits an up-to-date declaration of interests along with their election confirmation.

<sup>4</sup> 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.

<sup>5</sup> Candidates that have not been elected will be notified thereof in writing. Notification may take place at an earlier stage of the selection procedure.

## **5. Section: Publication**

### **Article 14**

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

<sup>2</sup> With their acceptance declaration as per Article 13 paragraph 2, the experts agree to the publication specified in paragraph 1.

## **6. Section: Final provisions**

### **Article 15 Repeal of another order**

The Election regulations for experts of 9 January 2018 is repealed.

### **Article 16 Entry into force and publication**

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

<sup>2</sup> They will be published on the Innosuisse website.

Bern, 28 February 2024

SWISS INNOVATION AGENCY (INNOSUISSE)

.....  
CHRISTOPH RÜTTIMANN  
(*Chairman*)

.....  
ANNALISE EGGIMANN  
(*Director*)