

JOINT LABORATORY ON GRAPHENE-POLYMER RESEARCH AND APPLICATION

/ Internal rules /

1) The central body of the Joint Laboratory (JL) is the **Supervisory and Executive Board** whom the **Director** of the JL is a member of. This central board is assisted by a **Scientific Advisory Board** and a **Technology Transfer Board**.

2) The **Supervisory and Executive Board** (SEB) has authority developed from the statuses of the JL. It can decide on all matters, *except* the modification of the statutes and internal rules, and the liquidation of the JL that both requires a vote with 2/3 majority of all the JL participants registered at the time the decision is voted.

The SEB ensures the scientific coordination, the administrative and financial management. Among other matters, it *decides* the nomination and resignation of members of the SEB. It *approves* the nomination or resignation of members of the Scientific Advisory Board and members of the Technology Transfer Board. The SEB elects the Director among its members on a rotational basis for a one-year mandate, renewable once. It decides on the allocation of possible funds raised by the JL and approves the yearly financial statement.

The SEB meets by video-conference twice a year, once in June and once in December. In the June meeting, the SEB approves the annual accounts of the elapsed financial year. The agenda of the June meeting also includes decisions about election and resignation. Important decisions about scientific activities, fund allocation and budget proposal for the coming year, take place during the December meeting. If needed, the Director can decide to organize additional meeting(s) in between the normal periods. A decision of the board needs to be taken by consensus of the members present. If two members or more require to proceed by vote, the decision should obtain the majority of the votes cast. In case of equality, the vote of the Director is doubled. The decision adopted by the SEB during a meeting must be written and emailed to all the participants of the JL

The SEB is composed of one representative appointed by each organization that takes part in the JL plus one representative appointed by the individual members. Its first composition is decided during the constitutional meeting of JL scheduled on August 2, 2022. The first Director is elected during the same constitutional meeting. The normal mandate of a member of the SEB is for four years. At the time of the first constitution of the Board, all the members are elected for two years. After that period, half of the members will be renewed for two more years, the other half will be replaced for four years. Every two years, the board of the SEB decides the composition of the new board during its June session. The new board takes over in September.

3) The **Director** of the JL is elected among the members of the Supervisory and Executive Board for a one-year mandate renewable once with function of representation, scientific coordination and administrative management. The Director together with the other members of the Supervisory and Executive Board share the responsibility for the good organization, maintaining and financial management of the JL. The Director organizes the meetings of the Supervisory and Executive Board and prepares the agenda. Unless this role is delegated to another person in specific cases, the Director is the representative of the JL outside it.

4) The **Scientific Advisory Board (SAB)** assists the Supervisory and Executive Board in the coordination of the activities of the JL. It provides strategic guidance and direction for the research works and scientific programs. It identifies which calls from external funding agencies could be worth applying to. It establishes and updates a shortlist of scientific objectives that should be developed in priority. Based on the results obtained, the SAB evaluates the research progress made every year and reports its conclusions to the Supervisory and Executive Board. The SAB is also responsible for the scientific visibility of the JL and outreach.

The SAB meets by video-conference twice a year. The preparation of the agenda and the organization of the meetings are the responsibility of an internal member of the SAB designated by it as *chief scientific advisor* on a rotational basis.

The SAB is composed of one representative appointed by each organization that takes part in the JL. The SAB can enlist one or two external members chosen according to their scientific expertise in the domain of activity of the JL. The normal mandate of each SAB member is four years, half of them being replaced or renewed every two years. All nomination, including external members, must be approved by the Supervisory and Executive Board.

5) The **Technology Transfer Board (TTB)** serves as a link between researchers involved in the scientific activities of the JL and the industrial tissue. It aims at early recognition of intellectual property generated by these activities, the identification of potential applications, and the development of a raw idea into a product. Its first role will be to write a technology transfer document defining all the rules about intellectual property applicable to all the JL partner organizations. This document must make it clear how funds generated by intellectual property will be shared between the inventor(s), their local organization and the JL.

On a more daily basis, the TTB works in close collaboration with the Supervisory and Executive Board. It helps the latter in defining the objectives according to the quality and relevance of the scientific and technical information generated inside the JL or gained from outside. It helps in promoting and structuring collaboration with external organizations.

The TTB is composed of one representative appointed by each organization that takes part in the JL. Each representative must pay attention to any project of external disclosure related to JL activities, including publication, communication, outreach etc in their own institution. The normal mandate of each TTB member is four years, half of them being replaced or renewed every two years. Every two years, the TTB elects a coordinator among its members who organizes the activities of the Board. The composition of the TTB must be approved by the Supervisory and Executive Board. Whenever needed and for a given period, the TTB can adjoin specialists of technology transfer offices and intellectual property advisors from the partner organizations.

6) When a decision requires the consent of the assembly of all the registered participants of the JL, as in the cases listed in Article 2, the ballot is organized by Email. The message sent to the participants must be perfectly clear on what the vote is about and what is the deadline. The reply should be sent to the Director with copy to another member of the Supervisory and Executive Board identified in the message. No answer before deadline is equivalent to a nil vote.