

# Standing Orders of FAOBMB

(Ratified by Council on 19 August 2020)

**This document contains the Standing Orders of the Federation of Asian and Oceanian Biochemists and Molecular Biologists Incorporated.**

In these **Standing Orders** the terms *FAOBMB* or *The Federation* are taken to mean the Federation of Asian and Oceanian Biochemists and Molecular Biologists Incorporated.

These **Standing Orders** describe the day to day procedures that govern the operations of FAOBMB. Application of these Standing Orders can only be carried out within the scope of the **Rules of FAOBMB**.

The **Rules of FAOBMB** constitute a set of statutes defining the formal structure of the Federation as an Incorporated Association (registered in the State of Victoria, Australia). The **Rules** are set out within a separate document, which after ratification by Council of FAOBMB requires approval by the Department of Justice and Regulation, specifically through Consumer Affairs Victoria.

The **Rules** also define Constituent Members and their delegates to the Council of FAOBMB, the duties of Office Bearers who constitute the Executive Committee, and the way Office Bearers are elected and their terms of office. Many other aspects are included in the **Rules**.

The **Standing Orders** may be amended by Council of FAOBMB from time to time.

The **Standing Orders of FAOBMB** are accompanied by appendices, each as a separate document.

**Appendix I contains the Schedule of Fees and Monetary Values.**

This document is considered each year by Council of FAOBMB and establishes specific fees and monetary values to various items set out in the **Standing Orders**. Each item in the **Schedule of Fees and Monetary Values** is cross-referenced back to the relevant clause in **Standing Orders** and mentions the most recent meeting of Council at which the fee or monetary value was set. Thus, the document constituting Appendix I is updated each year, with the period of its validity and the date at which it was ratified by Council indicated.

**Appendix II contains the FAOBMB Guidelines for Gender Equality Policy**

This document was ratified by Council in November 2015 and is not routinely considered by Council each year (but can be amended by Council at the initiative of Executive Committee or any delegate of a Constituent Member).

# STANDING ORDERS OF FAOBMB

## 1. ANNUAL SUBSCRIPTION

1.1. In this section of Standing Orders, the term “Society” shall refer to the national society or group that comprises each Constituent Member.

1.2 Different levels of annual subscription, which are used on per capita basis in terms of the numbers of full members of the national society or group that comprises each Constituent Member, will be in force according to the following classification system.

1.3 Each Society shall be classified primarily into one of three Groups A, B, C according to the economic status of that country defined in the most recently published World Bank List of Economies and secondarily into one of five Subgroups 1, 2, 3, 4, 5 according to the number of full members within a particular range.

1.4 Group A includes low and lower-middle income countries, Group B includes upper-middle income countries, Group C includes high income countries, each as specified in the official World Bank List of Economies.

1.5 Subgroup 1 includes Societies with no more than 100 members; Subgroup 2 includes Societies with more than 100 members but no more than 500 members; Subgroup 3 includes Societies with more than 500 members but no more than 1,000 members; Subgroup 4 includes Societies with more than 1,000 members but no more than 5,000 members; Subgroup 5 includes Societies with more than 5,000 members.

1.6 Annual subscription rates are notionally set as Units such that the annual membership fee payable by each Society will depend on its classification into a particular Group and Subgroup combination, the subscription rate being defined by application of multiplier factor for each Group and Subgroup combination, the complete set of such multipliers to be determined by Council from time to time.

1.7 The annual subscription fee payable by each Society shall be a sum in United States dollars computed according to a conversion factor to be determined by Council from time to time that assigns a particular value for each Unit expressed in United States dollars.

1.8 Any change in the group/subgroup of a Constituent Member Society should be approved by Council.

1.9 Council may vary the annual subscription fee payable by a particular Constituent Member Society according to circumstances determined to be exceptional in any one year.

## 2. OBLIGATIONS AND RIGHTS OF ASSOCIATE MEMBERS

### 2.1 SPECIAL MEMBERS

#### 2.1.1 Obligations

Special members must:

1. Obey the Rules and Standing Orders of the Federation.
2. Support activities of the Federation.
3. Pay annual subscriptions on time.
4. Report activities of their respective organizations to the Treasurer.

#### 2.1.2. Rights

1. The contribution of Special Members of FAOBMB will be recognised by the award of a commemorative plaque.

2. The names of Special Members will be listed on the FAOBMB Web Site and in the program book of FAOBMB Congresses and Conferences.

3. Special Members will receive free of charge Abstracts of Congresses and Conferences, and other information circulars of the Federation.

4. Special Members will have preference in the selection of exhibition booths at FAOBMB Congresses and Conferences at a discounted rate.

5. Special Members will be given preference to participate in the Corporate Technical Sessions of the FAOBMB Congresses and Conferences, in the event that such sessions are held.

6. Special Members may have limited amounts of advertising material included in the registration packages for participants at FAOBMB Congresses and Conferences. They will also be given discounts if they advertise on the FAOBMB Website. For this purpose they should contact the Secretary General, or the Treasurer.

7. Introductory information on Special Members will be displayed at the FAOBMB Website.

8. The names and introductory information of Special Members will be displayed at an exhibition booth or poster session of FAOBMB Congresses and Conferences.

9. Members of constituent societies of FAOBMB may assist the Special Members when they hold seminars and workshops for their own purposes at their specific locations.

10. While Special Members shall have no representation in the Council, each Special Member may be invited to have a representative attend Council meetings as an observer.

### 2.1.3 Annual Subscription

Council shall determine the minimum annual subscription of each Special Member, and may determine by negotiation the annual subscription of each Special Member.

## 2.2 HONORARY MEMBERS

2.2.1 Honorary Members shall have no representation in the Council and shall not pay any annual subscription.

2.2.2 Each Honorary Member may be invited to attend Council Meetings as an observer.

## 3. EDUCATION COMMITTEE

### 3.1 Terms of Reference

The FAOBMB Education Committee shall:

(i) Be responsible for the FAOBMB-IUBMB Education Workshop in Education in Biochemistry and Molecular Biology, supported by IUBMB and FAOBMB, to be held in conjunction with each FAOBMB Congress or Conference. The programme of the Workshop shall be approved by the Executive Committee.

(ii) Establish and maintain a network of people, drawn from Member societies, interested in Education in Biochemistry and Molecular Biology, to act as a nucleus for the planning of FAOBMB-IUBMB Workshops in Biochemical Education, which may be additional to those held in conjunction with FAOBMB Congresses or Conferences.

(iii) Be responsible for the distribution amongst Constituent Members of such educational materials as comes into their hands, including textbooks, computer software, audio and visual material, and information about educational activities and learning programs on the World Wide Web.

(iv) Motivate scientists and educators in the FAOBMB Region, particularly the younger ones, to achieve higher levels of accomplishment in education and training, through the development of appropriate schemes and collaborative arrangements.

## 3.2 Membership and Terms of Office

3.2.1 The FAOBMB Education Committee shall be made up of five persons: a Chairperson, the Immediate Past President of FAOBMB (or in those years where there is no occupant of that office, the President-Elect), a member nominated by the Chairperson and approved by the Executive Committee, two members from the Organizing Committees of the Constituent Members hosting the most recent and the next forthcoming FAOBMB Meetings (one being from the Organizing Committee of the Congress/Conference in the particular year, the other being from the Organizing Committee of the Congress/Conference in the previous year).

3.2.2 The Chairperson and the nominated member shall serve for a term of three calendar years. The Immediate Past President shall serve for a term of two calendar years, and the President-Elect shall serve for a term of one calendar year. Members from the Organizing Committees of the Constituent Members hosting forthcoming FAOBMB Meetings shall serve for a term of two calendar years, the first year in each case being the year of the Congress/Conference as held in the Country/Region of the Committee member. The Chairperson may serve a second and final three-year term, subject to rule 56(3).

3.2.3 The Chairperson may nominate up to two additional persons under the conditions set out for the nominated member (under 3.2.2), subject to the approval of the Executive Committee and subsequent ratification by Council.

## 4. FELLOWSHIPS COMMITTEE

### 4.1 Terms of Reference

The FAOBMB Fellowships Committee shall:

- (i) Administer any funds set aside for the purpose of providing fellowships, including FAOBMB Travel Fellowships, FAOBMB Exchange Fellowships, and Fellowships for Young Scientist Programs that may be held in association with FAOBMB Congresses or Conferences.
- (ii) Be responsible for the selection and recommendation of candidates for the awards of FAOBMB Travel Fellowships, FAOBMB Exchange Fellowships and Fellowships awarded by FAOBMB for Young Scientist Programs that may be held in association with FAOBMB Congresses or Conferences.
- (iii) Motivate scientists in the FAOBMB Region, particularly the younger ones, to achieve higher levels of accomplishment, through the development of appropriate schemes and collaborative arrangements.

### 4.2 Membership and Terms of Office

4.2.1 The Fellowships Committee shall be made up of a Chairperson, the Treasurer of the FAOBMB, the Chair of the Education Committee, a member nominated by the Chairperson and approved by the Executive Committee, and one member of the Organizing Committee of the Constituent Member hosting the Congress/Conference in the particular year.

4.2.2 The Chairperson, the Treasurer, the Chair of the Education Committee and the nominated member shall serve for a term of three calendar years. The member from the Organizing Committee of the Constituent Member hosting the relevant FAOBMB Congress/Conference shall serve for a term of one calendar year. The Chairperson, the Treasurer and the Chair of the Education Committee may be appointed for a second and final consecutive term to the same office, subject to rules 56(2) and (3).

4.2.3 The Chairperson may nominate up to two additional persons under the conditions set out for the nominated member (under 4.2.2), subject to the approval of the Executive Committee and subsequent ratification by Council.

## 5. COMMITTEES OF COUNCIL

5.1 Council may appoint additional Committees supplementary to the two designated Standing Committees, namely the Education Committee and the Fellowships Committee, under rule 42(3).

5.2 The Chairs of such additional Committees shall carry out duties as determined by Council and shall nominate members to their committees and report to the Executive and Council as for the Chairs of the two designated Standing Committees under rule 49.

5.3 The Chairs of such additional Committees shall not otherwise be entitled to the rights set out for Chairs of the Education and Fellowships Committees, unless so determined by Council from time to time.

## 6. POWER OF THE EXECUTIVE COMMITTEE

6.1 The Executive Committee may commit the FAOBMB to any single activity that costs as set out in Appendix I.

## 7. FINANCIAL SUPPORT FOR THE EXECUTIVE COMMITTEE

7.1 Members of the Executive Committee shall be exempted from paying the registration fees for attending the FAOBMB Congresses/Conferences, and shall be provided with adequate finance to enable them to attend the FAOBMB Executive Committee and Council meetings and Congresses/Conferences.

7.2 The President or an alternative Executive Committee member will be supported to attend the Executive meeting of IUBMB.

## 8. FINANCIAL SUPPORT FOR THE DELEGATES

8.1 Delegates who attend the Council meeting held in conjunction with the FAOBMB Congress shall be exempted from paying the Congress registration fees. In the case of a Conference, request shall be made to the organizer and host for exemption of registration fees for the delegates. It shall be the prerogative of the organizer to comply with the request, or to require delegates to pay at a full or reduced rate. Depending on the availability of funds, the appointed delegate of each Constituent Member shall be provided with a minimally defined sum for attending the Council meeting.

## 9. FINANCIAL SUPPORT FOR THE ARCHIVIST AND CHAIR OF THE ORGANIZING COMMITTEE FOR THE CONGRESS/CONFERENCE IN THE FOLLOWING YEAR

9.1 The Archivist and Chair of the organizing committee for the Congress/Conference in the following year who are not delegates shall receive the financial support to the extent as that given to the delegates.

## 10. SUPPORT FOR NON-FAOBMB MEETINGS OTHER THAN FAOBMB CONGRESSES OR CONFERENCES

10.1 FAOBMB may provide funds to support scientific or educational meetings other than FAOBMB Congresses or Conferences as set out in Standing Orders section 11. Such a meeting may be a Conference, Symposium

or Workshop, focussed a particular topic. The meeting must be held in a FAOBMB member country (region) and be of international or regional standard. It must be co-sponsored or co-organized by a FAOBMB Member Society or Group from the country (region) in which it is held.

10.2 FAOBMB support for any such meeting will be limited, as set out in Appendix I. FAOBMB funds should be used to invite speakers and/or young scientists, or educators, from the FAOBMB region.

10.3 The meeting should stimulate the development of Biochemistry and Molecular Biology in the FAOBMB region, especially where these sciences are less developed.

10.4 The FAOBMB name (and logo, where applicable) should be highlighted in the meeting to provide increased awareness of the function of FAOBMB as an organization.

10.5 A complete accounting of the expenditure of monies provided by FAOBMB, with original receipts, must be submitted to the FAOBMB Treasurer within 30 days of completion of the Meeting.

10.6 Organizers should return 30% of any profits accrued to FAOBMB.

## 11. GUIDELINES FOR ORGANIZATION OF FAOBMB CONGRESSES AND CONFERENCES

### 11.1 GENERAL ASPECTS CONCERNING ORGANIZATION OF CONGRESSES AND CONFERENCES

11.1.1 FAOBMB Congresses and Conferences are meetings that are sponsored by FAOBMB and organized by a host Constituent Member. It is therefore important that the Constituent Member maintains close contact with the Executive Committee and the Council of FAOBMB, from the time of approval of the meeting to the end of financial accounting for the meeting.

11.1.2 The planning period is three years for a Conference and about five years for a Congress. During this lead up period, the Constituent Member should endeavour to send a delegate to each FAOBMB Council Meeting to provide regular updates on the progress of the organization.

11.1.3 When a biochemical (and molecular biological) society or group agrees to undertake a Congress or Conference, it is understood that the host society will work with the government to ensure that there is no restriction of foreign scientists attending the meeting.

11.1.4 The Organizing Committee should consist of persons with positions of responsibility, with the ability to solve problems quickly, decisively and who are willing to work hard. Perfunctory memberships should be avoided. The Organizing Committee should liaise with the FAOBMB Executive Committee and consult them on matters of mutual concern.

11.1.5 Working groups or subcommittees should be established for various aspects of the meeting, for example: general secretariat/logistics, finance, scientific programme, exhibitions and posters, publications, fellowships, arrivals and accommodation, social activities and entertainment.

11.1.6 The venue should be centrally located and within walking distance of hotels. Many cities have convention centres that can satisfy these needs, but these may be expensive and add to the cost of the registration fee (see below). In some instances a single large hotel may provide all the facilities needed, and it is worthwhile to negotiate to obtain the best possible benefits. University campuses may also serve as venues, provided dates selected are compatible with the university schedules. Whatever the choice, the organizers should consider the expense of lodging and make

every effort to accommodate graduate students and fellows at relatively low cost. This is an important consideration since it is highly desirable to have as many young people to participate as possible.

11.1.7 The English language shall be used for all information and announcements about the Congress or Conference and all scientific presentations, including abstracts, talks, posters and electronic files provided for public use, shall be in English.

11.1.8 Since Special Members provide important support for the FAOBMB, the Organizing Committee should ensure that they provide Special Members with the privileges outlined in the Standing Orders 2.1.

## 11.2 SCIENTIFIC PROGRAMME AND SPEAKERS

11.2.1 In planning the scientific sessions, a realistic attempt should be made to allow time for sight-seeing, cultural activities, shopping and entertainment. FAOBMB also generally holds a Council Meeting at the FAOBMB Congresses and Conferences, usually immediately before the meeting, and the host Constituent Member is expected to provide facilities for conducting this Council Meeting.

11.2.2 The Scientific Sessions will normally consist of Plenary Lectures delivered by distinguished scientists, lasting 50-60 minutes; Symposia comprising a group of Lectures on Special Topics, each lasting 30-35 minutes (plus 5 minutes for discussion); and Colloquium Sessions comprising a set of shorter Lectures on Specific Topics, each lasting 10-15 minutes (plus 3-5 minutes for discussion). Free communications are often most efficiently presented as posters. Integrated into all these sessions is a workshop on Education in Biochemistry and Molecular Biology,, preferably sponsored jointly by IUBMB, FAOBMB and the Host.

11.2.3 Since FAOBMB is a regional organization, the FAOBMB Congresses and Conferences should reflect the best research that is being undertaken in the region. Accordingly, a substantial proportion of speakers should be from the FAOBMB Constituent Member Societies and represent the active researchers in the field. FAOBMB Congresses and Conferences strive to achieve gender balance, in line with the gender balance in our research community. This balance can be achieved through balanced female and male representation on the organising committees and as session chairs as well as through invitations to high quality speakers of both sexes. Appendix II sets out guidelines for the relevant proportions of females and males. The final selection of distinguished speakers, such as the plenary lecturers should be made jointly between the FAOBMB Executive Committee and the Host Organizing Committee.

11.2.4 Support for speakers should, at most, cover a round-trip economy airfare and a reasonable amount for lodging and meals. Speakers who attend numerous meetings as invited speakers and demand exorbitant honoraria should be avoided. Careful and thoughtful searching will produce reputable speakers.

11.2.5 Speakers should be expected to be in attendance for the duration of the Congress or Conference, since one of the functions of the speaker is to engage in discussions with graduate students and other scientists. A speaker who wishes to arrive the night before his/her talk and leave immediately after should not be invited.

## 11.3 FINANCIAL ASPECTS

11.3.1 The registration fee is a very important determinant of attendance at congresses or Conferences. It is therefore important that the registration fee is mutually agreed upon jointly by the Council and the Host Organizing Committee.

11.3.2 In order to keep the registration fee to a minimum, subsidized lunches should be avoided, unless a package at moderate cost can be negotiated with the hotel or other venue. Appropriate beverage breaks integrated into the poster session and exhibition and one banquet with a cultural function should suffice for social interactions. . Organizers should apply an earlybird registration fee up to a specified date (usually 2 to 3 month before the Congress/Conference, rising thereafter to a higher fee. Special rates for local participants, students and young scientists are recommended to encourage their participation.

11.3.3 In accordance with Standing Orders 8 & 9, the registration fee is waived for Executive Committee Members and Travel Fellows for Congresses and Conferences. The registration fee is also waived for Council delegates for Congresses. Serious consideration should be given to waiving or reducing the registration fee of FAOBMB Council Delegates for Conferences.

11.3.4 FAOBMB will contribute towards the cost of the following items:-

- Congresses:**
- Organizational expenses (only if essential)
  - Invited Speakers including plenary lecturers at the Congress, including the FAOBMB Lecture
  - Named endowed plenary lectures, including the following:
    - Osamu Hayaishi Lecture
    - Takashi Murachi Memorial Lecture
    - Kunio Yagi Lecture
    - Jisnuson Svasti Lecture
  - Awardee of FAOBMB Award for Research Excellence
  - Awardee of FAOBMB Young Scientist Awards (one male and one female)
  - Travel Fellowships
  - Executive Committee Members
  - Council delegates
- Conferences:**
- Invited Speakers
  - Awardee of FAOBMB Award for Research Excellence
  - Awardee of FAOBMB Education Award or FAOBMB Entrepreneurship Award, according to the particular year
  - Travel Fellowships
  - Executive Committee Members
  - Council delegates

11.3.5 The extent of support provided by FAOBMB in the various categories is not fixed and varies between Congresses and Conferences and depends on the financial status of FAOBMB. The Treasurer, with approval from the Executive Committee, may vary the specific amounts set out in Appendix I for supporting each of the plenary lectures at the Triennial FAOBMB Congress. Typically, FAOBMB contributions are made available at least one month prior to the meeting.

11.3.6 In order to assist Congress and Conference Organizers meet the costs of waiving or reducing registration fees for Executive Committee Members and FAOBMB Council delegates under Standing Orders 7.1, 8.1 and 11.3.3 FAOBMB will provide funding to underwrite such expenses under the following conditions:-

- The Organizers need to demonstrate to FAOBMB Executive Committee that the budget would have a significant shortfall should the registration for Executive Committee Members and FAOBMB Council delegates be waived;
- The maximum amount provided by FAOBMB for this purpose does not exceed the total specified in Appendix I; and
- In the case of such additional support, this is a first call on any surplus funds to be returned to FAOBMB under Standing Orders 11.3.7, as they are offered by FAOBMB as underwriting, rather than a direct grant to the Congress or Conference Organizing Committee.

11.3.7 Due to the limited resources of FAOBMB and in recognition of the joint role of the Host Society and the FAOBMB in the success of the Meeting, it is suggested that the meeting organizers return as much as possible of the profits accrued after all the expenses of the meeting have been disbursed.



11.3.8 A complete Congress/Conference Accounting Report must be submitted to the FAOBMB Treasurer within six months of the conference. Original signed receipts from speakers and other recipients must be retained by the Congress/Conference Organizing Committee for inspection by FAOBMB-appointed auditors.

11.3.9 FAOBMB receives financial assistance from IUBMB for the holding of Congresses and Conferences. Accordingly, the IUBMB logo, in addition to the FAOBMB logo, must be displayed on all advertising material and publications of the meeting.

11.3.10 Organizers of the Congresses/Conferences should adhere to the IUBMB guidelines on the use of IUBMB funds.

## 12. FAOBMB AWARD FOR RESEARCH EXCELLENCE

### 12.1 GENERAL ASPECTS

The FAOBMB Award for Research Excellence is awarded annually to a distinguished biochemist or molecular biologist, based on work carried out predominantly within the FAOBMB region. The work should reflect excellence of scientific contributions to the field and sustained research productivity. Nominees must be members of one of the FAOBMB constituent Societies or Groups with at least two years of continuous membership immediately prior to the nomination. The Award Winner will receive the medal and citation from the FAOBMB President and present his or her work as the FAOBMB Lecture in a plenary session at the Annual FAOBMB Meeting (Congress or Conference). Names of previous Award Winners are published in each Meeting Proceedings. The award winner will receive complimentary registration for the Annual FAOBMB Meeting as well as receiving an honorarium and a travel/accommodation allowance provided by FAOBMB and sponsors.

### 12.2 CALL FOR NOMINATIONS

The Secretary General shall call for nominations for the Award by email to Constituent Member Societies and Groups, and shall advertise the award on the FAOBMB website. Nominations will be accepted by the Secretary General at any time but nominations will be considered only once per year, after the published closing date. Nominees or applicants become ineligible if they do not meet the conditions of the Award, have previously received the Award, allow their membership to lapse. The Secretary General shall advise each successful nominee or applicant (and their proposers or supporters) of his or her success, also notifying them of the requirements of the Award. Where relevant, the Secretary General shall advise sponsors of the names of the successful candidate for their sponsored award and include with such notification a short description of the work for which the Award was given. Unless otherwise advised by the nominee, nominations will be considered in three consecutive years. Nominees (or their proposers) are encouraged to update the list of publications during each of the 2 years following their initial nomination.

### 12.3 FAOBMB AWARD COMMITTEE

The Award Winner will be selected by the FAOBMB Award Committee of Council which comprises the President (who will act as Chair), the Past President or President Elect, the Chair of the Organizing Committee of the Constituent Member Society or Group hosting the FAOBMB Congress or Conference that year (or their nominee from that Organizing Committee), and the Chairs of the Organizing Committee of the Constituent Member Societies or Groups hosting the FAOBMB Congress/Conferences the previous two years (or their nominees from those respective Organizing Committees). The chairs of organizing committees will each serve for three years in a staggered mode. An Award Committee member is not eligible to be a nominee for the Award.

## 12.4 DETAILS OF NOMINATIONS

Nominations, on the official nomination form available on the FAOBMB web page, must include the full name and address of the applicant, a citation of not more than 2 pages, the names and addresses of two proposers each of whom has been a member of an FAOBMB Constituent Member Society or Group for at least the previous 2 years, plus other information as set out on the form. A complete list of publications is required to be attached to the nomination form. New nominations will be acknowledged and the proposers advised of the Annual Conference at which the Award will be presented and the lecture delivered by the successful nominee. Both proposers must advise the FAOBMB Secretary General by email of their support by the closing date for nominations.

## 12.5 CLOSING DATE

The closing date for nominations shall be at least 6 months before the relevant Congress or Conference. The award winner will be notified by email of the decision of the Committee at least three months before the conference. The FAOBMB reserves the right to withhold the Award for Research Excellence if the announced winner is not able to accept the award in person at the annual Conference or Congress. A new winner may be selected from the nomination list by the Award Committee.

# 13. FAOBMB EDUCATION AWARD

## 13.1 GENERAL ASPECTS

The FAOBMB Education Award is given triennially to a biochemist or molecular biologist, in recognition of outstanding contributions to education in biochemistry or molecular biology in the FAOBMB region, with a special focus on innovation and productive outcomes in education. Applicants must be members of a constituent Society or Group within FAOBMB with at least 2 years of continuous membership immediately prior to the application. The recipient will present his/her work in an Education Symposium or another suitable forum, at the annual FAOBMB Conference in the year of the award, at which the recipient will receive complimentary registration. The award winner will also receive an honorarium and travel/accommodation allowance provided by FAOBMB and sponsors.

## 13.2 CALL FOR APPLICATIONS

The Secretary General shall call for applications for this award by email to Constituent Member Societies and Groups, and shall advertise the award on the FAOBMB website. Applications will be accepted by the Secretary General at any time but applications will be considered only once in the relevant year (normally that year following the year in which a Congress was held), after the published closing date. Applicants become ineligible if they do not meet the conditions of the Award, have previously received the Award, or allow their membership of the relevant national Society or Group to lapse. The Secretary General shall advise each successful applicant (and their supporters) of his or her success, also notifying them of the requirements of the Award. Where relevant, the Secretary General shall advise sponsors of the names of the successful candidate for their sponsored award and include with such notification a short description of the work for which the Award was given. Applications submitted in a given year will not be considered in the same form in the subsequent round three years later but must be submitted afresh in order to be considered.

## 13.3 FAOBMB EDUCATION AWARD SELECTION COMMITTEE

The Award Winner will be selected by the Education Award Selection Committee of Council which shall consist of: the Past President or President Elect (who will act as Chair); the Chair of the Education Committee; the Chair of the Organizing Committee of the Constituent Member Society or Group hosting the FAOBMB Conference that year; one other member of FAOBMB, nominated by the Executive Committee and approved by Council, who will normally be a senior member of an FAOBMB Constituent Member Society or Group with current or recent

involvement in education in biochemistry and molecular biology; and an internationally recognized expert in education in biochemistry and molecular biology (not necessarily from the FAOBMB region) nominated by the Executive Committee and approved by Council. These two members nominated by the Executive Committee may serve on no more than two successive Selection Committees for the Education Award. An Education Award Committee member is not eligible to be a nominee for the Award.

### 13.4 CRITERIA FOR THE EDUCATION AWARD

Candidates for the FAOBMB Education Award will be assessed on the basis of evidence that supports their claims against four broad criteria:

1. Teaching philosophy and methods
2. Personal teaching performance, quality and outcomes
3. Evidence of involvement in research and scholarship (education, scientific or both) in biochemistry and molecular biology
4. External role, peer review and influence beyond host department/institution

### 13.5 DETAILS OF APPLICATIONS

Applications, on the official application form available on the FAOBMB web page, must include the following: full name and address of the applicant; the names and addresses of three supporters of the application, at least two of whom have each been a member of an FAOBMB Constituent Member Society or Group for at least the previous 2 years; a statement addressing designated selection criteria; other information as set out on the form. A complete list of publications is required to be attached to the application form. Each of the three supporters named on the application form must provide a confidential reference for the applicant by email directly to the Secretary General by the closing date for applications.

### 13.6 CLOSING DATE

The closing date for applications shall be at least 6 months before the relevant Conference. The award winner will be notified by email of the decision of the Committee at least three months before the Conference. The FAOBMB reserves the right to withhold the Education Award if the announced winner is not able to accept the award in person at the relevant Conference. A new winner may be selected from the application list by the Education Award Committee.

## 14. FAOBMB ENTREPRENEURSHIP AWARD

### 14.1 GENERAL ASPECTS

The FAOBMB Entrepreneurship Award is given triennially to a biochemist or molecular biologist, for outstanding achievement in entrepreneurship in biochemistry or molecular biology, especially innovation and creativity in research or technology, and their translation to broader aspects, with a view to fostering leadership in this important area of the FAOBMB activities. Applicants must be members of a constituent Society or Group within FAOBMB with at least 2 years of continuous membership immediately prior to the application. Substantial portions of the work of applicants must have been carried out within the FAOBMB region or have been of demonstrated benefit to countries in the FAOBMB region. The recipient will present his/her work in a suitable forum, at the annual FAOBMB Conference in the year of the award, at which the recipient will receive complimentary registration. The award winner will also receive an honorarium and travel/accommodation allowance provided by FAOBMB and sponsors.

## 14.2 CALL FOR APPLICATIONS

The Secretary General shall call for applications for this award by email to Constituent Member Societies and Groups, and shall advertise the award on the FAOBMB website. Applications will be accepted by the Secretary General at any time but applications will be considered only once in the relevant year (normally that year preceding the year in which a Congress is to be held), after the published closing date. Applicants become ineligible if they do not meet the conditions of the Award, have previously received the Award, or allow their membership of the relevant national Society or Group to lapse. The Secretary General shall advise each successful applicant (and their supporters) of his or her success, also notifying them of the requirements of the Award. Where relevant, the Secretary General shall advise sponsors of the names of the successful candidate for their sponsored award and include with such notification a short description of the work for which the Award was given. Applications submitted in a given year will not be considered in the same form in the subsequent round three years later but must be submitted afresh in order to be considered.

## 14.3 FAOBMB ENTREPRENEURSHIP AWARD SELECTION COMMITTEE

The Award Winner will be selected by the Entrepreneurship Award Selection Committee of Council which shall consist of: the President (who will act as Chair); Past President or President Elect; the Chair of the Organizing Committee of the Constituent Member Society or Group hosting the FAOBMB Conference that year; a current delegate to Council of an FAOBMB Constituent Member Society or Group, nominated by the Executive Committee and approved by Council; one other member of FAOBMB, nominated by the Executive Committee and approved by Council, who will normally be a senior member of an FAOBMB Constituent Member Society or Group with current or recent achievements in research or technology in biochemistry and molecular biology; and an internationally recognized expert in entrepreneurship relevant to biochemistry and molecular biology (not necessarily from the FAOBMB region) nominated by the Executive Committee and approved by Council. These two members nominated by the Executive Committee may serve on no more than two successive Selection Committees for the Entrepreneurship Award. An Entrepreneurship Award Committee member is not eligible to be a nominee for the Award.

## 14.4 CRITERIA FOR THE ENTREPRENEURSHIP AWARD

Candidates for the FAOBMB Entrepreneurship Award will be assessed on the basis of evidence that supports their claims against five broad criteria:

1. Successful scientific career
2. Translation of research technology to the scientific community
3. Translation to the commercial world
4. Entrepreneurial outcomes in broader aspects of science and technology
5. Contributions to Science and Society

## 14.5 DETAILS OF APPLICATIONS

Applications, on the official application form available on the FAOBMB web page, must include the following: full name and address of the applicant; the names and addresses of three supporters of the application, at least two of whom have each been a member of an FAOBMB Constituent Member Society or Group for at least the previous 2 years; a statement addressing designated selection criteria; other information as set out on the form. A complete list of publications is required to be attached to the application form. Each of the three supporters named on the application form must provide a confidential reference for the applicant by email directly to the Secretary General by the closing date for applications..

## 14.6 CLOSING DATE

The closing date for nominations shall be at least 6 months before the relevant Conference. The award winner will be notified by email of the decision of the Committee at least three months before the Conference. The FAOBMB reserves the right to withhold the Entrepreneurship Award if the announced winner is not able to accept

the award in person at the relevant Conference. A new winner may be selected from the application list by the Entrepreneurship Award Committee.

## 15. FAOBMB YOUNG SCIENTIST AWARDS

### 15.1 GENERAL ASPECTS

The FAOBMB Young Scientist Awards are awarded triennially to an outstanding distinguished young male and young female biochemist or molecular biologist, each of whom is a member of a Constituent Member Society or Group, and no more than 35 years of age. For this purpose, the date of birth of applicants must be no later than precisely 35 years before the closing dates for applications. Successful applicants will show clear evidence of academic excellence, especially in research, as evidenced by publications in peer-reviewed journals of high international standing and other indicators of research ability. The successful applicants should be highly recommended and will be expected to make a notable contribution to the FAOBMB Congress. The two Award Winners will each receive a certificate and present his or her work in a designated session of the FAOBMB Congress. The award winners will each receive complimentary registration for the FAOBMB Congress as well as an honorarium of provided by FAOBMB through the endowment of Professor Yasuhiro Anraku (FAOBMB President 1996-1998).

### 15.2 ENDOWMENT

15.2.1 The funds for the FAOBMB Young Scientist Awards, founded by a donation of US\$30,000 from Yasuhiro Anraku in 2003, are managed by the FAOBMB Treasurer.

15.2.2 The FAOBMB Council shall admit additional donations to these funds from appropriate individuals who approve the purpose of the Award.

15.2.3 The Funds shall be closed when the capital would have decreased less than US\$4,000. The remaining capital shall be transferred to the FAOBMB Travel Fellowship Funds.

### 15.3 CALL FOR APPLICATIONS

The Secretary General shall call for applications for this award by email to Constituent Member Societies and Groups, and shall advertise the award on the FAOBMB website. Applications will be accepted by the Secretary General at any time but applications will be considered only once in the relevant year (normally the year in which a Congress is to be held), after the published closing date. Applicants become ineligible if they do not meet the conditions of the Award, have previously received the Award, or allow their membership of the relevant national Society or Group to lapse. The Secretary General shall advise each successful applicant of his or her success, also notifying them of the requirements of the Award. Applications submitted in a given year will not be considered in the same form in the subsequent round three years later but must be submitted afresh in order to be considered, as long as the applicant has not yet reached the age limit for eligibility at the closing date of the subsequent round.

### 15.4 FAOBMB AWARD COMMITTEE

The two Award Winners, one male and one female, will be selected by the FAOBMB Award Committee of Council defined in Standing Orders section 12.3. An Award Committee member is not eligible to be a nominee for the Award.

### 15.5 DETAILS OF APPLICATIONS

Applications, on the official nomination form available on the FAOBMB web page, must include the full name and address of the applicant, certification of date of birth of the applicant, a brief synopsis of the research

interests and career goals of the applicant of not more than 1 page, plus other information as set out on the form. The Abstract planned to be submitted to the Congress for presentation that year by the applicant is required to be attached to the application form, together with a *curriculum vitae*, with full list of publications, and letters of recommendation from two referees.

## 15.6 CLOSING DATE

The closing date for applications shall be at least 6 months before the relevant Congress. The award winner will be notified by email of the decision of the Committee at least three months before the Congress. The FAOBMB reserves the right to withhold a Young Scientist Award if the announced winner is not able to accept the award in person at the Congress. A new winner, who must be the same gender as the declining announced winner, may be selected from the application list by the Award Committee.

## 16. FAOBMB FELLOWSHIPS SCHEME

### 16.1 OBJECTIVES

#### 16.1.1 General Objectives

FAOBMB Fellowships are awarded to contribute towards the travel and accommodation expenses of early career biochemists, molecular biologists and biochemistry/molecular biology educationists from the FAOBMB region, in order to:

- a. Attend and present a research paper or poster at an FAOBMB sponsored function (Congress or Conference); or
- b. Spend a period of time in a host laboratory within the FAOBMB region, learning a particular technology, skill or technique of significance and relevance to the needs of the home country/institution.
- c. Attend and present a research paper or poster at an IUBMB or FAOBMB sponsored function (Congress, Conference, Symposium or Workshop) on education (or any other approved education function or event consistent with the purposes of the scheme).

#### 16.1.2 Specific Objectives

Specific objectives of the Fellowships Scheme are to:

- Improve research skills and foster the transfer of technology in order to build capacity and capability to fulfil the scientific human resource needs of FAOBMB Constituent Member countries/regions.
- Enhance cooperation and collaboration within the FAOBMB region.
- In the case of FAOBMB Travel Fellowships, to enable the Fellowship recipient to gain a wider exposure to, and deeper appreciation of, research in biochemistry and molecular biology at an advanced international level, particularly as carried out in the FAOBMB region.
- In the case of FAOBMB Exchange Fellowships, to develop research linkages between the host institution and the home institution of the Fellowship recipient, or to improve the quality of education in the FAOBMB region.
- In the case of FAOBMB Education Special Travel Fellowships, to improve research skills, innovative educational practice and collaboration on research and scholarship in biochemistry and molecular biology education at an advanced international level.

### 16.2 TYPES OF FELLOWSHIPS

To achieve the above objectives, FAOBMB allocates funds for the following types of Fellowship:

16.2.1 FAOBMB Travel Fellowships to enable registered PhD candidates and early career scientists of not more than 10 years post-graduate experience from Constituent Member countries/regions to attend and present their research work at a FAOBMB-sponsored Conference or Congress.

16.2.2 FAOBMB Exchange Fellowships to enable registered PhD candidates and early career scientists and science educationists of not more than 10 years post-graduate experience from Constituent Member countries/regions to undertake collaborative research or learn particular skills from participating laboratories and institutions within the FAOBMB region.

16.2.3 FAOBMB Education Special Travel Fellowships to enable early career biochemists, molecular biologists and biochemistry / molecular biology educationists from Constituent Member countries/regions, to attend and present a research paper or poster at an IUBMB or FAOBMB sponsored function (Congress, Conference, Symposium or Workshop) on education (or any other approved education function or event consistent with the purposes of the scheme)

16.2.4 Note that in some years, instead of Travel Fellowships, FAOBMB General YSP-Travel Fellowships will be offered to enable registered PhD candidates and early career scientists of not more than 10 years post-graduate experience to attend the Pre-Congress Young Scientist Program and the FAOBMB Congress (or for other YSP programs associated with FAOBMB Conferences).

16.2.5 For the purposes of determining eligibility for these Fellowships, applicants must be registered PhD candidates at a recognised University or other tertiary educational or research institution, or be researchers / educationists of not more than 10 years post-PhD / MSc experience as of the closing date for applications. The date of award of the PhD (or other relevant postgraduate degree) shall be taken as that on which the candidate was sent in writing the communication from the relevant institutional office that the requirements for award of the degree have been met (not necessarily the date on which the graduation ceremony took place).

16.2.6 The FAOBMB Travel Fellowships and the FAOBMB Education Special Fellowships shall be collectively referred to below as the Travel Fellowships, unless otherwise specifically defined.

### 16.3 CRITERIA FOR THE AWARD OF A TRAVEL FELLOWSHIP OR EXCHANGE FELLOWSHIP

Successful applicants must meet the following criteria:

- i. The candidate must be a member of a Constituent Society or Group within FAOBMB;
- ii. The applicant must be EITHER registered as a PhD student at an institute of higher learning in an FAOBMB member country, OR holding a position as post- doctoral fellow / researcher / educationist (within 10 years of completion of a postgraduate degree, as defined under 16.2.5 above) at an institute of higher learning in an FAOBMB member country;
- iii. The candidate has submitted an application providing all requested information and documentation by the due date set out on the Application Form for the Travel Fellowships or at any time for the Exchange Fellowships;
- iv. The candidate has a proven record of academic and intellectual achievement and shows strong potential for research or biochemistry and molecular biology education. The quality of the applicant's CV will be considered in relation to opportunity during the review process;
- v. Award of a Travel Fellowship is contingent upon the successful applicant's abstract being accepted by the Congress / Conference / Symposium / Workshop organizers, proof of attendance at the meeting and fulfilment of the requirements as stated above;
- vi. Travel Fellowships will not be awarded to candidates who have previously received an FAOBMB Travel Fellowship; Exchange Fellowships will not be awarded to candidates who have previously received an FAOBMB Exchange Fellowship; Education Special Travel Fellowships will not be awarded to candidates who have previously received an FAOBMB Education Special Travel Fellowship. However, previous receipt of one type of these Fellowships does not preclude award of the other type of FAOBMB Fellowship.

In addition, applicants for Exchange Fellowships must:

- vii. Provide a detailed activity plan and a comprehensive budget including incidental expenses for the period of the Fellowship, as well as details of other sources of support whether awarded or applied for;
- viii. Provide a letter of support from the Head of the home institution/department of the applicant, indicating what the home institute's contribution, if any, will be towards the overall budget;
- ix. Provide evidence of acceptance from the host institute of the program of research / education-related activities and details on supervision. This evidence should also indicate what the host institute's contribution would be towards the local expenses;
- x. Demonstrate the relevance and significance of the particular skill/technique or innovative educational practice to be acquired in the host laboratory or institution.

## 16.4 ADMINISTRATION OF FAOBMB FELLOWSHIPS

16.4.1 These awards shall be administered by the FAOBMB Fellowships Committee which shall also be responsible for the selection of the successful applicants, after a proper evaluation of the completed application forms in accordance with the criteria outlined above, for final approval by Council. [In the case of applications from educationists, the FAOBMB Education Committee will be consulted about the application before the evaluation of applicants is finalized.]

16.4.2 The FAOBMB Executive Committee may limit the number of FAOBMB Travel Fellowships, FAOBMB Exchange Fellowships and FAOBMB Education Special Travel Fellowships awarded in any one year, subject to availability of funds to support these schemes.

## 16.5 CALL FOR APPLICATIONS

### 16.5.1 Travel Fellowships

The Fellowships Chair, through the Secretary General, shall call for applications for these Fellowships by email to Constituent Member Societies and Groups, and shall advertise the Fellowships on the FAOBMB website. The Fellowships Chair will accept applications for Travel Fellowships at any time but applications will be considered only once in the relevant year, after the published closing date.

Applicants become ineligible if they do not meet the conditions of the Fellowship, have previously received an FAOBMB Travel Fellowship or allow their membership of the relevant national Society or Group to lapse. The Fellowships Chair shall advise each successful applicant of his or her success, also notifying them of the requirements of the Fellowship. Unsuccessful applications submitted in a given round will not be considered in the same form in the subsequent round but must be submitted afresh in order to be considered, as long as the applicant meets the eligibility criteria (16.2.5) at the closing date of the subsequent round.

### 16.5.2 Exchange Fellowships

The Fellowships Chair, through the Secretary General, shall call for applications for these Fellowships by email to Constituent Member Societies and Groups, and shall advertise the Fellowships on the FAOBMB website. Applications for the Exchange Fellowships will be accepted by the Fellowships Chair at any time. Applicants become ineligible if they do not meet the conditions of the Fellowship, have previously received an FAOBMB Exchange Fellowship, or allow their membership of the relevant national Society or Group to lapse. The Fellowships Chair shall advise each successful applicant of his or her success, also notifying them of the requirements of the Fellowship. Unsuccessful applications submitted in a given year will not be considered in the same form in the subsequent year but must be submitted afresh in order to be considered, as long as the applicant meets the eligibility criteria (16.2.5) at the time of application.



### 16.5.3 Education Special Travel Fellowships

The Fellowships Chair, through the Secretary General, shall call for applications for these Fellowships by email to Constituent Member Societies and Groups, and shall advertise the Fellowships on the FAOBMB website. Applications for the Education Special Travel Fellowships will be accepted twice a year: 1 April for travel in July – December of the same year<sup>[1]</sup> and 1 October for travel in January – June the following year.

Applicants become ineligible if they do not meet the conditions of the Fellowship, have previously received an FAOBMB Education Special Travel Fellowship or allow their membership of the relevant national Society or Group to lapse. The Fellowships Chair shall advise each successful applicant of his or her success, also notifying them of the requirements of the Fellowship. Unsuccessful applications submitted in a given round will not be considered in the same form in the subsequent round but must be submitted afresh in order to be considered, as long as the applicant meets the eligibility criteria (16.2.5) at the closing date of the subsequent round.

## 16.6 DETAILS OF APPLICATIONS

### 16.6.1 Travel Fellowships

Applications, on the official nomination form available on the FAOBMB web page, must include the full name and address of the applicant, certification of date of award of the PhD (or another relevant postgraduate) degree or status as a registered PhD candidate and current membership of a FAOBMB Constituent Society or Group, a brief synopsis of the research interests and career goals of the applicant of not more than 1 page, plus other information as set out on the form. The Abstract planned to be submitted to the Congress/Conference for presentation that year by the applicant is required to be attached to the application form, together with a *curriculum vitae*, with full list of publications, and letters of recommendation from two referees.

### 16.6.2 Exchange Fellowships

Applications, on the official nomination form available on the FAOBMB web page, must include the full name and address of the applicant, certification of date of award of the PhD (or another relevant postgraduate) degree or status as a registered PhD candidate and current membership of a FAOBMB Constituent Society or Group, a brief synopsis of the research interests and career goals of the applicant of not more than 1 page, a budget for the proposed activity covering travel and accommodation, a Statement on the Research or Educational Development Program of no more than 2 pages, plus other information as set out on the form. A Statement from the Host Institution/Laboratory, providing evidence of acceptance of the program of research or research-related or education-related activities and partial funding of expenses by the host institution, plus a Letter of Support from the Head of the Home institution/department of the applicant are to be attached to the application form, together with a *curriculum vitae*, with full list of publications, and letters of recommendation from two referees.

### 16.6.3 Education Special Travel Fellowships

Applications, on the official nomination form available on the FAOBMB web page, must include the full name and address of the applicant, certification of date of PhD award or status as a registered PhD candidate and current membership of a FAOBMB Constituent Society or Group, a brief synopsis of the research interests and career goals of the applicant of not more than 1 page, plus other information as set out on the form. The Abstract planned to be submitted to the Congress/Conference/Symposium/Workshop for presentation that year by the applicant is required to be attached to the application form, together with a *curriculum vitae*, with full list of publications, and letters of recommendation from two referees.

## 16.7 CLOSING DATE

The closing date for applications for FAOBMB Travel and Education Special Travel Fellowships shall be at least three months before the relevant Congress/Conference/Symposium/Workshop. The Travel and Education

Special Travel Fellowship winners will be notified by email of the decision of the Fellowships Committee at least two months before the Congress/Conference/Symposium/Workshop. The FAOBMB reserves the right to withhold a Travel Fellowship if the announced winner is not able to attend the Congress/Conference/Symposium/Workshop. A new winner may be selected from the application list by the Fellowships Committee.

## 16.8 REPORTS

16.8.1 Awardees of an FAOBMB Exchange Fellowship, within one month of the conclusion of the activities under the Exchange Fellowship, must submit a report to Council through the Chair of the Fellowships Committee on the activities carried out under the Fellowship. In the case of reports from educationists, the report must also be sent to the Chair of the Education Committee. In addition, a report on the activities under the FAOBMB Exchange Fellowship suitable for publicity must be provided by the awardee to the Secretary General.

16.8.2 Awardees of an FAOBMB Education Special Travel Fellowship, within one month of the conclusion of the Congress/Conference/Symposium/Workshop, must submit a report to both the Chair of the Fellowships Committee and to the Chair of the Education Committee. The Chair of the Fellowships Committee will submit this report to Council. In addition, a report on the activities under the FAOBMB Education Special Travel Fellowship suitable for publicity must be provided by the awardee to the Secretary General.

## 17. FAOBMB TRAVEL LECTURESHIP SCHEME

### 17.1 OBJECTIVES

17.1.1 FAOBMB Travel Lectureships are awarded to contribute towards the travel and accommodation expenses of accomplished and experienced biochemists and molecular biologists from the FAOBMB region, in order to enable them to spend a period of time in a host institutions or institutions within a country of the FAOBMB region, lecturing on advanced research or educational approaches or technologies, of significance and relevance to the needs of the home country/institutions.

17.1.2 Specific objectives of the Travel Lectureship Scheme are to:

- Improve research, training research and educational skills within the FAOBMB region, particularly for less well developed countries.
- Develop research, training or educational linkages between the host country or institutions and the home country or institution of the Travel Lectureship recipient.
- Enhance cooperation and collaboration within the FAOBMB region.

17.1.3 To achieve the above objectives, both the host country or region receiving the Travel Lecturer and the home country or region of the Travel Lecturer must be Constituent Member countries/regions of FAOBMB. Further, the individuals making the application (the Applicants) and the nominated Travel Lecturer (the Nominee) must be members of the National Society or Group of Biochemists and Molecular Biologists (namely, the Constituent Member society of FAOBMB) in the relevant country/region.

17.1.4 It is anticipated that any Travel Lectureship award will be partially funded by FAOBMB and will also be supported by contributions from local, national or international sources whose aims are consistent with specific objectives of the Travel Lectureship Scheme as above.

## 17.2 CRITERIA FOR THE AWARD OF A TRAVEL LECTURESHIP

Successful applications must meet the following criteria:

- (i) The application is made by a Primary Applicant with the support of a Secondary Applicant from the same country, but not necessarily from the same Institution
- (ii) Both the Applicants and the Nominee must be a member of constituent Societies or Groups within FAOBMB, the Applicants and Nominees not holding such membership in the same country.
- (iii) The Nominee has already progressed towards substantial development of his or her career, with a proven record of academic and intellectual achievement, emphasising either research or education, or both.
- (iv) The Applicants have submitted an application providing all requested information and documentation at any time for the Travel Lectureship.
- (v) The application contains a detailed *curriculum vitae* of the Nominee, including a full list of publications, together with a Statement justifying the choice of nominee in relation to the interests and requirements of biochemists and molecular biologists at the host institution and, if relevant, at other institutions in the host country.
- (vi) The Applicants provide a detailed activity plan and a budget for the period of the Fellowship, including details of other institutions to be visited by the Nominee in the host country.
- (vii) A letter of support is provided from the Head of the host institution/department of the Applicants, preferably indicating that some financial support will be available.
- (viii) The application must be endorsed by the Delegate to FAOBMB Council of the Constituent Member in the country hosting the Travel Lectureship, indicating the funding that has been obtained from additional local, national or international sources in part contribution to the activities under the Travel Lectureship.
- (ix) Travel Lectureships will not be awarded to Nominees who have previously received a FAOBMB Travel Lectureship but previous receipt of an FAOBMB Travel Fellowship or an FAOBMB Exchange Fellowship does not preclude award of to a Nominee of an FAOBMB Travel Lectureship, provided that the same institution hosting the Travel Lectureship is different from that previously hosting an FAOBMB Exchange Fellowship for that particular Nominee.

## 17.3 ADMINISTRATION OF FAOBMB TRAVEL LECTURESHIPS

17.3.1 These Travel Lectureships will be administered by the FAOBMB Executive Committee, which shall also be responsible for the selection of the successful nominees, after a proper evaluation of the completed application forms in accordance with the criteria outlined above, for noting by Council.

17.3.2 The Executive Committee may limit the number of FAOBMB Travel Lectureships awarded in any one year, subject to availability of funds to support this scheme.

17.3.3 The funds from FAOBMB for a particular Travel Lectureship will be provided by the Treasurer to the institution of the Primary Applicant hosting that Travel Lectureship.

## 17.4 CALL FOR APPLICATIONS

The Secretary General shall call for applications for the Travel Lectureships by email to Constituent Member Societies and Groups, and shall advertise the Travel Lectureships on the FAOBMB website. Applications for the Travel Lectureships will be accepted by the Secretary General at any time. Applicants and Nominees become ineligible if they do not meet the conditions of the Travel Lectureships or allow their membership of the relevant national Society or Group to lapse. The Secretary General shall advise each successful applicant of his or her success, also notifying them of the requirements of the Travel Lectureship. Unsuccessful applications submitted in a given year will not be considered in the same form in the subsequent year but must be submitted afresh in order to be considered.

## 17.5 DETAILS OF APPLICATIONS

Applications, on the official nomination form available on the FAOBMB web page, must include the full names and addresses of the Primary Applicant, the Supporting Applicant (both from the host Country/Region) and the Nominee (from another Country/Region), a Statement from the Nominee accepting the nomination for Travel Lectureship, a budget for the proposed activity covering travel and accommodation, an Activity Plan for the Travel Lectureship and Justification for Support of no more than 2 pages, plus other information as set out on the form. A Statement from the Head of each Host Institution of the Applicants, providing information on the requirements of the institution/department for ongoing and future development, particularly as related to the skills and experience of the Nominee, and preferably offering partial funding of expenses by the host institution, is to be attached to the application form, together with a *curriculum vitae* of the Nominee, with full list of publications of the Nominee, and letters of recommendation from three referees.

## 17.6 REPORTS

The Primary Applicant for a funded FAOBMB Travel Lectureship, within one month of the conclusion of the activities under the Travel Lectureship, must submit a report to Council through the Delegate of the Constituent Member on the activities carried out under the Travel Lectureship. In addition, a report suitable for publicity must be provided by Delegate of the Constituent Member to the Secretary General.

## 8. GENDER EQUALITY POLICY

18.1 FAOBMB provides financial support for scientific conferences, workshops and awards in areas related to the Purposes of the Society as defined in FAOBMB rule 2. FAOBMB is committed to the promotion of gender equality in events that this Federation sponsors. The guidelines in Appendix II provide information on the expectations of the Federation in this regard.

18.2 FAOBMB encourages organisers of congresses, conferences and other activities to make every attempt to achieve gender balance in all aspects of FAOBMB-sponsored events, in line with the gender balance in our research community. FAOBMB encourages event organisers to achieve this balance through strong female and male representation on organising committees, and as session chairs, as well as through invitations to high quality speakers and participants of both genders.

18.3 FAOBMB support for an event depends strongly on adequate gender balance according to the guidelines in Appendix II.

## 19. ARCHIVIST

19.1 The archivist shall be appointed by the Council.

19.2 The archivist should keep all the past documents and records of the Federation in a classified and safe condition.

19.3 The term of office of the archivist is five years renewable. When the archivist wishes to terminate his/her appointment, he/she should advise the Secretary General no less than three months in advance, and arrange for the smooth transfer all documents to the new archivist.

## 20. AUDITORS

20.1 One or two external/internal auditors shall be appointed to a maximum term of three calendar years by the Council to audit the accounts of the Federation.

## 21. ALTERATION OF STANDING ORDERS

21.1 These Standing Orders may only be altered by special resolution of a meeting of Council of the Federation.

21.2 Under the Rules of FAOBMB a special resolution means a resolution that requires not less than three-quarters of the eligible persons (members of Executive Committee and Delegates of Constituent Members or their officially appointed Alternate Delegates) voting at meeting of Council to vote in favour of the resolution.

21.3 For the purposes of clause 21.1 the special resolution may be decided by an affirmative vote of three fourths of the votes cast in a ballot in accordance with the procedure set out in the Rules of FAOBMB pertaining to Ballots outside the meeting of Council (rule 55).

21.4 In the case of special resolution to be decided at a meeting of Council under clause 21.1 proposed changes to these Standing Orders must be communicated in writing to the Secretary-General not less than 60 days before a Council meeting. The Secretary-General shall in turn notify all members of the Executive Committee and all Constituent Members through their delegates of such proposals not less than 30 days before the meeting of Council.

21.5 In the case of special resolution to be decided by ballot under clause 21.3, proposed changes to these Standing Orders must be communicated in writing to the Secretary-General. The Secretary-General shall in turn notify all members of the Executive Committee and all Constituent Members through their delegates of such proposals not less than 42 days before closing date for the ballot outside of Council meeting.