

Delegation regulations

Approved by the Board of Governors on 5 July 2021

1. Powers of decision of the director

The Board of Governors considers the following powers of decision to be part of the daily management and therefore included in the general power of attorney to the director, with a right of substitution:

1.1. Staff:

Vacancies, recruitments, evaluations, promotions, remuneration and dismissal of staff, with the exception of the director, the general manager, the department heads, the chief medical officer and the director of the clinical biology laboratory, as well as those of the Independent Academic Staff. The director reports to the Board of Governors on the vacancies, recruitments, evaluations, promotions, remuneration and dismissal of the other unit heads.

Acting as employer in the normal business operations.

Chairing the joint consultation committees.

Issuing certificates with respect to employment for all employees.

1.2. Contracts and awards:

Contracts for supplies, services and works, insofar as they are part of budgets or investment plans approved by the Board of Governors, or foreseen in a project or programme proposal approved by an external funder. Such contracts and awards with a value above the threshold for European publication of supply and service contracts shall be countersigned by the chairperson of the Board of Governors, or his/her substitute.

1.3. Project calls:

Results of internal competitive calls for research projects and mandates. If the director wishes to deviate from the decision of the selection commission, this shall be submitted to the Board of Governors.

1.4. Legal acts of an urgent nature:

Initiating and conducting legal proceedings. These legal acts shall be countersigned by the chairperson of the Board of Governors, or his/her substitute.

1.5. Normal business operations

2. Powers of decision of the department heads

The director shall delegate the following powers of decision to the department heads, without the right of substitution:

2.1. Drawing up, implementing and following up on the departmental policy and action plans, in consultation with the management committee and within the framework determined by the Board of Governors.

2.2. The daily management of the department.

2.3. Vacancies, recruitments, evaluations of departmental staff, as referred to in 1.1, within the framework set by the director.

2.4. Approving the submission of project proposals to external funders by scientists in the department.

3. Powers of decision of the general manager

The director shall delegate the following powers of decision to the general manager, without the right of substitution:

3.1. Proposing, implementing and following up on the policy and action plans of the general management offices, in consultation with the management committee and subject to the approval of the Board of Governors.

3.2. The daily management of the general management offices.

3.3. Vacancies, recruitments, evaluations of staff, as referred to in 1.1., in the general management offices within the framework set by the director.

