

WORKING PROCEDURES AND PRINCIPLES OF THE INTERNATIONAL SCIENTIFIC ADVISORY BOARD OF THE HEALTH INSTITUTES OF TÜRKİYE

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of these Procedures and Principles is to regulate the duties, authorities, responsibilities, and working principles of the International Scientific Advisory Board to be established under the Health Institutes of Türkiye.

Scope

ARTICLE 2 – (1) These Procedures and Principles cover the formation, membership principles, duties, and working methods of the International Scientific Advisory Board to be established under the Health Institutes of Türkiye.

Basis

ARTICLE 3 – (1) These Procedures and Principles have been prepared pursuant to Articles 666, 668, and 796 of the Presidential Decree No. 4 on the Organization of Ministries, Affiliated, Related and Associated Institutions and Other Institutions and Organizations, published in the Official Gazette dated 15 July 2018 and numbered 30479.

Definitions

ARTICLE 4 – (1) The terms used in these Procedures and Principles shall have the following meanings:

- a) President: The President of the Health Institutes of Türkiye,
- b) Vice President: The Vice President of the Health Institutes of Türkiye,
- c) Institute: The institutes operating under the Health Institutes of Türkiye (TÜSEB),
- ç) Board: The International Scientific Advisory Board of TÜSEB,
- d) Chair of the Board: The Chair of the International Scientific Advisory Board of TÜSEB,
- e) Vice Chair of the Board: The Vice Chair of the International Scientific Advisory Board of TÜSEB,
- f) Member: A member of the International Scientific Advisory Board of TÜSEB,
- g) Secretariat: The unit responsible for the administrative and technical coordination of the Board,
- ğ) TÜSEB: The Health Institutes of Türkiye,
- h) TÜSEB Senior Management: The group consisting of the President, Vice Presidents, Secretary General, and Institute Heads of TÜSEB.

CHAPTER TWO

Structure, Duties and Working Procedures of the Board

Structure of the Board

ARTICLE 5 – (1) The members of the Board shall be appointed by the President from among scientists of Turkish origin residing abroad. Additionally, in the event that an individual wishes to apply for honorary membership or in cases where membership is terminated for any reason, a new member may be appointed by the President following the same procedure. The areas of expertise of the Board members shall be determined with a balanced and multidisciplinary distribution, based on fields such as health sciences and technologies, artificial intelligence, health policies, and similar disciplines.

(2) The Board shall consist of at least 13 principal members and 7 substitute members, provided that the total number of principal members is an odd number. In the event that principal members are unable to attend meetings, substitute members shall participate in their place, in the order determined.

(3) The Chairmanship of the Board shall be carried out by President. Additionally, one member of the Board shall be appointed by the President as the Vice Chair of the Board. The term of office for both the Chair and the Vice Chair of the Board shall be two years. The Chair of the Board shall preside over Board meetings and represent the Board.

(4) The term of office for Board members shall be two years. Members whose term has expired may be reappointed for a maximum of three consecutive terms.

(5) The secretariat services of the Board shall be carried out by Foreign Affairs Department. The Secretariat shall be responsible for organizing meetings, managing documents, tracking reports, coordinating communication, and carrying out other related tasks.

(6) The Head of Foreign Affairs Department shall attend Board meetings as a rapporteur without voting rights.

(7) The President, Vice Presidents, and Heads of Institutes related to the agenda, as well as the Head of Project Management and Support Department and other relevant TÜSEB personnel, may attend Board meetings and follow the proceedings when necessary.

(8) Members of the Board shall be issued a Health Institutes of Türkiye International Scientific Advisory Board Member Card for use during their term of duty.

Duties of the Board

ARTICLE 6 – (1) The duties of the Board are as follows:

- a) To voluntarily provide scientific opinions and recommendations regarding the determination of TÜSEB's institutional policies, strategies, and objectives, as well as the development of its work programs.
- b) To provide recommendations on TÜSEB's overall vision and strategic orientation aimed at becoming a leading institution in research and development (R&D) in health sciences and technologies at the international level; meeting long-term technology and innovation

needs; becoming a self-contained country; enhancing competitiveness; and ensuring sustainability.

- c) To contribute to the periodic review of TÜSEB's objectives by monitoring global developments in health sciences and technologies, and by evaluating the country's scientific and technological strengths and weaknesses, thereby shaping strategic goals based on evidence.
- ç) To provide recommendations on international partnerships and collaborations that will contribute to TÜSEB's achievement of its objectives, and to engage in mediation activities for the establishment of such collaborations when necessary.
- d) To monitor developments in health and disease burdens, as well as emerging areas of preventive health, diagnosis, treatment, and related technologies both nationally and internationally, based on scientific research and analyses, and to provide recommendations for the periodic review and adjustment of TÜSEB's strategic direction as needed.
- e) To provide opinions and recommendations aimed at adopting a multidisciplinary framework approach in all activities and works carried out by TÜSEB.
- f) To offer recommendations and provide necessary support for expanding the reach of TÜSEB's activities and works both domestically and internationally, enhancing institutional visibility, and ensuring access to end-users.
- g) To provide strategic and operational level consultancy in the field of health sciences and technologies through TÜSEB, contributing with expertise to enhancing Türkiye's global visibility and impact in this field.
- ğ) To engage in collaborative activities aimed at strengthening knowledge transfer processes between TÜSEB and national as well as international stakeholders.
- h) To prepare an annual evaluation report on the Board's activities and submit it to the TÜSEB Executive Board.

Subcommittees and Working Groups

ARTICLE 7 – (1) Subcommittees and working groups comprising experts from within or outside the Board may be established upon the proposal of the Board and with the approval of the President in areas where deemed necessary.

(2) These subcommittees and working groups shall work in coordination with the relevant Institute to provide strategic support and conduct training-focused activities.

(3) Training-focused activities shall be planned to be held at least twice annually online and at least once in person. These activities may be organized in the form of seminars, workshops, or similar formats. It is encouraged that these activities be conducted concurrently with Turkish Medical Congresses and other TÜSEB events, adopting a multidisciplinary approach.

Meeting Procedures

ARTICLE 8 – (1) The Board shall hold its regular meetings at least twice a year, either online or in person, upon the call of the Chair of the Board. Extraordinary meetings may also be convened upon

the call of the Chair when necessary. Additionally, at least once a year, preferably in Türkiye and, if possible, concurrently with other events organized by TÜSEB, an in-person meeting shall be held.

(2) It is essential that the Board and TÜSEB Senior Management hold a joint meeting at least once a year. These meetings are conducted to allow the Board to directly convey its evaluations, opinions, and recommendations, and to ensure a mutual consultation environment with TÜSEB Senior Management.

Quorum and Decisions

ARTICLE 9 – (1) The Board shall convene with at least half of its full membership, and decisions shall be made by a simple majority of the members present at the meeting. In the event of a tie, the Chair of the Board shall have the casting vote.

(2) The Board shall prepare and regularly submit activity reports to the President. Decisions made and recommendations submitted by the Board are advisory in nature and are not binding in directing TÜSEB’s institutional strategies or shaping its future plans. The TÜSEB Executive Board or other relevant units have discretionary authority to consider and implement these decisions.

Operation of the Board, Ethical Principles, and Communication Rules

ARTICLE 10 – (1) Board members are obligated to act in accordance with ethical principles and TÜSEB’s institutional confidentiality rules during their term of office and thereafter. It is essential to avoid any attitude or behaviour that may constitute a personal interest, conflict of interest, or compromise the impartiality of the Presidency.

(2) External communications of the Board, including announcements made via social media and similar platforms, as well as information-sharing processes related to the internal functioning of the Board, shall be conducted in alignment with TÜSEB’s institutional communication policies.

(3) Membership in the Board is based on a voluntary basis. Members shall not claim or receive any remuneration or financial compensation in connection with their membership duties.

CHAPTER THREE

Miscellaneous and Final Provisions

Cases not Covered

ARTICLE 11 – In cases not explicitly regulated under these Procedures and Principles, the relevant provisions of the applicable legislation shall apply.

Entry into Force

ARTICLE 12 – These Procedures and Principles shall enter into force on the date of their approval.

Execution

ARTICLE 13 – These Procedures and Principles shall be executed by the President of the Health Institutes of Türkiye.