

KILDEN'S STATUTES

Translated October 2017.

§ 1 Institutional foundation

Kilden genderresearch.no (Kilden) is a national information centre for gender research and gender perspectives in research. It is organised as an affiliated sub-unit under the Norwegian Research Council.

Kilden is subjected to the Norwegian Research Council's statutes and regulations unless otherwise specified. Kilden is autonomous in terms of planning, organising and implementing its professional assignments.

§ 2 Objectives

Kilden has a national responsibility for the dissemination and promotion of Norwegian gender research and research with gender perspectives at home and abroad.

Kilden is a common forum for Norwegian gender research communities.

Kilden works to promote documentation of gender research in Norway.

Kilden works for gender balance and diversity in research and takes on commissions related to this field.

§ 3 Funding

Kilden receives its basic funding from the Norwegian Research Council.

Additionally, Kilden finances parts of its activity through income-earning commissions.

§ 4 The board

§ 4.1 Appointment, composition and term of office

The board is appointed by the managing director of the Norwegian Research Council. The managing director also appoints its chairperson and deputy chairperson.

The board consists of five members and three numerical deputy board members, all appointed for a period of three years. Re-election may occur once. Four of the board members and two of its deputy board members must be employed at a university, a university college or at a research institute. Kilden and the Norwegian Research Council are each represented in the board with an observer.

§ 4.2 Assignments

The composition of the board should reflect the objectives described in §2 above.

Kilden's board is particularly responsible for the following:

- Determine aims and measures for the further development of Kilden as a national information centre for gender research and research with gender perspectives.
- Administration and accountancy of Kilden's finances. It is the board's responsibility to ensure that the basic funding provided by the Norwegian Research Council is used efficiently and in accordance with the premises and within the framework of the statutes.
- Approve activity plans and reports, budgets, annual reports, and audited annual accounts and dispatch these to the Norwegian Research Council. Annual reports and accounts should be dispatched within fixed dates. Activity reports are to be dispatched upon request.
- Provide its recommendation to the Norwegian Research Council in matters of appointments, job descriptions, salary and working conditions for Kilden's director.
- Provide its recommendation to the Norwegian Research Council in matters of staff appointments.

§ 4.3 Rules of procedure

The board meets as often as the chairperson finds appropriate or when three or more of its members require a meeting. A board meeting must take place at least twice a year. Agenda and case documents should be dispatched at least eight days prior to the meeting. In urgent matters, this deadline may be waived.

The board has a quorum when at least three of its members are present and vote. Decisions are reached by simple majority vote. In cases of parity of votes, the chairperson's vote is decisive.

Kilden's director prepares and participates in the board meetings. The director is entitled to speak and propose initiatives, but she / he is not entitled to vote.

Minutes should be recorded during the meetings. A draft of the minutes should be approved by the board members via e-mail circulation prior to being published online. The minutes should be discussed at the next board meeting with regard to follow-up.

§ 5 Administration

Kilden's daily activities are supervised by a managing director who reports to Kilden's board on professional matters and to the Norwegian Research Council's administration on administrative matters. The Norwegian Research Council keeps the board currently updated on administrative matters relating to Kilden's professional assignment.

The Norwegian Research Council appoints and is responsible for Kilden's staff in accordance to the general regulations of employment at the Norwegian Research Council.

§ 6 Amendments

These statutes may be amended by resolution of the management of the Norwegian Research Council following statements provided by Kilden's board.