



*This document is an English translation. Legally binding is only the German version of the statutes.*

## **Statute Center for International Health (CIH<sup>LMU</sup>)**

### **Preamble**

<sup>1</sup>The Center for International Health (CIH<sup>LMU</sup>), with its roots in the Department of Infectious Diseases and Tropical Medicine at the LMU University Hospital Munich, is committed to international education and training and to coordinating the relevant activities at the LMU University Hospital Munich. <sup>2</sup>The existing networking with international actors provides a broad basis for the development and design of innovative training programs, as well as scientific research into globally relevant health problems. <sup>3</sup>The CIH<sup>LMU</sup> has many years of successful cooperation with partners all over the world, including universities, research institutions, health policy institutions and non-governmental organizations. <sup>4</sup>The Center for International Health of the LMU University Hospital Munich provides the platform for bundling these activities and supports the strengthening of the hospital's international profile.

### **§ 1 Form of organization, name and seat**

- (1) According to the first resolution of the Board of the LMU University Hospital Munich on 29/04/2009 and a new resolution on 19/12/2017, the Center for International Health will be established in the Department of Infectious Diseases and Tropical Medicine at the LMU University Hospital Munich.
- (2) The center is officially called the Center for International Health (abbreviated "CIH<sup>LMU</sup>").
- (3) <sup>1</sup>The CIH<sup>LMU</sup> is a working group of scientists of the medical faculty of LMU, which is supported by the LMU University Hospital Munich (KUM) and has no legal capacity. <sup>2</sup>In budgetary terms, the CIH<sup>LMU</sup> is primarily assigned to the Department of Infectious Diseases and Tropical Medicine (Tropical Institute Munich) of the KUM, but separate LOM-enabled sub-accounts are set up for the core areas of the CIH<sup>LMU</sup> described in § 4.

### **§ 2 Tasks**

- (1) <sup>1</sup>The CIH<sup>LMU</sup>, through its members, promotes the improvement of health care worldwide, thus contributing to the achievement of the United Nations Millennium



Development Goals (MDGs) and Sustainable Development Goals (SDGs).<sup>2</sup>In cooperation with international universities and research institutions, the CIH<sup>LMU</sup> supports partner countries in developing concepts and solutions for country-specific problems in their health systems.

- (2) The CIH<sup>LMU</sup> is particularly dedicated to supporting partner universities in
  1. the interactive and practical training and further education of health professionals,
  2. the promotion of health research in low and middle income countries, and
  3. postgraduate and in-service training for health care professionals, governments, universities and similar institutions in low and middle-income countries.
- (3) The CIH<sup>LMU</sup> promotes the cooperation of different medical fields in the Department of Infectious Diseases and Tropical Medicine at the KUM by sharing knowledge, technologies and resources and supports the internationalization strategy of the KUM.
- (4) The CIH<sup>LMU</sup> promotes the coordinated external presentation of its members' activities, e.g. through a joint homepage, the creation of brochures, the initiation of events and the acquisition of donations and third-party funds.

### § 3 Members

- (1) <sup>1</sup>As a rule, only those who are part of LMU University Hospital Munich and who actively participate in the tasks of the CIH<sup>LMU</sup> and contribute to the achievement of the goals of the CIH<sup>LMU</sup> with independent scientific achievements can become members of the CIH<sup>LMU</sup>. <sup>2</sup>Membership is generally only granted to individual persons and not to institutions. <sup>3</sup>Admission of external third parties to the CIH<sup>LMU</sup> is only possible by concluding a cooperation agreement.
- (2) Voting members of the CIH<sup>LMU</sup> are:
  1. one **core area representative** of each of the core areas represented in the CIH<sup>LMU</sup>,
  2. one **subarea manager** of each of the subareas represented in the CIH<sup>LMU</sup>, unless they are considered core areas, and
  3. one **area coordinator** from each of the core areas represented in the CIH<sup>LMU</sup>.
- (3) Non-voting members of the CIH<sup>LMU</sup> are in particular:
  1. the KUM internal scientific staff involved in the CIH<sup>LMU</sup> projects, and
  2. students enrolled in the CIH<sup>LMU</sup> programs at Ludwig-Maximilians-Universität (LMU)and, if they have signed a cooperation agreement with the CIH<sup>LMU</sup>, which has been approved by the Board of the CIH<sup>LMU</sup>:
  3. the external scientific persons involved in the CIH<sup>LMU</sup> projects, and
  4. alumni of the training programs located at the CIH<sup>LMU</sup>.



- (4) <sup>1</sup>Additional voting or non-voting members may be admitted to the CIH<sup>LMU</sup> upon written application to the Board of the CIH<sup>LMU</sup>. <sup>2</sup>The Board of the CIH<sup>LMU</sup> verifies that the requirements set forth in paragraph 1 are met and decides on admission. <sup>3</sup>Membership of non-voting members is for two years and may be renewed by the Board of the CIH<sup>LMU</sup> upon written application by the member. <sup>4</sup>The membership of voting members is terminated by resignation, which must be notified in written form to the Board of the CIH<sup>LMU</sup>, or by exclusion in accordance with § 3 (5).
- (5) <sup>1</sup>A member with or without voting rights may be expelled by resolution of the CIH<sup>LMU</sup> Board or the General Assembly if he or she acts in contravention of the duties set forth in § 2 or fails to fulfill his or her obligations under § 3 (1) and/or § 6 (2). The member may appeal to the General Assembly against the decision of the CIH<sup>LMU</sup> Board. This meeting makes the final decision. The member must be invited to the meeting and heard. <sup>2</sup>Membership of the CIH<sup>LMU</sup> also ends when a member gives three months' written notice to the Board of the CIH<sup>LMU</sup> of his or her withdrawal from the CIH<sup>LMU</sup> at the end of the month.

#### **§ 4 Core and sub-areas**

- (1) <sup>1</sup>The areas of the CIH<sup>LMU</sup> are divided into core areas and sub-areas.
- (2) <sup>1</sup>Each core area is independently managed by a core area representative. <sup>2</sup>The CIH<sup>LMU</sup> Board appoints the successors of the current heads of core departments in agreement with the heads of the institutes. <sup>3</sup>The respective head of the core area is supported by a coordinator. <sup>4</sup>The area coordinator is appointed by the respective representative of the core area; he or she acts as deputy to the representative of the core area in the general meeting.
- (3) <sup>1</sup>Each subarea is managed independently by a subarea representative. <sup>2</sup>Successors for the current subareas representatives are appointed by the CIH<sup>LMU</sup> Board in agreement with the heads of the institutes.
- (4) As of the date of adoption of the statutes, the core areas of the CIH<sup>LMU</sup> are:
1. Infectious Diseases, Tropical Medicine and Humanitarian Aid in the Department of Infectious Diseases and Tropical Medicine,
  2. International Occupational Safety and Health at the Institute and Clinic for Occupational, Social and Environmental Medicine,
  3. Medical Education,
  4. Pediatrics at the integrated social pediatric center (iSPZ Hauner),
  5. Global Mental Health at the Department of Psychiatry and Psychotherapy.
- (5) Subareas are institutes, departments and clinics of the KUM, which can be admitted as such upon application and decision of the Board of the CIH<sup>LMU</sup>.



- (6) <sup>1</sup>The area representative is responsible for the use of the funds approved by the CIH<sup>LMU</sup> Board for projects within the respective area of work, both in core areas and in sub-areas. <sup>2</sup>Any necessary changes in the budget planning with regard to the amount of costs as well as the type of costs must be approved by the CIH<sup>LMU</sup> Board.
- (7) <sup>1</sup>The core area representative organizes the cooperation within the research areas and is responsible for the visibility of the research area in the international scientific community. <sup>2</sup>It promotes interdisciplinary cooperation between the research fields.
- (8) <sup>1</sup>Core area representatives and subarea representatives are required to report annually to the Board of the CIH<sup>LMU</sup>. <sup>2</sup>A final report on the scientific work performed at the CIH<sup>LMU</sup> must be submitted upon the resignation or retirement of a core area representative or sub area representative. <sup>3</sup>The deadlines for submitting the respective reports are determined by the Board of the CIH<sup>LMU</sup>. <sup>4</sup>The reporting obligations of the individual core area representatives or sub-area representatives to the respective third-party funding bodies remain unaffected.

## § 5 Governing Bodies

- (1) The CIH<sup>LMU</sup> has the following governing bodies:
1. the **General Assembly** § 7,
  2. the **Board** of the CIH<sup>LMU</sup> § 8,
  3. the **area representatives**, which are divided into **core area representatives** and **subarea representatives** § 4.
- (2) <sup>1</sup>In organizational terms, the CIH<sup>LMU</sup> fulfills the tasks mentioned in § 2, initially through activities of the core areas and sub-areas, which are assigned to existing departments and institutes of the KUM as well as various faculties of LMU. <sup>2</sup>Additional core areas may be determined and discharged by resolution of the CIH<sup>LMU</sup> Board. <sup>3</sup>In addition to the core areas, further sub-areas may be determined and discharged by resolution of the CIH<sup>LMU</sup> Board.
- (3) In order to perform coordination and administrative tasks, the CIH<sup>LMU</sup> operates a project office headed by an **Executive Manager**.

## § 6 Rights and duties of the members

- (1) All members of the CIH<sup>LMU</sup> may at any time submit to the Board of the CIH<sup>LMU</sup> proposals for project activities to be conducted within the CIH<sup>LMU</sup> and/or to be supported by the CIH<sup>LMU</sup>. The Board of the CIH<sup>LMU</sup> reviews such proposals and decides on



implementation and participation of the CIH<sup>LMU</sup> in the implementation and informs applicants accordingly.

- (2) All members are obliged to contribute to the tasks of the CIH<sup>LMU</sup> through their work and to actively support the goals of the CIH<sup>LMU</sup>.
- (3) The responsibility of the individual members in health care, research and teaching remains unaffected.

## § 7 General Assembly

- (1) <sup>1</sup>The supreme body is the General Assembly. <sup>2</sup>The ordinary General Assembly is convened in writing at least once a year with a notice period of two weeks by the chairwoman or chairman of the CIH<sup>LMU</sup> Board. <sup>3</sup>The extraordinary General Assembly must be convened within four weeks upon request of at least one third of the voting members; the request must include a proposal for an agenda. <sup>4</sup>The invitation must be announced at least 14 days before the meeting together with the agenda. <sup>5</sup>The transfer of voting rights is not permitted.
- (2) The chairwoman or chairman of the Board of the CIH<sup>LMU</sup> presides and chairs the Assembly.
- (3) <sup>1</sup>The General Assembly has a quorum if at least 60 % of the core areas are represented by the representative of the core area or by the area coordinator on behalf of the representative of the core area. <sup>2</sup>The quorum is established by the chairwoman or chairman of the CIH<sup>LMU</sup> Board. <sup>3</sup>A majority of 60 % of the voting members represented is required to pass a resolution. <sup>4</sup>Minutes must be taken of the resolutions passed. <sup>5</sup>These must be signed by the chairwoman or chairman and forwarded to all members of the CIH<sup>LMU</sup> Board.
- (4) The Executive Manager according to § 5 (3) is assessor in the General Assembly and has the right of proposal without the right to vote.
- (5) The tasks of the General Assembly are:
  1. to pass resolutions on work reports and the CIH<sup>LMU</sup> motions proposed by the Board,
  2. adopt amendments to the CIH<sup>LMU</sup> Statute upon the proposal of the CIH<sup>LMU</sup> Board,
  3. making recommendations on topics and organizing teaching programs, lecture series, vacation academies, conferences, colloquia, etc,
  4. election of the CIH<sup>LMU</sup>,
  5. discharge of the Board,
  6. decision on the dissolution of the CIH<sup>LMU</sup>.



## § 8 Board

- (1) The Board of the CIH<sup>LMU</sup> consists of the following members with a single voting right:
  1. the core area representatives and
  2. a representative elected by the General Assembly of members who is not also the representative of a core area.
- (2) <sup>1</sup>The term of office of the member of the CIH<sup>LMU</sup> Board elected from among the members of the General Assembly is two years. <sup>2</sup>Re-election is possible. <sup>3</sup>The members of the CIH<sup>LMU</sup> Board remain in office until the appointment of a new Board .
- (3) <sup>1</sup>The Board of the CIH<sup>LMU</sup> meets regularly at least once a semester. <sup>2</sup>It is convened by the chairwoman or chairman of the Board. <sup>3</sup>The chairwoman or chairman of the Board is obliged to convene a meeting within two weeks at the request of one third of the members of the Board, stating the agenda. <sup>4</sup>§ 7 paragraph 1 sentence 3 and paragraph 2 apply accordingly.
- (4) <sup>1</sup>The Board of the CIH<sup>LMU</sup> meets at least once a year with the subarea representatives for so-called "Board*plus* - meetings". <sup>2</sup>It is convened by the chairwoman or chairman of the Board. <sup>3</sup>The chairwoman or chairman of the Board is obliged to invite to a meeting within two weeks at the request of one third of the members of the Board of the CIH<sup>LMU</sup>, stating the agenda. <sup>4</sup>§ 7 para. 1 sentence 3 and para. 2 shall apply accordingly.
- (5) <sup>1</sup>The Board of the CIH<sup>LMU</sup> elects a chairwoman or chairman and a deputy chairwoman or chairman from among the members of the Board for a period of two years. <sup>2</sup>Re-election is permitted. <sup>3</sup>If the chairwoman or chairman of the Board retires prematurely from his office, a new election will be held. <sup>4</sup>The chairwoman or chairman of the Board represents the CIH<sup>LMU</sup> outwardly.
- (6) <sup>1</sup>The Board has a quorum if at least 60 % of the members of the Board are present. <sup>2</sup>The quorum is determined by the chairwoman or chairman of the Board. <sup>3</sup>A simple majority of the votes of the members of the Board represented is required for the passing of a resolution. <sup>4</sup>In the event of a tie in the votes in the Board, the vote of the chairwoman or chairman of the Board is decisive. <sup>5</sup>Minutes must be kept of the resolutions adopted. <sup>6</sup>These must be signed by the chairwoman or chairman of the Board. <sup>7</sup>One copy of each must be forwarded to the Board of the hospital.

### (7) Tasks of the Board:

The Board:

1. prepares work reports as well as possible applications for funding or succession,
2. directs the planning for the design of the CIH<sup>LMU</sup> and coordinates it with the KUM Board. Decisions that have an impact on KUM resources can only be made in agreement with the KUM Board.



3. allocates resources from the CIH<sup>LMU</sup> funding to the respective areas,
4. decides on the initiation and termination of research projects at CIH<sup>LMU</sup>,
5. reports regularly to the General Assembly on all matters concerning the CIH<sup>LMU</sup>,
6. annually reviews the use of funds by the divisions, including the project office, and grants discharge,
7. writes an annual activity report with the objective of evaluation, which includes quality assurance measures defined by the Board and corresponding quality indicators, through which the development of the CIH<sup>LMU</sup> can be monitored, evaluated and, if necessary, measures derived. This report must be forwarded to the KUM Board.
8. decides on the formation and discharge of new core areas and sub-areas,
9. decides on the admission of new voting or non-voting members.

### **§ 9 Reporting obligations and right of veto of the Commercial Director**

- (1) The Executive Manager reports at least twice a year to the clinic conference and at least once a year to the General Assembly and the Board of the hospital.
- (2) Financial matters concerning the budget of the hospital are reported immediately by the Executive Manager to the Commercial Director of the hospital. The Commercial Director of the hospital has a right of veto in all financial matters concerning the budget of the hospital.

### **§ 10 Dissolution**

<sup>1</sup>If the General Assembly decides to dissolve the CIH<sup>LMU</sup> in accordance with § 7 Para. 5 No. 6, the funds available to the CIH<sup>LMU</sup> must be allocated to those institutions where the core areas in the sense of § 3 Para. 2 No. 1 are located in accordance with a key to be decided by the General Assembly. <sup>2</sup>The chairwoman or chairman of the Board must immediately inform the Board of the hospital of the resolved dissolution of CIH<sup>LMU</sup>.

### **§ 11 Final provisions**

- (1) This statute comes into force with the decision of the Board of the LMU University Hospital Munich on 03/05/2018 after the decision of 19/12/2017.
- (2) Amendments or additions to the statute are effective by the Board of CIH<sup>LMU</sup> with the consent of the Board of the LMU University Hospital Munich.



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