

RULES OF PROCEDURE FOR THE RESEARCH DEPARTMENT IT SECURITY / HGI

[English Translation of the original "Ordnung", for reference purposes only]

§ 1 Tasks

The Research Department for IT Security (RD ITS) is a not legally capable, interdisciplinary research association based at Ruhr University Bochum (RUB). The task of the RD ITS is to realize interdisciplinary research cooperation in the field of IT security, as defined by its name. Historically, the RD ITS originated from the Horst Görtz Institute for IT Security (HGI). The goals of the RD ITS are determined between the RUB Rectorate and the RD ITS within the framework of the target agreement.

§ 2 Membership

1. Full members of the RD ITS include:
 - a. University lecturers (*Senior Members*) working within the faculties of Computer Science, Electrical Engineering and Information Technology, Mathematics, Psychology, Philosophy and Educational Sciences, Media Sciences, German Studies, Law, Social Sciences, and Economics on topics related to IT security. These topics encompass areas such as network and data security, cryptography, system security, embedded security, and human factors/usability. These individuals must also meet the following selection criteria:
 - i. A proven publication record (average of >3 peer-reviewed publications per year) in one of the RD's research fields.
 - or**
 - ii. Demonstrated active involvement in shaping and advancing the research focus of the RD at the Ruhr University. This involvement may entail assuming leadership roles and successfully applying for research projects and collaborations that strengthen the RD.
 - b. Staff members employed in the RD ITS subject areas with responsibilities in scientific tasks or technology and administration (*Junior Members*).
 - c. Additionally, *Associate Members* who are employed at other research institutions and can be nominated upon the request of a Senior Member, provided they are engaged in a research project affiliated with the RD ITS. Associate Members may participate in an advisory capacity with regard to the plans and development of the HGI. However, they are not entitled to vote.
2. Members commit to supporting one another through collaboration and consultation, as well as assisting in the administration of RD ITS matters in alignment with these regulations. Furthermore, members are required to provide progress updates on their work to the spokesperson upon their request and to contribute to the composition of work reports intended for submission to the RUB Rectorate.
3. Senior Members and Associate Members shall be admitted by the Speaker after consultation with the Senior Members.

4. The membership of a Senior Member can be reviewed by the Speaker depending on performance according to the criteria mentioned above, and a recommendation to revoke the membership can be presented for voting by the Senior Members. In urgent situations, this can be determined through emergency decision.
5. Junior Member membership is automatic upon assignment to a Senior Member or the HGI office. Membership ends when the Junior Member departs or is accepted as a Senior Member.
6. Membership can be terminated by a written resignation submitted by a member.
7. Membership in the Research Department (RD) does not imply an entitlement to an allocation of funds.

§ 3 Organs

Bodies of the RD ITS are:

- Spokesperson and deputy spokesperson
- General Assembly
- Board of Trustees

§ 4 Speaker

1. The Senior Members elect a spokesperson and a deputy spokesperson from among the members belonging to the group of university professors for a two-year term of office. Re-election is possible. The election takes place by secret ballot and requires a 2/3 majority of all votes.
2. The spokesperson or the deputy spokesperson is responsible for the external representation of the RD ITS and coordinates the practical work on individual research projects.
3. The spokesperson manages day-to-day activities, including fund management, with assistance from the RD ITS management and Science Manager. The spokesperson possesses the authority to make urgent decisions regarding pressing matters.
4. The spokesperson, in consultation with the senior members of the RD ITS, decides on incorporating new projects of high strategic relevance.
5. The spokesperson convenes and chairs the general assembly. She/he reports to the general assembly regarding membership applications.
6. The spokesperson establishes target agreements with the RUB Rectorate. Senior members commit to advancing and documenting the achievement of agreed-upon objectives. If deviations or circumstances that jeopardize the achievement of agreed-upon goals arise, the Rectorate should be promptly informed.

§ 5 General Assembly

1. The general assembly shall include all regular members of the RD ITS.
2. The general assembly shall meet at least once a year. The general assembly is convened by the spokesperson. The provisional agenda compiled by the spokesperson must be sent to all members at least one week before the meeting. Every member can propose topics for the agenda.
3. The general assembly has the following tasks in particular:
 - Suggesting the inclusion of new projects or proposing changes to existing projects,
 - Strategically developing the RD ITS.

4. The general assembly shall also be responsible for all matters which, according to the Rules, do not fall within the competence of the Speaker.

§ 6 Board of Trustees

1. The Research Department is supported in an advisory capacity by a board of trustees (scientific advisory board). This board provides guidance to the RD ITS, particularly regarding questions about research direction and strategy. Its members include high-ranking representatives from business, politics, administration and science.
2. The Board of Trustees has the right to make suggestions and provide information in all scientific matters of the RD ITS. It maintains connections with both practical applications as well as other scientific institutions.
3. The members of the Board of Trustees are nominated by the Speaker for a three-year term. Renewed nomination is possible.
4. The Speaker, the Executive Director and the Science Manager attend the meetings of the Board of Trustees. The Senior Members are also given the opportunity to participate.
5. The Board of Trustees must convene at least once a year and the Speaker is responsible for arranging its meetings.

§ 7 Entry into force and amendments

These regulations come into force after the spokesperson of the RD ITS has passed a resolution.