

Swiss Multiple Sclerosis Society

Rules of Procedure for the Scientific Advisory Board

Based on Art. 8 of the Statutes, the following Rules of Procedure for the Scientific Advisory Board (SAB) are adopted:

Art. 1: Purpose

The SAB is an advisory body of the Swiss Multiple Sclerosis Society (MS Society). It supports and advises the MS Society on medical and scientific matters relevant to people with MS.

Members of the SAB provide the MS Society with relevant, up-to-date and neutral information for its information channels (internet, Facebook, FORTE, etc.). The committee of the SAB makes recommendations to the Board of the MS Society on the allocation of the budgeted annual research funds. The committee is also responsible for implementation of the reporting.

Art. 2: Composition / Organisation

The SAB consists of a minimum of 12 and a maximum of 30 qualified experts resident and working in Switzerland who are experts in multiple sclerosis. The following should be represented on the SAB:

- Neurologists (resident and representatives of the centres)
- Researchers and specialists from the various fields and disciplines relevant to MS
- Practitioners from MS-relevant occupational groups (e.g. physiotherapists)
- Rehabilitation specialists
- Persons affected by MS
- In an advisory capacity, the Director of the MS Society or a delegated person as a link to the professional structure of the MS Society

A balanced representation of all university and cantonal neurology clinics, resident neurologists from all regions who have a special commitment to MS and representatives of other relevant disciplines are also required. Specialists who are not resident in or do not work in Switzerland can be appointed to the SAB only in exceptional cases. Employees of companies that operate in the area of multiple sclerosis (i.e. the pharmaceuticals industry) may not become members of the SAB.

Members of the SAB are elected by the Board of the MS Society for a period of four years, based on the recommendations of the SAB committee and the Director. If members of the SAB wish to stay in the SAB for another four years and are prepared to take on the corresponding duties, their term of office can be extended by the same procedure, following the submission of a list of the activities they have undertaken as members of the SAB.

The SAB elects a committee of a maximum of five members from its ranks for a period of three years. The committee of the SAB makes a recommendation to the Board on the appointment of the President/Vice President. The President and Vice President are confirmed by the MS Society's Board. The term of office of the committee may be extended by a further period of office by the same procedure.

A seat on the Board is not compatible with membership of the committee of the Scientific Advisory Board.

The Director of the MS Society or their representative has a seat on the SAB committee in an advisory capacity.

Members of the Scientific Advisory Board who are active but have retired from everyday professional activity, and who have earned recognition as members of the SAB for many years, can, on the recommendation of the SAB Committee and/or the Executive Board of the MS Society, be appointed honorary members by the Board of Directors.

Art. 3: Voluntary activity / Ethical code

Members of the Scientific Advisory Board fulfil this role on a voluntary basis (meetings, expert opinions, participation in projects, congresses, meetings for the allocation of research funds etc.). However, they receive remuneration for: speaking engagements in the context MS Society events, extensive articles, extensive editorial activities and translation work. The rate of remuneration is determined by the MS Society. Their expenses are paid in accordance with the MS Society's expenses policy.

Members of the Scientific Advisory Board are committed to impeccable ethical standards according to the MS Society's principles of neutrality and independence. They make a strict distinction between their personal interests and those of the organisations they represent on the one hand, and on the other the interests of the MS Society and the interests of MS patients and donors supported by the MS Society.

If members make public appearances as representatives of the SAB, or if they could be perceived as such, then these appearances must be coordinated with the committee of the SAB and the Executive Board of the MS Society. Members of the SAB sign a binding commitment to the MS Society. Failure to comply with this voluntary commitment, or behaviour that damages the interests or disregards the objectives of the MS Society, may result in expulsion by the Board.

Art. 4. Conflicts of Interest

In a separate confidential declaration, members of the SAB provide a binding statement for the attention of the Ombuds Committee of the MS Society on potential conflicts of interest that may exist due to any relationships with pharmaceutical companies (advisory activities, partnerships, research support, shares or other financial benefits – also for immediate relatives). Any changes will be reported at the latest by the end of the calendar year in which they have taken effect.

The Ombuds Committee comprises two members of the Board of Directors of the MS Society who are appointed by the Board of Directors for four years.

Art. 5: Duties

Within the scope of their expertise and abilities, members of the SAB are committed to the support of people with MS, and promotion of the MS Society in the performance of its informational and educational activities by writing articles for the MS Society’s publications, giving talks and participating in project groups of the SAB. With the support of the MS Society, the SAB organises one event a year in the regions and actively maintains the knowledge management of the MS Society. For this purpose, the SAB determines who is available to the MS Society as experts and contact persons (at least) for the following issues:

- Requests from patients relating to medication and treatment
- Press enquiries and interviews in the name of the MS Society (short-term presence possible)
- Up-to-date provision of current and important news from the medical and pharmacological fields (web)
- Information sheets
- Preparation of lay information (for podcasts, expert opinions, etc.)

The committee organises the activities of the SAB and acts as a link to the Board of the MS Society. Division of duties between the SAB and the committee is structured as follows:

Scientific Advisory Board	Committee of the Scientific Advisory Board
Promotion of the exchange of knowledge and experience with the various MS stakeholders; Formulation of an allocation strategy for a period of four years for the Board of the MS Society	The Committee appoints experts to evaluate research applications and provides the Board of Directors with an allocation proposal for the annual research budget. It is essential that the following allocation requirements are met: <ul style="list-style-type: none"> • Formulation of a proposal (in layman terms) to the MS Society’s Board • Suitability of the proposal within the defined research strategy
Regular implementation of the MS symposium «State of the Art»	
Support and active participation in MS-related research	
Identification and assessment of relevant issues and trends for the MS Society	Use and communication of the results of the supported research projects
Participation in the compilation and dissemination of basic statements, instruments and services for the treatment and care of people with MS	Preparation of SAB business for the attention of the Board

Support of the MS Society in PR and research communication	Formation of work groups for specific tasks or projects with the involvement of other members of the SAB and external experts
Composition and assessment of medical and scientific information for different target audiences and media	Quality control of medical and scientific informational activities in close collaboration with the professional structure of the MS Society
Communication of the objectives and activities of the MS Society, particularly in the medical and general scientific community	Prompt and competent communication with the professional structure of the MS Society
Active support of the services of the MS Society	Creation of an annual publication on the allocation and results of research funding («Fokus Forschung»)
Organisation of an event on behalf of and together with the MS Society on the (wheelchair-accessible) premises of the institution.	Communication of the objectives and activities of the MS Society, particularly in the medical and general scientific community
Participation in preparation of a podcast about the research work for the MS Society's website	Active support of the services of the MS Society

Art. 6: Meetings

The SAB and the committee shall meet as often as business requires, but at least once each year. Meetings shall be convened by the President of the SAB and the Director of the MS Society (or their representatives). Other experts and professional staff of the MS Society may take part in meetings if required by the agenda items. Decisions are taken by a simple majority. In the event of a tied vote, the President has the casting vote.

Members of the SAB should ensure avoidance of a conflict of interests. They must abstain from voting if they or a member linked to them (married, related, related by marriage, co-habiting) is part of a transaction or project or is related in any other way that gives the appearance of a conflict of interest. The recusal obligation relates to both the decision making process (discussion, advice) and the decision.

Transactions between the MS Society and members of the SAB, or organisations represented by the SAB, must be executed and disclosed on the same terms as for third parties.

Art. 7: Organisational aspects

The secretariat of the SAB is managed by the MS Society. Media and PR work of the Scientific Advisory Board is supported by the experts of the MS Society. The Director ensures alignment with the communication strategy of the MS Society.

Art. 8: Inception / Transitional provisions

These Rules of Procedure will come into effect on approval by the Board on 18 October 2013. On inception, the SAB's term of office according to the new Rules of Procedure will also commence. The term of office of the current members will expire on entrance of the new Rules of Procedure.

Zurich, 2 December 2016