

ADOPTED

by Director of the ELM's Directive no. 1-3/24/10

on 4 April 2024

Rules of Procedure of the International Scientific Advisory Board of the Estonian Literary Museum

In accordance with subsection 9 of § 8 of the Statutes of the Estonian Literary Museum (ELM),

the Board of ELM has decided the following:

1. The International Scientific Advisory Board of the Estonian Literary Museum (hereinafter ISAB ELM) is an advisory body composed of 5–9 members and established by the Board of the ELM.
2. The name of the advisory body in English is the International Scientific Advisory Board of the Estonian Literary Museum (ISAB ELM).
3. The members of the ISAB ELM are appointed for a term of 5 years. The members shall elect the Chair of the ISAB ELM from among themselves.
4. The ISAB ELM shall draw up, for submission to the Board and Director of the ELM, opinions and recommendations on the management, research and development strategy and activities of the Estonian Literary Museum, and on various issues related to their implementation.
5. The meetings of the ISAB ELM shall be held at least once a year. The meetings shall take place as in-person or hybrid meetings.
6. The annual meetings of ISAB ELM are normally convened by the Director of the ELM, and the meetings' agenda and relevant papers will be prepared and agreed upon by the Director in cooperation with the Director of Research of the ELM and the Chair of the ISAB ELM.
7. The members and Chair of the ISAB ELM, the Director and Director of Research of the ELM, as well as other invited persons, participate in the annual meetings of ISAB ELM. The Chair of the ISAB ELM shall chair the annual meetings; in the absence of the Chair, a member elected from among the members of the ISAB ELM shall chair the meeting. Minutes shall be kept of all the meetings of the ISAB ELM.

8. Confidentiality agreements shall be concluded with the members of the ISAB ELM. A member of the ISAB ELM shall refrain from disclosing to third parties any confidential information of which it has become aware in its capacity as a member of the ISAB ELM. A member of the ISAB ELM shall also refrain from using such information for its own benefit or for the benefit of third parties or to the detriment of the Estonian Literary Museum. Confidentiality shall not apply and confidential information may be communicated to other persons in the cases and to the extent provided for by law, including public information and information concerning the member itself.

9. All expenses related to the activities of the ISAB ELM, including any expenses incurred by a member in attending a meeting, as well as, in agreement with the Director of the ELM, expenses incurred by members of the ISAB in the preparation of analyses or other materials in their home country, shall be borne by the Estonian Literary Museum.