

The following By-Laws set out the procedures and rules of administration designed to implement the objectives contained in the FEBS Memorandum of Association and Articles.

Updated 1 March 2016

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A. By-Laws for FEBS Secretary General

A.1 PROFILE

The Secretary General (SG) of FEBS has a central role in the day-to-day operation and governance of the Federation. Therefore, he also carries responsibility for FEBS' role in the development of science in Europe and its regions of interest.

The SG should be a scientist with an established excellence and standing in research in the life sciences so as to have the appropriate insight and understanding of the needs of the FEBS constituency. (S)he should be a member of a FEBS Constituent Society

She/He should have a proven record of experience in one or more of FEBS committees or working groups and preferably also experience in scientific administration and policymaking.

He/She needs to have the interest, understanding and capacity in further developing and promoting the All-European society and policy makers' attention and involvement in the promotion of science on this continent and its neighbouring countries.

A.2 DUTIES AND RIGHTS

A.2.1 Annual Council meetings

1. The SG shall convene and organize the annual Council meeting and coordinate its logistic arrangements, prepare and distribute the Council Agenda with all pertinent documents based on the contributions and feedback of the Constituent Societies as well as the input and reports provided by Chairpersons of the Committees and Working Groups and all other Executive Committee members.

The SG will arrange to record the meeting's deliberations and conclusions, prepare, circulate and amend the minutes according to the input of the Council members, and prepare an Executive Summary of the Council's minutes and arrange for its circulation.

2. At the beginning of each calendar year, but not later than 6 months prior to each Council meeting, The Secretary General will:

1. prepare a list of the available positions for election to the FEBS Committees and Working Groups, distribute it to the Constituent Societies and Officers and request their nominations for candidates not later than four months prior to the Council meeting;

2. ask all Constituent Societies and Officers to send items to be included in the Council's Agenda not later than three months prior to the Council meeting;
 3. ask all Constituent Societies to send the names of their appointed Delegates to the forthcoming Council meeting, not later than one month prior to the meeting;
 4. ask all Constituent Societies to send their applications to host the FEBS Congress three years ahead of the relevant date, not later than three months prior to the Council meeting;
3. Three months prior to each Council meeting the SG will circulate the CVs of the nominated candidates among the Constituent Societies and Officers, together with a list of the national distribution of the current members of the relevant Committees; and publish the CVs of all nominated candidates on the FEBS website.

A2.2 Executive Committee Meetings

The SG shall:

1. prepare and distribute the Agenda for all EC meetings along with pertinent documents based on the contributions and feedback of all other EC members;
2. supervise and coordinate the logistic and administrative arrangements for the meetings;
3. arrange during each EC meeting a date and place for the next meeting;
4. prepare, circulate and amend the Minutes according to Executive Committee members' input.
5. prepare an Executive Summary and make it available to all members.

A.2.3 Contact with the FEBS Constituent Societies

The SG is responsible for maintaining continuous communication between FEBS and its Constituent Societies and particularly its members. This involves flow and dissemination of information about FEBS activities to and from the latter. In addition, the SG or his nominee may visit the FEBS Societies, attend their national meetings upon request, especially in the countries with underdeveloped economies. (S)he should be responsible for disseminating

information on FEBS activities and acquiring information on local needs for FEBS support. The SG is responsible for arranging on request from Constitutive Societies expert scientific evaluation of research carried out in universities and research institutes.

A.2.4 Public Relations and Communications

The SG shall supervise the information management and ascertain in collaboration with the Chairpersons of FEBS Committees and working groups that the FEBS website and the FEBS News contain the most up-to-date information about FEBS' various activities, vacancies, nominations, minutes of Committees and Working Groups and Executive Summaries of FEBS Executive Committee and Council meetings.

A.2.5 Cooperation with other organizations

In order to proceed with FEBS involvement and contribution to the progress of science in Europe, the SG should promote interactions with other international organizations, primarily in the Life sciences both by developing prevailing contacts and initiating new working relations.

She/He should be in charge of representing FEBS to governmental organizations such as the EU and of negotiating and signing contracts where relevant with these or similar organizations.

(S)he may attend conferences of other scientific and science-policy making organizations so as to involve FEBS in the global development of science, albeit primarily in Europe.

A.2.6 Office

Maintains a FEBS financed office as a centre of administration. Currently this is at the Department of Immunology, The Weizmann Institute of Science, Rehovot 76100 Israel.

B. By-Laws for the Treasurer and the Finance Committee

B.1 PROFILE

The Treasurer has an unique role in making or receiving and recording all financial transactions of the Federation and reporting these to the Executive Committee, Council, the Statutory Auditors and to the Charity Commission in England and Wales who are the relevant tax authorities.

The Treasurer should be a scientist with an established reputation in the biomedical sciences so as to have the appropriate insight into the aims and objectives of the Federation.

(S)he should be a member of a FEBS Constituent Society and have a proven record of experience in the financial affairs of the Federation or of a learned society together with knowledge of journal publishing in the life sciences.

B.2 DUTIES AND RIGHTS OF THE TREASURER

1. The Treasurer must establish an office with sufficient staff financed by FEBS to fulfil the reporting and financial obligations of the Federation. The current office address is:-
98 Regent Street
Cambridge
CB2 1DP
UK
Febs.treasurer@gmail.com
2. The Treasurer chairs the Finance Committee and is responsible for financial matters of the Federation.
3. The Treasurer reports to the Council about the financial status at every Council Meeting and to the Executive Committee and the Finance Committee about financial developments on a regular basis.
4. The Treasurer should liaise with members of the Finance Committee over financial developments and arrange at least one Committee meeting per year to finalize the annual accounts and prepare a budget for the following year to be presented to the Executive Committee and to Council for approval.
5. The Treasurer, with the explicit approval by the Executive Committee required by the Federation's banks, should arrange for the elected members of the Finance Committee to become alternate signatories to the bank accounts.
6. The Treasurer must consult with the Auditors and provide them with any relevant information they require.

B.3 DUTIES TO THE OFFICERS AND COMMITTEES.

B.3.1 For the General Secretary of the Federation, the Treasurer shall:-

1. provide finance for an office with sufficient staff for an appropriate operational background;

2. provide the financial support of FEBS-related travel, hotel and other expenses.

B.3.2 For the Congress Counsellor the Treasurer shall:-

provide the financial support for secretarial services, FEBS-related travel, hotel and other necessary expenses.

B.3.3 For Committees of the Federation, the Treasurer shall:-

1. keep them informed of developments in their annual expenditure;
2. provide the financial support for their meetings, supply funds for their operations and make payments of grants and awards according to the approved budget for a committee;
3. reimburse the expenses of any Committee member who with the approval of the Executive Committee attends an invited event on behalf of the Federation.

B.3.4 For Publications of the Federation, the Treasurer shall:-

1. arrange in collaboration with the Editors-in-Chief of the journals for the provision of premises for the journal staff who are employees of the Federation;
2. employ the editorial staff on contracts appropriate to the location of the particular journal office in line with local employment legislation;
3. establish in collaboration with the Editors-in-Chief and the Publications Committee the levels of remuneration/fees to be paid to editors and referees;
4. make payments to members of the editorial boards and referees according to data on the numbers of manuscripts handled supplied by the Editorial Managers of the journals;
5. negotiate with Publishers in collaboration with the Publications Committee and its Chairperson, the terms of contracts to be offered to the Publishers of the journals owned by the Federation and for all other undertakings in publishing;
6. submit contracts to be signed with the Publishers for final approval of the Executive Committee;
7. monitor that the contractual provisions with Publishers are observed;
8. agree with the Chairperson of the Publications Committee and the appropriate Editor-in-Chief at the contractual annual business meeting with a

Publisher, the business plan and financial objectives for the following calendar year;

9. review the financial implications of promotional initiatives and developments proposed for the journals by the Publishers and the Editorial Boards and, if appropriate, bring these to the Executive Committee and Council together with the Chairperson of the Publications Committee.

B.3.5 For Council meetings of the Federation, the Treasurer shall:-

1. meet the costs of the meeting venue including the provision of recording the proceedings and electronic voting;
2. fund the cost of a dinner for each delegate and to reimburse one night's bed and breakfast accommodation where the meeting carries on to a second day;
3. have no other financial obligations to the Members of Council who are delegates of the Constituent Societies.

B.3.6 For Congresses of the Federation, the Treasurer shall arrange:-

1. to pay a grant to help meet organisational expenses to the Host Society on receiving a clear budget proposal: in 2012 the grant stands at EUR 75,000;
2. to meet the registration fees, travel and hotel expenses for the duration of the Congress of the Members of the Executive Committee, the Chairmen of the Working Groups, the Chairperson of the Editorial Board of *The FEBS Journal*, the Managing Editor of *FEBS Letters* and the Editor-in-Chief of *Molecular Oncology*;
3. to reimburse the Members of FEBS' Committees, if a meeting of the Committee is held during the FEBS Congress, for travel and 3 x per diem expenses and registration fee, if requested. *[Individual members of FEBS committees are normally expected to pay their own registration fees and hotel accommodation just as would any other participant at the Congress. They will be reimbursed directly by the FEBS Treasurer.]*
4. to meet the financial obligations set out in the By-laws for the Sir Hans Krebs Medal, the Datta Medal, the Theodor Bücher Medal, the FEBS Anniversary Prizes of the Gesellschaft für Biochemie und Molekularbiologie, the WISE award & the FEBS Bursaries;
5. to transfer the journal prize awards to the recipients and reimburse their expenses for participating in a Congress;

6. to fund the Education Committee events, the Science & Society Committee events, the Women in Science events and the Young Persons Forum according to the budgets approved by the Executive Committee and Council on the advice of the Finance Committee.

B. 4. THE FINANCE COMMITTEE

There shall be a FEBS Financial Committee composed of the Treasurer as chairperson and 2 members all elected by Council.

B.4.1 Terms of Reference

1. to review regularly the finances of the Federation and formulate future policy proposals in the light of this;
2. to prepare the budget for the following year to be presented to the Executive Committee and Council;
3. to finalize the annual accounts and present them to the Executive Committee and Council;
4. to consult with the Auditors over the annual reports to the Charity Commission for England and Wales;
5. to decide which banks are selected for FEBS accounts;
6. to consult expert advisors in the banks over the appropriate investment strategies to be adopted, then to make decisions on investments;
7. to decide and pursue policies that are in accordance with guidelines from the Charity Commission for England and Wales.

C. **By-Laws for the Congress Counsellor and for a FEBS Congress**

C.1 DUTIES OF THE CONGRESS COUNSELLOR

The Congress Counsellor is expected to be an internationally recognised scientist who has had a major involvement in organising a previous FEBS Congress or other large international congress and is aware of the obligations which need to be undertaken by any Organising Committee. (S)he will chair a Congress Programme Board whose duty is to oversee the quality and implementation of the Congress sessions. It is the duty of the Congress Counsellor to monitor the implementation of these By-Laws by the appropriate organising committees and the professional congress organisers.

C.2 CONGRESS TIMING AND VENUE

1. FEBS Congresses are held annually in countries that have a Constituent Society of the Federation. The local Society will organise the Congress on behalf of FEBS, supervised by the Congress Programme Board, and should aim it to be a collaboration with other Life Science Societies.
2. A Congress will normally be held at the end of June or at the beginning of July in order to avoid conflict with summer vacations. However, local circumstances can also be taken into account. In order to derive travel concessions for staying over a Saturday night, the Congress should start on a Saturday afternoon and finish on a Thursday afternoon. The dates should be chosen to avoid clashing with any other known main scientific conferences or local popular activities (e.g. athletics championships, Olympic Games, etc.).
3. When an International Union of Biochemistry and Molecular Biology (IUBMB) Congress is being held in Europe FEBS will collaborate with IUBMB in order to make it a joint FEBS/IUBMB Congress. In addition, the IUBMB may collaborate with FEBS in order to organise joint FEBS Congresses/IUBMB Conferences.
4. Selection of the Congress venue will follow a call for bids by the Secretary General at least 3 years in advance of the proposed date of the Congress. The deadline for applications will be provided to the Constituent Societies. The Congress proposal will be analyzed by the Executive Committee including a visit to the proposed venue and offered to the FEBS Council (accompanied by short presentation by representatives of applicant Constituent Societies) for selection and approval at least three years in advance.

C.3 CONGRESS APPLICATION INFORMATION

A written proposal should come from a constituent society or at least should be endorsed by it and contain the following information:

1. the name of the person from the Constituent Society responsible for the proposal and naming their nominated future Chairperson of FEBS;
2. the composition of the Organising and Scientific Committees;
3. a written statement giving assurance that the ICSU policy on free circulation of scientists, including a timetable for visa application and insurance, as recommended in the 1989 Resolution on the Free Circulation of Scientists, will apply;
4. the topic(s) on which the Congress will focus;

5. the location and proposed dates;
6. the names of Societies approached for collaboration and copies of the correspondence pledging their collaboration;
7. the Congress facilities indicating the number and size of lecture rooms, space for poster boards and for the commercial exhibition, and social facilities such as restaurants. The facilities should provide space for at least 2500-3000 participants;
8. information on previous Congresses or meetings organized in this location including programme outlines and photographic evidence;
9. the availability of hotels and student accommodation, their locations and distance from the Congress venue along with approximate room rates both current and anticipated;
10. travel access to the venue (with examples of current return fares which include a Saturday night to some major cities), local transportation facilities (e.g. taxi, shuttle, metro) and their costs to hotels following arrival by air, rail and road;
11. typical daily expenses, such as for meals and local transportation;
12. an estimate of the number of participants at both regular and reduced registration rates expected from the Constituent Society, the collaborating organisations and from outside the country;
13. an outline of the budget, incorporating:
 1. total income expected from registration fees, the FEBS grants, the commercial exhibition, and other sources together with potential opportunities for further fund raising;
 2. and expenditure on preliminary announcements, organisers expenses, conference facilities, speakers, programme booklets and bags, the social programme, transport provision(if appropriate), security, insurance and any taxation charges which may be payable:
14. weather conditions at the time of the Congress;
15. opportunities for accompanying persons, outlining possible excursions and local attractions;
16. other points that may make the Congress more attractive.

C.4 CONGRESS ORGANISATION AND REPORTING

1. The Organisers must undertake to observe the guidelines provided by the Congress Counsellor and the Congress Programme Board and keep the FEBS Executive Committee well informed of the status of their planning through the FEBS Congress Counsellor
2. Two years before the Congress the Organisers will present their nominations for the named plenary lectures to the Executive Committee for approval before contacting any of these.
3. A preliminary Programme developed in collaboration with the Congress Programme Board including the names of most speakers and titles of presentations will be presented at least one year before the Congress.
4. The number of invited lecturers from countries outside the FEBS area should be limited (not more than 20%). This rule does not apply in the case of a joint FEBS/IUBMB Congress held in Europe.
5. During the two years preceding the Congress, a member of the Organising Committee will attend the FEBS Council Meeting and present the current status of plans for the Congress.
6. Within six months after the Congress, the Organisers will supply the Congress Counsellor with a full report of the Congress, including any recommendations for the benefit of future Congress Organisers
7. The Congress should be preceded by a Forum for Young Scientists organised in collaboration with the member of the Executive Committee who has responsibility for this event.
8. In addition to Plenary Lectures, parallel Symposia and Workshops, the programme should include Special sessions on Women in Science, Education, and Science and Society.

C.5 FEBS CONGRESS PROGRAMME BOARD

1. The aim of the Board is to ensure the quality of FEBS Congresses and bring consistency and international visibility to the annual event.
2. The Board, selected for specific Congress, proposes, supervises and decides on scientific programme of the FEBS Congress.
3. The Board is composed of FEBS Congress Counsellor (as the chairperson), 3

members selected by FEBS Executive Committee and 3 members of the Local Organizing Committee. The selected members have to be prepared for active participation in FCP Board work

4. The Board's procedure and timetable will be set out following the selection of a Congress destination and host by the Congress Counsellor.

C.6 FINANCIAL MATTERS.

1. The FEBS Treasurer is responsible for discussion and negotiation on all financial matters.
2. FEBS will offer a grant (currently of EUR 75,000) to the organisers and proportion of this sum will be available to the Organisers one year before the Congress on the production of a statement of preliminary expenditure and on advice of the Congress Counsellor.
3. A further sum (currently EUR 50,000) will be made available to offer BURSARIES to members of FEBS Constituent Societies.
4. The Registration Fees of the members of the FEBS Executive Committee, the Chairmen of the Working Groups, the Chairperson of the Editorial Board of FEBS Journal and the Managing Editor of FEBS Letters who attend the Congress will be paid by the FEBS Treasurer.
5. The registration fees for holders of FEBS' Diplôme d'Honneur must be waived by the Organizers.
6. The Registration Fee for the Congress must be within reasonable reach of most European biochemists and Reduced Registration Fee (at least 50%) should be available for young participants (under 31 years of age at the time of the Congress). The rates, subsidised in part by the FEBS grant, should normally apply only to scientists working in academia: those working in industry should be asked to pay an appropriately higher registration fee. FEBS delegates to Council Meeting who are not participants of the Congress are not required to register or pay a Registration Fee.
7. Normally, registration fees are to be waived for lecturers in Plenary, Symposia and Workshop sessions.
8. The financial support offered to speakers for travel and accommodation must be clearly stated in an unambiguous way in the letter of invitation. In order to avoid misunderstandings, all letters of invitation must be signed by the Chairperson of the Organising Committee.
9. FEBS support for named medal lectures is confined to provision of the medals and reimbursing the lecturer's travel expenses.

10. The Winners of the FEBS Anniversary Prizes of the Gesellschaft für Biochemie und Molekularbiologie will be selected in collaboration with the Congress Counsellor from among the persons invited to give a lecture at one of the Symposia or workshops held during a FEBS Congress. The prizes do not relieve the Organisers from any of their normal responsibilities to these speakers.
11. The travel and accommodation expenses of the winners of the FEBS/EMBO Women in Science Award and of the Journal Prizes who will present special lectures will be met by FEBS.
12. Accepted abstracts of paid-up delegates and of the invited lecturers indexed by author and keywords will be published as a Supplement of The FEBS Journal financed by an agreement between FEBS and the publishers, Wiley-Blackwell.
13. The Young Scientists Forum is organized with a budget independent of the Congress budget.
14. The Organisers should allocate space at the congress venue for a Commercial Exhibition to provide additional income.
15. Any profit which may arise from the holding of FEBS Congresses must be used for the benefit of Biochemistry and Molecular Biology. The FEBS Executive Committee must approve its expenditure after receiving a final report of the Congress

C.7 FEBS PUBLICATIONS AT A CONGRESS.

1. The Organising Committee should, at an early date, contact the Managing Editor of FEBS Letters with a view to organising a Special Issue of this journal in connection with the Congress.
2. It is customary for the Sir Hans Krebs Lecture to be published in the FEBS Journal, and the Datta Lecture in the Special Issue of FEBS Letters. The Organising Committee should notify the Chairperson of the Editorial Board of The FEBS Journal, and the Managing Editor of FEBS Letters as soon as the lecturers have accepted their invitations to lecture. Organisers must inform those awarded these lectureships about their obligation to submit the manuscripts in due time.
3. When a Constituent Society wishes to publish material from the Congress in its own journal or on CD/DVD disc, permission is required from the Executive Committee.

C.8 OTHER ACTIVITIES AT A CONGRESS

1. Congress organisers are to ensure that space is available in the Exhibition/Poster area for the presentation of FEBS activities and publications and that office space and meeting facilities are provided at the venue for the FEBS Secretariat and the Executive Committee.
2. In collaboration with the Secretary General an appropriate location and free time must be provided for the meeting of the FEBS Council, so that it does not overlap with the scientific programme
3. It is expected that the Organisers will arrange a Social Programme, a Programme for Accompanying Persons, a Public Awareness Programme open to the general public and Educational activities.

D. By-Laws for FEBS National Lectures

1. FEBS National Lectures were established to commemorate the 40th anniversary of the Federation of European Biochemical Societies. These FEBS National Lectures (a maximum of 5 per year) are intended as Plenary Lectures that significantly enhance the quality of a scientific meeting, symposium or annual national scientific meeting of a Constituent Society.
2. The Lecturer should be a distinguished scientist with a significant international reputation for fundamental contributions to the fields of biochemistry and molecular biology. An engraved glass award will be provided by FEBS for presentation to the FEBS National Lecturer after his/her presentation.
3. The Lecturer should be working in a FEBS country different from the one organizing the meeting.
4. The support shall consist of travel expenses (economy flight). The host organization will offer free registration and accommodation. FEBS will not offer an honorarium. Reimbursement will be made by the FEBS Treasury.
5. A FEBS National Lecture shall be awarded only when the host organization is not already in receipt of FEBS funds for support of the event and on the undertaking that no additional application for funds will be made to FEBS in the same year.
6. An application proposing maximum two candidates for the FEBS National Lecturer including short Curricula Vitae and with full details of the event, should be sent to the Congress Counsellor.

7. The deadline for applications for support in a given year is 1 October of the preceding year.
8. The application will be evaluated by the Executive Committee members of FEBS and awarded within 2 months of receipt of the application.
9. The invited speaker shall be named The FEBS National Lecturer and designated as such in all announcements and programmes.
10. The FEBS National Lecturer should be introduced by a member of the host organization with a brief acknowledgement of FEBS and the lectureship at the beginning of his/her presentation.

E. By-Laws for FEBS Awards and Prizes.

E.1 FEBS DIPLÔME d'HONNEUR

FEBS Diplôme d'Honneur was instituted on the occasion of the 10th Anniversary of FEBS, to honour those Biochemists and Molecular Biologists who had rendered outstanding service to FEBS.

1. Recipients of the Diplôme will be selected by FEBS Executive Committee.
2. Every two years the Secretary General will ask the Societies to suggest possible candidates for consideration by the Executive Committee.
3. The Diplômes will be presented at a FEBS Congress and will be signed by the Chairperson and the Secretary General of FEBS.
4. Recipients of the Diplôme may attend FEBS Congresses without payment of the registration fee.

E.2 THE SIR HANS KREBS LECTURE AND MEDAL

The Sir Hans Krebs Lecture and Medal was endowed by a generous gift from the Lord Rank Centre for Research and is awarded for outstanding achievements in Biochemistry and Molecular Biology or related sciences.

1. The Lecture shall be one of the plenary lectures at a FEBS Congress and is chosen by the Organising Committee, who must consult the FEBS Executive Committee via the Congress Counsellor prior to issuing any invitation, 24 months before a Congress. It should appear in the Congress Programme as the "FEBS Sir Hans Krebs Lecture" with a note acknowledging the Lord Rank Centre for Research.
2. It is expected that the Lecturer should be a European active in research.
3. The prize money will pay the Lecturer's travel expenses

4. Each Lecturer will be presented with a silver medal. The Treasurer has a stock of medals and will have one engraved with the Lecturer's name and the year and place of the Congress.
5. Apart from travel expenses, the award does not relieve the Organising Committee of its normal obligations to invited speakers.
6. It is customary for the Lecture to be published in full in The FEBS Journal.
7. This award can be granted only once to the same person.

E.3 THE DATTA LECTURE AND MEDAL

The Datta Lectureship award is provided by generous capital gifts from Elsevier Science Publishers and is awarded for outstanding achievements in the field of Biochemistry and Molecular Biology or related sciences. The capital will be invested by the FEBS Treasurer and the interest used to finance the award.

1. The award will normally be made at each Congress of FEBS to one of the plenary lecturers chosen by the Organising Committee, who must consult the FEBS Executive Committee via the Congress Counsellor prior to issuing any invitation, 24 months before a Congress. It should appear in the Congress Programme as the "FEBS Datta Medal Lecture".
2. The lecturer should normally be from a FEBS country.
3. The prize money will pay the Lecturer's travel expenses.
4. A medal, provided by Elsevier Science Publishers, will be presented to the Lecturer.
5. Apart from travel expenses, the award does not relieve the Organising Committee of its normal obligations to invited speakers.
6. It is customary for the Lecture to be published in full in the Congress Special Issue of FEBS Letters.
7. Should circumstances change, FEBS Council, in agreement with Elsevier Science Publishers may direct that either the income or the capital of the prize fund be used for some other purpose for the advancement of Biochemistry and Molecular Biology, in accordance with the FEBS Memorandum of Association and Articles.
8. This award can be granted only once to the same person.

E.4 The THEODOR BÜCHER LECTURE AND MEDAL

The Theodor Bücher Lecture and Medal was endowed by a generous capital gift from Frau Ingrid Bücher to the Gesellschaft für Biochemie und Molekularbiologie (GBM) and is awarded for outstanding achievements in Biochemistry and Molecular Biology or related sciences. The capital will be invested by GBM. FEBS has commissioned die stamps for a silver medal from its own funds and the Treasurer has a stock of these.

1. The Lecture shall be one of the plenary lectures at a FEBS Congress and is chosen by the Organising Committee who must consult the FEBS Executive Committee and the GBM via the Congress Counsellor prior to issuing any

invitation. It should appear in the Congress Programme as the “FEBS Theodor Bücher Lecture”.

2. It is expected that the Lecturer should be active in research.
3. The prize money will pay the Lecturer’s travel expenses. Each Lecturer will be presented with a silver medal which the FEBS Treasurer will have engraved with the Lecturer’s name and the year and the place of the Congress.
4. Apart from travel expenses, the award does not relieve the Organising Committee of its normal obligations to invited speakers.
5. This award can be granted only once to the same person.
6. It is customary for the Lecture to be published in full in The FEBS Journal.

E.5 FEBS/EMBO WOMEN IN SCIENCE AWARD

The FEBS/EMBO Women in Science Award is a joint initiative of the Federation of European Biochemical Societies (FEBS) and the European Molecular Biology Organisation (EMBO). Launched in 2007, the aim of the award is to highlight major contributions made by female scientists to Life Science research. Winners of the award will serve as inspiring role models for future generations of women in science.

1. Each year an individual woman working in the life sciences will be acknowledged for her outstanding achievements. The winner will be honoured at the annual FEBS Congress, receive a grant of €5,000 and a specially commissioned statuette with a plaque engraved with the winner’s name and the year and place of the Congress. She will present a special plenary lecture.
2. It is expected that EMBO will contribute a matching grant of € 5,000 to the winner.
3. Nominees should be excellent female scientists working in Europe and who have made significant contributions to the Life Sciences in the last 5 years. The award is generally not meant to be for lifetime achievements. The nominee’s research must be based in one of the member countries of FEBS or EMBO and in a scientific field covered by both organisations, i.e. the life sciences, including medical and agricultural research.
4. Candidates have to be nominated by a third person; self-nominations are not accepted. Nomination can only be made electronically, at <http://www.embo.org/funding-awards/women-in-science-award>. The deadline for nominations for each year’s award is mid October of the preceding year.
5. An award committee of eight members co-chaired by the chairperson of the FEBS Working Group on Women in Science and the corresponding liaison person in EMBO will evaluate the nominees, make the selection and communicate the name of the winner to the EMBO Council and the FEBS Executive Committee for approval. The official announcement of the winner will be made via a press release at least two months prior to the FEBS Congress.

6. Each of the co-chairpersons will nominate three members of the award selection committee to be approved by FEBS Executive Committee and EMBO respectively.
7. The recipient of the award is expected to present a special plenary lecture at the FEBS Congress and offer a manuscript for publication in the FEBS Journal. Her travel and accommodation expenses at the Congress will be met by the FEBS Treasurer.

E.6 FEBS ANNIVERSARY PRIZES OF THE GESELLSCHAFT für BIOCHEMIE und MOLEKULARBIOLOGIE.

1. These Prizes to mark the 10th anniversary of FEBS are provided by generous capital gifts from Boehringer Mannheim GmbH and Eppendorf Gerätebau Netheler + Hinz GmbH and are awarded for outstanding achievements in the field of Biochemistry and Molecular Biology, or related sciences.
2. The capital will be invested by the FEBS Treasurer and by the "Schatzmeister" of the Gesellschaft für Biochemie und Molekularbiologie (GBM) and the interest will be used to finance the Prizes.
3. Two Prizes will normally be awarded each year.
4. The Prizes shall be awarded to persons under the age of 40.
5. The Prize-Winners will be selected from among the persons invited to give a lecture at one of the Symposia or Workshops held during a FEBS Congress.
6. The amount of Prize money shall be determined each year by the FEBS Executive Committee on the advice of the FEBS Treasurer and in 2012 will amount to 2000 euros.
7. Each Prize-Winner shall receive a Diploma.
8. The awards will be presented by the Congress Counsellor at the beginning of the session in which the awardee is speaking. The chairpersons of that session will be notified in advance by the Organising Committee and will leave 3 minutes at the beginning of the session for the award ceremony.
9. The award of a Prize does not relieve the Organizing Committee of its normal obligations to invited speakers.
10. The Prize winners will be selected by a Committee consisting of one person nominated by FEBS Council, one nominated by the Organising Committee of the next FEBS Congress, one nominated by the GBM, together with the Congress Counsellor, who will act as convener of the Committee. The Committee shall conduct its business by mail, no funds being supplied for any meeting.
11. The member of the Committee nominated by the Organising Committee of the next FEBS Congress shall propose to the Committee names of candidates, the number of which should be greater than the number of Prizes available. Members of the Host Society will not normally be candidates.
12. Should circumstances change, FEBS Council in agreement with the GBM may direct that either the income or the capital of the Prize fund be used for some other purpose for the advancement of Biochemistry and Molecular

Biology in accordance with the FEBS Memorandum of Association and Articles and the Statutes of the GBM.

E.7 FEBS LETTERS AWARD FOR YOUNG SCIENTISTS.

This award is presented annually to the lead author of the most outstanding research letter published in the previous calendar year in FEBS Letters by an author who is aged 40 or younger.

The contributions are judged by a committee of the journal's editors appointed by the Editorial Board.

The winner receives a grant of €10,000 and presents a lecture at a special Award session for Young Scientists at the FEBS Congress.

The winner's expenses for attending the FEBS Congress are reimbursed by the FEBS Treasurer.

E.8 THE FEBS JOURNAL PRIZE.

This award is presented annually to a graduate student or a young post-doctoral worker who is no more than 3 years from the award of a PhD and who is the lead author of the paper judged to be the best published in the previous calendar year in the FEBS Journal.

The contributions are judged by a committee of the journal's editors appointed by the Editorial Board.

The winner receives a grant of €10,000 and presents a lecture at a special Award session for Young Scientists at the FEBS Congress.

The winner's expenses for attending the FEBS Congress are reimbursed by the FEBS Treasurer.

E.9 DISTINGUISHED YOUNG INVESTIGATOR AWARD: FELLOWSHIP FOLLOW-UP RESEARCH FUND; SUMMER FELLOWSHIP PRIZE.

The rules for these awards which are restricted to recipients of FEBS Fellowships are contained in the By-Laws for FEBS Fellowships.

F. By-Laws for FEBS Congress Bursaries

1. These are awards made from a fund allocated to a FEBS Congress to assist the participation of FEBS members from countries different from that in which a Congress is held.
2. The amount of the fund will be approved by Council on the recommendation of the Executive Committee and the Finance Committee. In 2012 it will be € 150,000
3. Applicants must present a communication as the first author at the Congress.
4. Applicants should normally:
 1. be, or have been, a student at an institution of higher learning in a country where there is a FEBS Constituent Society,
 2. be a member of a FEBS Constituent Society,
 3. be a registered student or within 5 years of receiving a Ph.D.
 4. not have received a grant from FEBS to attend an Advanced Course or Workshop in the current year.
5. Awards will only be made to persons travelling from their current country of residence to a Congress in another country.
6. The awards may be used as a contribution towards travel, registration or subsistence costs as appropriate.
7. The awards shall be made by the Congress Organising Committee in consultation with the Congress Counsellor.

G. By-Laws for the FEBS Advanced Courses Committee

G.1. COMPOSITION

There shall be a FEBS Advanced Courses Committee composed of the Chairperson and, seven members elected by Council and, ex officio, the Secretary General and the Treasurer.

G.2. TERMS OF REFERENCE

1. To solicit proposals for FEBS Advanced Courses, Workshops and Special Meetings on relevant scientific topics in Biochemistry and Molecular Biology and in related scientific disciplines.
2. To consider these proposals, select suitable ones and arrange an annual programme within the total sum available for this activity.

3. To report to the Executive Committee and to Council on the programme arranged during the previous year and on its success.

G.3. GENERAL GUIDELINES

1. The Advanced Courses Committee (ACC) aims to provide financial support for the organization of Advanced Lecture & Practical Courses, Workshops and Special Meetings on timely scientific topics in biochemistry, genetics, molecular-, cellular- and developmental biology, structural biology, systems and quantitative biology, as well as in related bioscience areas. If agreed, Joint Lecture Courses and Meetings with other established Societies in these fields are supported.
2. Organisers are encouraged to consider gender as well as science & society issues in establishing scientific programmes if possible or applicable.
3. Applications can be submitted for events to be organized in the following year. Applications for events in the same year are ineligible and will not be considered for evaluation without further notice. Submission deadline(s) are set by the ACC at the beginning of each year. All applications should be submitted electronically through the FEBS website.
4. Proposals are eligible for evaluation if they comply with ACC guidelines and have been received before the deadline. Eligible proposals are evaluated by the international ACC in a competitive process and results of evaluation will be announced not later than October 1 of the submission year.
5. The award of a Grant is contingent on the responsible organiser(s) agreeing to follow the FEBS REPORTING GUIDELINES set out below.
6. The Chairperson prepares, organizes and runs ACC meetings. ACC meetings follow an agenda prepared by the Chairperson and distributed among ACC members before meetings in due time.
7. All funding decisions are normally taken during ACC meetings and based on a consensus opinion of the ACC on the quality and merit of applications. Only in exceptional cases may the ACC decide on applications outside regular ACC meetings. In such cases, the Chairperson has to consult with all ACC members by e-mail before any decisions are taken.
8. Should votes on funding decisions become necessary, all members and ex-officio members attending the ACC meeting have a single vote. In case of a tie, the Chairperson is entitled to make the final decision on a given application.
9. The responsible organisers shall be informed in writing about the evaluation

results. The FEBS ACC will nominate one of its members to act as 'Member-in-Charge', so as to provide liaison with the organiser(s).

10. The Chairperson prepares detailed minutes of ACC meetings to document ACC decisions. ACC minutes must be approved by all ACC members.
11. The Chairperson is responsible for updating the online submission and reporting system. The Chairperson is responsible for keeping a complete record of all activities of the ACC in an electronic format.
12. The ACC accepts and approves scientific and statistics reports of ACC events, all of which must be provided in the electronic format provided.
13. Financial reports must be approved by the Chairperson and The Treasurer's office.
14. The Chairperson is responsible for reporting to the Executive Committee and to Council through regular written reports about ACC activities and for seeking approval of budgetary requirements with the Finance Committee and the Executive Committee to cover the administration costs of the ACC.
15. The Chairperson can propose and install international collaborations of the FEBS ACC with other scientific organizations after seeking approval of associated costs with the Executive Committee or Council if applicable.
16. Should the ACC Chairperson for whatever reason become unable to undertake the tasks, the Executive Committee is entitled to appoint an interim Chairperson among regular ACC members until Council can elect a new Chairperson.

The definitions used in these guidelines are as follows:-

Young Scientist – refers to undergraduate students enrolled in university curricula, graduate (PhD) students, and postdoctoral fellows within 5 years of obtaining a PhD – all under 35 years of age.

Invited Speaker / Lecturer – internationally recognized and leading scientist in a given field.

Tutor – co-organizer and/or participant at courses/workshops; usually involved in course organization, experimental planning and/or supervision of experimental/theoretical work; may also be a person who is guiding small groups or young scientists during practical courses.

Senior Scientist – independent group leader or researcher holding a position at academic or non-profit research institutions.

Corporate Scientist – researcher or scientist affiliated with corporate institutions, including pharmaceutical companies.

Other Participant – academic or other scientists (academic and non-academic) attending FEBS events; may be a non-academic researcher and/or accompanying guest.

G.4. GUIDELINES FOR ADVANCED LECTURE COURSES & PRACTICAL COURSES

1. Advanced Lecture Courses (ALC) may obtain support for a programme with up to 20 lecturers, who should strongly interact with young scientists (maximum 120) in poster sessions, oral presentations and round-table discussions, as well as tutorials. As the focus is on teaching and training, lecturers may be asked to present an introductory lecture followed by a state-of-the-art lecture.
2. A combination of Practical and Lecture Courses (PLC) is also possible, given that the course includes hands-on elements (see below). Previous experience has shown that greatest benefits for young scientists are obtained from courses with a ratio of young scientists to lecturers ranging from 4:1 to 5:1.
3. Practical Courses (PC) may receive support to teach up to 24 young scientists advanced techniques in molecular biosciences, so that upon returning they can apply these techniques in their home laboratories. Up to 12 lecturers and tutors can be invited to deliver lectures on the theoretical background of methodologies and supervise hands-on experiments or biocomputing.
4. ALC, PLC and PC events may receive Youth Travel Fund (YTF) grants supporting up to 10% of participating young scientists. In general, young scientists from the same country in which the course is held are not eligible.

G.5. APPLICATION GUIDELINES FOR ADVANCED LECTURE & PRACTICAL COURSES

1. Organisers have to complete the appropriate ALC / PC / PLC Application Form, which can be retrieved from the download area of the Advanced Courses section of the FEBS website, and provide the following information:
Title, date and precise location of the lecture or practical course.
2. Proposed attendance (lecturers, young scientists, senior scientists, other participants).
3. A detailed scientific programme/course calendar must be provided for a period of usually 5–8 working days.
4. A detailed course budget in €uro and total amount requested from FEBS. All other financial support secured or pending applications have to be listed.
5. The availability of support and co-funding by other financing bodies, commercial organizations and industry is welcome to stress wider scientific

and technological importance of the proposed topic.

6. The FEBS award for a lecture course can be up to € 25,000 and for a practical course up to € 15,000. Organizers will receive the FEBS grant into a bank account of their choice from the FEBS Treasurer after returning the signed Disclaimer and Declaration Forms sent to them together with the Decision Letter.
7. Furthermore, course organizers may request YTF grants to cover the attendance of up to 10% of young scientists attending (details are given under Youth Travel Fund guidelines).
8. The main applicant has to submit a CV of maximal 3 pages. Please indicate any previous experience in international course organisation and student training.
9. All applications must be submitted through the online system on the FEBS website by the announced deadline. Online submission requires that you register and set up a free account with login & password on the FEBS website www.febs.org
10. Any and all communication with the ACC office will only be through the main responsible organizer.
11. Applications for events in the same year are ineligible and will not be considered for evaluation without further notice.

G.6. GUIDELINES FOR JOINT FEBS/EMBO LECTURE COURSES

1. The European Molecular Biology Organization (EMBO) and the Federation of European Biochemical Societies (FEBS) will support up to 5 Joint FEBS/EMBO Lecture Courses (EFLC) per year on timely scientific topics in biochemistry, genetics, molecular-, cellular- and developmental biology, structural biology, systems and quantitative biology, as well as in related bioscience areas. Organization of these events is regulated by the current Agreement between FEBS and EMBO.
2. Joint lecture courses can be organised in any country where there is a FEBS Constituent Society or in any of the EMBC (European Molecular Biology Conference) member states.
3. Joint FEBS/EMBO Lecture Courses aim to provide young scientists with opportunities for career development and mentoring by meeting the leading scientists in their fields. Because the focus is on training, lecturers should also deliver introductory lectures followed by state-of-the-art scientific talks. Joint lecture courses may host a limited number of lecturers (18–24), who should strongly interact with students (up to 120) in

poster sessions, oral presentations and round-table discussions, as well as tutorials.

4. Furthermore, EMBO provides additional funds for organizers to support one EMBO Plenary Lecture, one EMBO Young Investigator Lecture, one Science & Society Lecture, as well as one Women in Science Lecture. Finally, joint lecture courses are eligible to receive grants from the Youth Travel Fund (YTF), covering attendance of up to 10% of all young scientists according to FEBS YTF guidelines applicable for other courses and workshops.

G.7. GUIDELINES FOR APPLICATIONS FOR JOINT FEBS/EMBO LECTURE COURSES

Organisers have to complete the appropriate EFLC Joint FEBS/EMBO Application Form, which can be retrieved from the download area of the Advanced Courses section of the FEBS website as a 'FEBS/EMBO Application/Reporting Form Package'. Please follow the step-by-step application guidelines also available on the FEBS and EMBO websites. Responsible organiser(s) are asked for the following details in the application:

1. Title, date and precise location of the joint FEBS/EMBO lecture course.
2. Proposed attendance (lecturers, tutors, young scientists, senior scientists). Previous experience has shown that greatest benefits for students are obtained from courses with a ratio of young scientists to lecturers ranging of about 5:1.
3. Detailed scientific programme/course calendar. An adequate course programme should be developed for a period of no more than 5–7 working days.
4. Proposed course budget in Euro and total amount requested from FEBS and EMBO. The award for a lecture course is up to a maximum of Euro 40,000. All other financial support secured or pending applications have to be listed.
5. Organizers will receive the FEBS/EMBO grant into a bank account of their choice from the FEBS Treasurer after returning the signed Disclaimer and Declaration Forms sent to them together with the Decision Letter.
6. The main applicant has to submit a CV of maximal 2 pages. Please indicate any previous experience in international course organisation and young scientist training.
7. The completed FEBS/EMBO application form can ONLY be submitted through the online system on the FEBS homepage, adhering to the regular

FEBS/EMBO application deadline.

8. Online submission requires that you register and set up a free account with login & password on the FEBS website www.febs.org
9. Any and all communication about the application with the ACC office will only be through the main responsible organizer.
10. Applications for events in the same year are ineligible and will not be considered for evaluation and deleted without further notice.
11. Both FEBS and EMBO course committees will make evaluation of all applications.
12. Organisers will receive notification about a joint consensus decision on funding by FEBS and EMBO through the FEBS ACC Office.

G.8. GUIDELINES FOR FEBS WORKSHOPS

1. FEBS Workshops (WS) should address timely topics of high scientific interest, similar to those applicable for lecture and practical courses. Available funds allow for the support of up to six annual Workshops.
2. The purpose is to bring experts and interested scientists together to discuss most recent developments and future perspectives in a given field. To maintain a proper atmosphere of informality and an optimal forum for exchange of ideas, the number of participants should not exceed 80–100, including up to 20 invited speakers. Poster sessions, oral presentations and round-table discussions are recommended to insure that all participants are actively involved and interact with attending young scientists.

G.9. APPLICATION GUIDELINES FOR A FEBS WORKSHOP

Organisers have to complete the appropriate WS Application Form, which can be retrieved from the download area on the FEBS homepage, and provide the following information:

1. Title, date and precise location of the workshop.
2. Proposed attendance (speakers, young scientists, senior scientists, other participants).
3. A detailed scientific programme/course calendar must be provided for a period of usually 5–8 working days.
4. A detailed workshop budget in Euro and total amount requested from FEBS. The award for a workshop is up to a maximum of Euro 20,000. All other

financial support secured or pending applications have to be listed.

5. The availability of support and co-funding by other financing bodies, commercial organizations and industry is welcome to stress wider scientific and technological importance of the proposed topic.
6. Organizers will receive the FEBS grant into a bank account of their choice from the FEBS Treasurer after returning the signed Disclaimer and Declaration Forms sent to them together with the Decision Letter.
7. Furthermore, workshop organizers may request additional YTF grants to fully cover attendance up to 10% of all young scientists attending (see details under YTF guidelines).
8. The main applicant has to submit a CV of maximal 3 pages. Please indicate any previous experience in international course organisation and student training.
9. All applications must be submitted through the online system on the FEBS website by the announced deadline.
10. Online submission requires that responsible organizers register and set up a free account with login & password on the FEBS website www.febs.org
11. Any and all communication with the ACC office will only be through the main responsible organizer.
12. Applications for events in the same year are ineligible and will not be considered for evaluation without further notice.

G.10. GUIDELINES FOR FEBS SPECIAL MEETINGS

1. FEBS supports up to three FEBS Special Meetings (SM) in each calendar year. Special meetings should address timely topics of high scientific interest in biochemistry and molecular cell biology and related molecular biosciences.
2. A Special Meeting consists of a speaker programme featuring the leading scientists in a given field, poster sessions and oral presentations based on selected abstracts.
3. The criteria for organising such a meeting are that it will attract a large group of participants (250–500). The main purpose of such meetings is to get an optimal forum for a broad discussion between groups of interested scientists and topic experts.
4. Organisers are encouraged to consider gender as well as science & society issues in the Special Meeting if possible or applicable.

5. Importantly, FEBS Special Meetings cannot be organized six weeks before or after the Annual FEBS Congress, which is usually held in the beginning of July. Please check the FEBS website www.febs.org for the date of the annual FEBS Congress.

G.11. APPLICATION GUIDELINES FOR A FEBS SPECIAL MEETING

Organisers have to complete the appropriate SM Application Form, which can be retrieved from the download area on the FEBS homepage, and provide the following information:

1. Title, date and precise location of the FEBS Special Meeting.
2. Proposed attendance (speakers, young scientists, senior scientists, other participants) – Minimum 250, including invited speakers (maximum of about 35–40).
3. Detailed scientific programme / meetings calendar on what topics will be discussed. An adequate programme should be developed for a period of usually 5–7 days.
4. Proposed meeting budget in Euro and the amount requested from FEBS. All other financial support secured or pending applications have to be listed.
5. The availability of support and co-funding by other financing bodies, commercial organizations and industry is welcome to stress wider scientific and social importance of the proposed topic.
6. The award for a special FEBS Special Meeting can be up to Euro 40,000.
7. Organizers will receive the FEBS grant into a bank account of their choice from the FEBS Treasurer after returning the signed Disclaimer and Declaration Forms sent to them together with the Decision Letter.
8. The main applicant has to submit a CV of maximal 3 pages. Please indicate any previous experience in international meeting organisation.
9. Applications must be submitted through the online system on the FEBS website by the announced deadlines for events in the following year(s). It is highly recommended that the Applications for Special Meetings should reach the ACC more than 12 months before the actual meeting date.
10. Online submission requires that responsible organizers register and set up a free account with login & password on the FEBS website www.febs.org
11. Any and all communication with the ACC office will only be through the

main responsible organizer.

G.12. REPORTING GUIDELINES

The organizers must agree to provide a complete report of the event adhering to the reporting guidelines detailed below.

1. Within 3 months after the end of the course, electronic copies of all reporting documents will have to be uploaded through the ACC online system using personal account and login information used for uploading of the Application.
2. Only the standard report forms are acceptable, all of which can be downloaded from the FEBS website:

Scientific Report.doc;
StatisticsForm.xls;
Evaluation Summary Questionnaires.xls;
Financial Report.xls.
3. All events receiving FEBS support are subject to anonymous evaluation by participants, including young scientists and invited speakers, and require a mandatory return of 50% of Evaluation Questionnaires, based on the total number of all participants. The original Evaluation Questionnaires should be sent to the Member-in-Charge of the event, appointed by the Advanced Courses Committee and mentioned in the Decision Letter. The mandatory return quota of original completed Questionnaires is 50% for all events financed by FEBS.
4. Any and all communication with the ACC office will only be through the main responsible Organizer.

G.13. GUIDELINES FOR GRANTS FROM THE YOUTH TRAVEL FUND

Organisers of the approved FEBS Courses can apply for YTF grants to support participation of PhD students and young scientists in events of the FEBS Advanced Courses Programme. These grants cover their registration fee, accommodation and meals, and may support their travel, if decided by the Organizer. The eligibility criteria for YTF grants must be advertised on the event website, which should include the link to the FEBS YTF page <http://www.febs.org/index.php?id=106>. They are as follows and only in exceptional circumstances may any of these conditions be waived:

1. The applicant should be not older than 35, should be a PhD student or should be a postdoctoral scientist within five years of having completed a PhD thesis, and must be a member of a FEBS Constituent Society, <http://www.febs.org/index.php?id=74>.

2. The applicant must be working in a country where there is a FEBS Constituent Society, but the applicant cannot be a resident of the country hosting the event.
3. The applicant should not have received a grant from the Youth Travel Fund to attend a FEBS Course / Workshop in the current year or previous year, nor a Bursary to attend the FEBS Congress in the current year, nor a grant to attend the Young Scientist Forum in the current year;
4. The eligibility criteria for YTF awardees from outside the FEBS area are the same as above, but on addition, the applicant can be a member of an IUBMB-related society and must be working in a country where there is an IUBMB-related society, <http://www.iubmb.org/index.php?id=16>.
5. All the YTF applicants should send completed applications together with documented proof of their eligibility and a recommendation letter from the current or previous supervisor (if applicable) to the Course Organizer by the deadline announced. The Course Organizer will select the YTF grant candidates based on merit, bearing in mind the eligibility criteria set by FEBS.
6. A ranked list of the selected YTF candidates, including a reserve list should be sent to the FEBS Treasury, and notes regarding which candidates should receive travel support as well (on top of the registration fee, accommodation and meals included in the YTF grant).
7. The FEBS Treasury will be sent the YTF Form to the Course Organizer, to be distributed to the selected YTF candidates. The selected candidates should send the completed FEBS Treasury YTF Forms to the FEBS Treasury at least eight weeks before the event start date.
8. The FEBS Treasury will confirm the eligibility, the names and the amounts of the awards to the Course Organizer and awardees as soon as all YTF Application Forms are received, and will transfer the total amount of the YTF grants to the bank account indicated by the Course Organizer.
9. The Course Organizer is responsible for using these funds for the course fees and reimbursement of travel costs to the YTF awardees (upon confirmation of presence at the event, by cash or bank transfer) according to the awards list provided by the FEBS Treasury.
10. Records of the YTF payments should be kept for three years, along with all other receipts and invoices, as they might be required for inspection by the UK Charity Commission.

G.15. ADVERTISEMENT AND ADMINISTRATIVE SUPPORT

1. After approval, FEBS Courses, Workshops and Special Meetings will be advertised through the annual FEBS Course Poster, the FEBS website and the FEBS e-newsletter FEBS News. There will also be links to the FEBS Advanced Courses list from the websites of FEBS' four journals.
2. All organisers are also encouraged to advertise their courses by other means at their own discretion.
3. Organisers of Joint FEBS/EMBO Lecture Courses may receive administrative support (course poster, advertisement, website & registration) through the EMBO online helpdesk at no extra cost. In addition to being listed on the FEBS and EMBO websites, the Courses will be advertised through the annual FEBS & EMBO Course Posters, announced in FEBS News, EMBO Encounters, and advertised through scientific journals.

G.16. CURRENT FEBS ADVANCED COURSES CONTACT INFORMATION

Chair FEBS Advanced Courses Committee – Prof. Jaak Järv

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H. By-Laws for the Education Committee

H.1. COMPOSITION

1. There shall be a FEBS Education Committee composed of a chairperson, four ordinary members elected by Council and, ex officio, the Chairperson of the Advanced Courses Committee, the Secretary General, and the Treasurer.
2. The Education Committee retains the possibility of co-opting additional members for fixed periods where special expertise not present within the current Committee membership is required to support educational events or activities. Upon appointment it should be specified what the fixed term should be.
3. The Committee Chairperson shall be responsible for the functioning of the Committee over which he/she presides, including the meeting schedule and the supervision of committee functions.

H.2. TERMS OF REFERENCE

1. To advise the FEBS Council and other appropriate FEBS Committees on measures that can be taken to support education of the highest quality in Biochemistry and Molecular Biology in Europe at both the undergraduate and postgraduate levels.
2. To arrange at least one education event at each FEBS Congress.
3. To arrange other educational events from time to time such as workshops on educational issues in FEBS member countries on request. Such events might be timed to coincide with the national meetings of Member Societies. The proposed programmes for such meetings along with financial costs will be presented to the Executive Committee for approval.
4. To disseminate advice on educational resources available for teaching Biochemistry and Molecular Biology at all levels, to support the implementation of novel educational resources and to encourage the development of innovative teaching methods.
5. To develop a strategy to document the relative extent of education in Biochemistry and Molecular Biology within degree programmes in the FEBS countries.

6. To be the first port of call in respect of enquiries about the educational activities of FEBS.

H.3. EDUCATIONAL ACTIVITIES

1. At every Congress, letters of invitation for invited speakers should normally be signed by the chairperson of the Congress Organising Committee in the same way and offering the same terms as for invited scientific speakers.
2. It is expected that members of the Education Committee will liaise with the organizers of the Young Scientists Forum and related events with a view to providing information and help with career enquiries and CV writing.
3. It may be appropriate from time to time for the Education Committee to organize joint events with other Committees or groups, especially Science & Society, and WGI. That the chair of the Education Committee is formally a member of the WGI Group will aid this process with respect to activities in Central and Eastern Europe.
4. It may be appropriate for the FEBS Education Committee to liaise with the education committees of other organizations such as IUBMB, FAOBMB, etc, when joint Congresses or other events are being planned.

I. By-Laws for the Fellowships Committee

I.1. COMPOSITION

There shall be a FEBS Fellowships Committee composed of the Chairperson and eleven members elected by Council and, ex officio, the Secretary General and the Treasurer.

I.2. TERMS OF REFERENCE

1. To administer the FEBS Fellowships programme.
2. To arrange for the due consideration of Applications for Fellowships and related grants.
3. In co-operation with the FEBS Treasurer, to assure payments of stipends and grants to FEBS Fellows.
4. To monitor the progress of Fellows.

I.3. GENERAL GUIDELINES

1. FEBS Fellowships and Scholarships are intended to allow members of a FEBS Constituent Society to work in a laboratory in a different FEBS country from that in which they are normally working. Applications from developing countries in the FEBS area of interest may be considered, but full funding of the travel costs may not be given.
2. Applicants (except those applying for a Summer Fellowship) should be a member of a FEBS Constituent Society. Applications from senior scientists will not be considered.
3. FEBS Fellowships and Scholarships may not be used to complement, or as an extension to, another fellowship or scholarship; applicants should state whether applications have been submitted to other grant-awarding bodies for the same project and whether any other grants have been received towards the same projected visit.
4. No grant will be given by FEBS to the institute receiving the Fellow or Scholarship Holder to cover research costs or bench fees.
5. FEBS does not recognise recipients of its Fellowships or Scholarships as agents or employees of the Federation and accepts no liability for their actions and activities, or for their health and safety. It is the responsibility of the Fellow or the Scholarship Holder to ensure that the host institute is fully covered by the appropriate insurances.
6. Medical and travel insurance are not provided by FEBS. Recipients of grants are urged to ensure that they are fully covered by the necessary insurances.
7. FEBS is a non-governmental organisation and its Fellowships, Scholarships, Awards and Grants are not automatically endowed with any tax privileges. It is the responsibility of the recipient to pay any taxes levied by a national authority.
8. Applicants should ensure that their application is complete. Incomplete applications or applications that do not correspond to the criteria defined in the rules governing the scheme for which they are applying will be rejected.
9. Applications from candidates who have in any way modified the FEBS Application Form will immediately be rejected, irrespective of the quality of the application.
10. Applications submitted will not be returned to the applicants.

I.4. GUIDELINES FOR SHORT-TERM FELLOWSHIPS

To be read in conjunction with the GENERAL GUIDELINES set out above (1.3).

1. These Fellowships are for short-term visits (not longer than two or, in exceptional cases, three months), for the purpose of scientific collaboration, advanced training or employing techniques not available at the usual place of work. Applicants must have a PhD or have at least one published paper as a main author in an international scientific journal.
2. Candidates should normally be scientists with no more than six years of post-doctoral experience. However, duly justified career breaks such as compulsory national service and parental leave may be considered.
3. Short-Term Fellowships are not awarded for attendance at courses, symposia, meetings or congresses.
4. Short-Term Fellowships are intended to cover subsistence and travel costs for the Fellow only; expenses incurred by dependants are not provided for. The daily subsistence allowance, which in 2011 amounted to € 60 per day, will be reviewed and adjusted annually by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer. Travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory.
5. Applications may be made at any time, but an application should reach the Chairperson of the FEBS Fellowships Committee at least two months before the proposed starting date. Retrospective applications cannot be considered.
6. Application forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address may be found on the FEBS website, or directly downloaded from it.
7. Completed Application Forms, written in English, should be sent to the Chairperson of the FEBS Fellowships Committee together with all the following documents in English:
 1. An outline of the research proposal on no more than two A4-sized pages of single-spaced text set out under the following headings:
 - i. title;
 - ii. nature of the work and outline of the experiments proposed;
 - iii. why it is necessary to travel to a laboratory in another country to perform the work;
 - iv. why the particular laboratory has been selected including a list of relevant publications (up to five) of the host laboratory;
 - v. why the project will require the time period requested.

2. A short curriculum vitae with a list of publications in the format of the references required by the FEBS Journal. Abstracts should not be included.
3. A letter of acceptance from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work at the institute, that its facilities will be made available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website.
4. A letter supporting the application from an experienced scientist who knows the applicant and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory and should be sent directly to the Chairperson of the FEBS Fellowships Committee, independently of the other documents.
5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date upon which the applicant joined the Society.
6. An estimate of the cost of travel, in EUR, provided by a travel agent, between the place of residence and the host laboratory.
 - All the documents should be sent electronically, preferably as a single PDF file (excepting the reference letter, which should be sent separately by the scientist writing it). In addition, the original signed application form and the letter of acceptance should be sent in paper by registered mail. Should difficulties arise in sending documents electronically, the entire application can be sent in paper form, also by registered mail.
8. The Fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
9. Within three months of completion of the Fellowship, Fellows must send electronically a short report detailing the work done while in receipt of the Fellowship to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent to the Chairperson of the Fellowships Committee.

10. A period of at least two years must elapse before applications for a second award of a FEBS Short-Term Fellowship will be considered.

1.5. GUIDELINES FOR LONG-TERM FELLOWSHIPS

To be read in conjunction with the GENERAL GUIDELINES set out above (1.3).

1. These Fellowships are intended to support long-term visits for the purpose of scientific collaboration or advanced training. These Fellowships are originally granted for one year and may be renewed for a further year up to a maximum of 3 years. Applicants must have a PhD.
2. Candidates should normally be scientists with no more than six years of post-doctoral experience. However, duly justified career breaks such as compulsory national service and parental leave may be considered.
3. Long-Term Fellowships are not usually granted to scientists having been recipients of a FEBS Short-Term Fellowship or FEBS Collaborative Experimental Scholarship for Central & Eastern Europe during the preceding 12 months if the host laboratory is to be the same.
4. Normally, in each call no more than one candidate per given head of research group in a host laboratory will be granted a fellowship.
5. The amount of the Fellowship will depend on the cost of living in the country visited and will include travelling expenses for the Fellow, but not for his/her dependants. Travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory. Assistance for children may also be provided (for 1 child +10% and for 2 or more +20% on annual stipend in 2012). The amount of the Fellowship and of the allowance for children will be determined from time to time by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer.
6. Long-Term Fellowships are awarded twice a year. Applications should reach the Chairperson of the FEBS Fellowships Committee before April 1st or October 1st of the corresponding year.
7. Application Forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address may be found on the FEBS website, or directly downloaded from it.
8. Completed Application Forms, written in English, should be sent to the Chairperson of the FEBS Fellowships Committee together with all the following documents in English:
 1. An outline of the proposed investigation on no more than five A4-sized pages of single-spaced text set out under the following headings:

- i. title;
- ii. purpose, including the immediate and longer-term aims;
- iii. background relating the proposed research to the present body of knowledge;
- iv. plan, including details of the experiments to be carried out;
- v. justification for choosing the laboratory to be visited;
- vi. list of five representative papers of the host laboratory.

In addition, a timetable of the experimental work to be carried out is to be set out on an extra page.

2. A short curriculum vitae with a list of publications in the format of the references required by the FEBS Journal and information on other academic activities carried out. Abstracts should not be included.
3. A letter of acceptance from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work in the institute, that its facilities will be available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website.
4. A letter supporting the application from an experienced scientist who knows the applicant and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory and should be sent directly to the Chairperson of the FEBS Fellowships Committee, independently of the other documents.
5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society.

All the documents should be sent electronically, preferably as a single PDF file (excepting the reference letter, which should be sent separately by the scientist writing it). In addition, one complete copy of the entire application with original signatures should be sent in paper form by registered mail. Should difficulties arise in sending documents electronically, the entire application can be sent in paper form by registered mail.

9. Applications will be assessed by the Fellowships Committee and the decisions will normally be communicated to the applicants by June 30th or December 31st of the same year.
10. The fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
11. At the end of each six months of the Fellowship, Fellows must prepare a short report highlighting progress of their work and, within three months of completion of the Fellowship, they must prepare a short report detailing the work done while in receipt of the Fellowship. These reports are to be sent electronically to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent electronically to the Chairperson of the Fellowships Committee.
12. During the tenure of the Fellowship or after its completion, Fellows may apply for a FEBS Distinguished Young Investigator Award or a grant from the FEBS Fellowship Follow-up Research Fund.
13. Past holders of a Long-Term Fellowship may not apply for another Long-Term Fellowship.

I.6. GUIDELINES FOR THE FEBS DISTINGUISHED YOUNG INVESTIGATOR AWARD

To be read in conjunction with the GENERAL GUIDELINES set out above(1.3).

1. The aim of this Award is to recognise excellent research conducted by young scientists who have been recipients of a FEBS Long-Term Fellowship.
2. The Award will take the form of a Certificate and a single sum of money which may be used at the discretion of the awardee to buy small pieces of equipment, specific consumable items or to defray conference, publication or similar expenses, but not as a salary. The sum awarded, which in 2011 amounted to €10,000, will be determined from time to time by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer.
3. Applications will be assessed by the Fellowships Committee based on the curriculum vitae of the Fellow, the Long-Term Fellowship Final Report and publications arising out of the work.
4. Applications may be made at any time, including during the tenure of the Long-Term Fellowship, but not longer than twelve months after its completion. Retrospective applications cannot be considered.

5. Applications, written in English, should be submitted to the Chairperson of the FEBS Fellowships Committee, together with the following documents in English :

1. An up-dated curriculum vitae.
2. The final report submitted after the end of the FEBS Long-Term Fellowship.
3. A description of how the FEBS Award will be spent stating the reasons for the expenditure.
4. Each article published or submitted for publication (reprints, accepted preprints or manuscripts, including for the latter a copy of an acceptance letter from a journal) relating to the work performed during the tenure of the FEBS Long-Term Fellowship.
5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society.

- All the documents should be sent electronically, preferably as a single PDF file. In addition, the original signed application form should be submitted in paper by registered mail. Should difficulties arise in sending the documents electronically, the entire application can be sent in paper form by registered mail.

6. An audited financial report setting out the expenses covered by the Award must be sent to the FEBS Treasurer within 12 months of payment of the Award.

7. Only one Award may be made to any individual

1.7. GUIDELINES FOR THE FEBS FELLOWSHIP FOLLOW-UP RESEARCH FUND

To be read in conjunction with the GENERAL GUIDELINES set out above(1.3).

1. The aim of this Fund is to help young scientists who have been recipients of a FEBS Long-Term Fellowship to start work on return to their country of origin.
2. The grant will consist of a single sum of money which may be used to buy small pieces of equipment and specific consumable items, but not as a salary or to defray travel, conference, publication or similar expenses. The maximum

amount awarded , which in 2011 amounted to €20,000, will be determined by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer.

3. Applications will be assessed only once a year and must be received by the Chairperson of the FEBS Fellowships Committee before April 1st of the corresponding year. Application may be made during the tenure of the Long-Term Fellowship, but not longer than 18 months after its completion. Retrospective applications cannot be considered.
4. Application Forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address is:

Prof. Vicente Rubio
Instituto de Biomedicina de Valencia
C/ Jaime Roig 11, 46100-Valencia
SPAIN

5. Completed Applications Forms, written in English , should be submitted to the Chairperson of the FEBS Fellowships Committee together with the following documents in English:
 1. A statement from the head of the institute or department where the work will be done confirming that the applicant has been offered an independent career position specifying the type of position this is, and stating that he/she will have adequate research facilities to do the work.
 2. An outline of the research proposal on no more than five A4-sized pages of single-spaced text set out under the following headings:
 - i. title;
 - ii. purpose, including the immediate and longer-term aims;
 - iii. background relating the proposed research to the present body of knowledge;
 - iv. plan, including details of the experiments to be carried out;
 - v. references.
 3. A description of how the FEBS grant will be spent stating the reasons for the expenditure.
 4. Each article published or submitted for publication (copies of reprints, accepted preprints or manuscripts, including for the latter a copy of an acceptance letter from a journal) relating to the work performed during the tenure of the FEBS Long-Term Fellowship.

5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society.

- All the documents should be sent electronically, preferably as a single PDF file. In addition, the original signed application form should be submitted in paper by registered mail. Should difficulties arise in sending documents electronically, the entire application can be submitted in paper form by registered mail.
6. Applications will be assessed by the Fellowships Committee and the decisions will normally be communicated to the applicants by June 30th of the same year.
7. An audited financial report setting out the purchases made with the grant must be sent to the FEBS Treasurer within 12 months of payment of the grant.
8. Only one grant may be made to any individual.

I.8. GUIDELINES FOR SUMMER FELLOWSHIPS

To be read in conjunction with the GENERAL GUIDELINES set out above(I.3).

1. These Fellowships are intended to provide experience to young promising students in an institution within the FEBS area in a country different from that where the applicant studies.
2. The applicants should normally be registered graduate students engaged in laboratory research in a FEBS country who have not yet submitted a doctoral thesis.
3. Summer Fellowships are not awarded for attendance at courses, symposia, meetings or congresses.
4. The Fellowship will consist of a single sum of money, the total amount of which will be determined by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer. In 2011 it amounted to € 3,500.
5. Summer Fellowships are awarded once a year. Applications should reach the Chairperson of the FEBS Fellowships Committee before April 1st of the corresponding year. Retrospective applications are not receivable.
6. Application Forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address may be found on the FEBS website, or directly downloaded from it.

7. Completed Application Forms, written in English, should be submitted to the Chairperson of the FEBS Fellowships Committee together with all the following documents in English:
 1. A short description of the work to be done on no more than two A-4 sized pages of single-spaced text giving the title of the project, clearly indicating the experiments to be carried out whilst at the host institute and setting out the benefits to be derived from the visit.
 2. A short curriculum vitae with a list of publications in the format of the references required by the FEBS Journal and a list of conference abstracts.
 3. A letter of acceptance from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work at the institute, that its facilities will be made available to him/her to pursue the training/research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website.
 4. A letter supporting the application from the institution where the applicant has worked or studied in the preceding year with an opinion on his/her practical skills, scientific curiosity and dedication, strong/weak points and degree of maturity. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website, and is to be sent directly to the Chairperson of the Committee, independently of the other documents.
 - All the documents should be sent electronically, preferably as a single PDF file (excepting the reference letter, which should be sent separately by the institution writing it). In addition, the original signed application form and the letter of acceptance should be sent in paper. Should difficulties arise in sending documents electronically, the entire application can be sent in paper form by registered mail.
8. Applications will be assessed by the Fellowships Committee and the decisions will normally be communicated to applicants by June 30th of the same year.

9. The Fellowship should be used between July 1st and October 30th of the current year. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
10. Within three months of completion of the Fellowship, Fellows must send electronically a short report detailing the work done while in receipt of the Fellowship to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to the project funded, and two reprints of each article should be sent electronically to the Chairperson of the Fellowships Committee.
11. The author of the report judged to be the best in that year will receive a prize which in 2011 amounts to € 500.
12. Applications for a second award of a FEBS Summer Fellowship will not be considered. However, past recipients of a Summer Fellowship who fulfil the requirements of a Collaborative Experimental Scholarship for Central & Eastern Europe may apply for such a Scholarship, but this application may only be made after at least one year of completion of their Summer Fellowship.

I.9. GUIDELINES FOR COLLABORATIVE EXPERIMENTAL SCHOLARSHIPS FOR CENTRAL & EASTERN EUROPE.

To be read in conjunction with GENERAL GUIDELINES set out above (I.3).

These scholarships are restricted to students engaged in research for a doctoral thesis in the currently depressed economies of Central and Eastern Europe. Their aim is to support short visits to well-founded laboratories in Western Europe for the purpose of carrying out experimental procedures, which would be impossible in the students' home country because of lack of resources.

1. These Scholarships are for short-term visits (normally not longer than two or three months), for the purpose of scientific collaboration, advanced training or employing techniques not available at the usual place of work.
2. Scholarships are not awarded for attendance at courses, symposia, meetings or congresses.
3. Scholarships are intended to cover subsistence and travel costs for the student only; expenses incurred by dependants are not provided for. The daily subsistence allowance will be reviewed and adjusted annually by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer. In 2011 the allowance was € 50 per day. Travel costs will provide for a second-class rail fare or an economy flight between the place of residence and the host laboratory.

4. Applications may be made at any time, but an application should reach the Chairperson of the FEBS Fellowships Committee at least two months before the proposed starting date. Retrospective applications cannot be considered.
5. Application forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address may be found on the FEBS website, or directly downloaded from it.
6. Completed Application Forms , written in English, should be submitted to the Chairperson of the FEBS Fellowships Committee together with all the following documents in English:
 1. An outline of the research proposal on no more than two A4-sized pages of single-spaced text set out under the following headings:
 - i. title (or prospective title) of the PhD thesis;
 - ii. nature of the work and outline of the experiments proposed;
 - iii. how this complements the objectives of the thesis;
 - iv. why it is necessary to travel to a laboratory in another country to perform the work;
 - v. why the particular laboratory has been selected, including a list of relevant publications (up to five) from the host laboratory;
 - vi. why the project will require the time period requested.
 2. A short curriculum vitae with a list of publications in the format of the references required by the FEBS Journal and a list of conference abstracts.
 3. A letter of acceptance from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work at the institute, that its facilities will be made available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website.
 4. Letter of reference from two different referees, namely:
 - i. the student's doctoral research supervisor confirming the need for the proposed experiments and the fact that they cannot be carried out in the home country;
 - ii. an experienced scientist and university teacher who can assess the applicant's abilities and potential as a research scientist and does not work at the host institute.

Both letters should be written on headed paper of the referee's institution and sent directly to the Chairperson of the FEBS Fellowships Committee, independently of the other documents.

5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society.
6. An estimate of the cost of return travel, in EUR, provided by a travel agent, between the place of residence and the host laboratory.
 - All the documents should be sent electronically, preferably as a single PDF file (excepting the reference letters, which should be sent separately by the scientist writing them). In addition, the original signed application form and the letter of acceptance should be submitted in paper by registered mail. Should difficulties arise in sending documents electronically, the entire application can be sent in paper form by registered mail.
7. The Scholarship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.
8. Within three months of completion of the Scholarship, Scholarship Holders must send electronically a short report detailing the work done while in receipt of the Scholarship to the Chairperson of the FEBS Fellowships Committee. The FEBS Collaborative Experimental Scholarship should be acknowledged in any work published relating to the project funded and two reprints of each article should be sent in electronic form to the Chairperson of the Fellowships Committee.
9. It is expected that there will not normally be more than two visits, at least one year apart, during the period of research for a thesis. Students who have been in receipt of a FEBS Summer Fellowship and fulfil the requirements of the Scholarship Scheme may be eligible to one further visit to a Western laboratory, but may not apply for a Scholarship before at least one year after completion of their Summer Fellowship.

I.10. GUIDELINES FOR RETURN-TO-EUROPE FELLOWSHIPS

To be read in conjunction with the GENERAL GUIDELINES set out above(I.3).

1. These Fellowships are for scientists who gained their PhD in Europe and left for post-doctoral training outside Europe and want to return to the European

area for a post-doctoral position with a view to pursuing an independent research career. They are granted for two years.

2. Candidates should be members of a FEBS Constituent Society whose post-doctoral stay overseas was not longer than 4 years.
3. Normally, in each call no more than one candidate per given head of research group in a host laboratory will be granted a fellowship.
4. The amount of the Fellowship will depend on the cost of living in the country visited and will include travelling expenses for the Fellow, but not for his/her dependants. Travel costs will provide for the most economic flight between the place of residence and the host laboratory. Assistance for children may also be provided (for 1 child +10% and for 2 or more +20% on annual stipend in 2012). The amount of the Fellowship and of the allowance for children will be determined from time to time by the FEBS Fellowships Committee, in consultation with the FEBS Treasurer.
5. Return-To Europe Fellowships are awarded twice a year. Applications should reach the Chairperson of the FEBS Fellowships Committee before April 1st or October 1st of the corresponding year.
6. Application forms may be obtained from the Chairperson of the FEBS Fellowships Committee, whose address may be found on the FEBS website, or directly downloaded from it.
7. Completed Application Forms, written in English, should be sent to the Chairperson of the FEBS Fellowships Committee together with all the following documents in English:
 1. An outline of the proposed investigation on no more than five A4-sized pages of single-spaced text set out under the following headings:
 - i. title;
 - ii. purpose, including the immediate and longer-term aims;
 - iii. background relating the proposed research to the present body of knowledge;
 - iv. plan, including details of the experiments to be carried out;
 - v. justification for choosing the laboratory to be visited;
 - vi. list of five representative papers of the host laboratory.

In addition, a timetable of the experimental work to be carried out is to be set out on an extra page.

2. A short curriculum vitae including a section outlining in less than 200 words the achievements of the applicant in the period spent outside the European area. The list of publications should be in the format of the

references required by the *FEBS* Journal. Abstracts should not be included.

3. A letter of acceptance from the appointed head of the host institute or department, countersigned by the head of the research group(s) in which the applicant will be working, confirming that the applicant will be accepted to work in the institute, that its facilities will be available to him/her to pursue the research proposed and that it will not ask FEBS or the applicant for any additional research grant, bench fees, or overheads, and indicating any dates the applicant has already spent at the institute. This should be provided on the official form supplied by the Chairperson of the FEBS Fellowships Committee, or downloaded from the FEBS website.

4. A letter supporting the application from an experienced scientist who knows the applicant and does not work at the host institute. This letter should be written on headed paper of the referee's laboratory and should be sent directly to the Chairperson of the FEBS Fellowships Committee, independently of the other documents.

5. A letter from the appropriate FEBS Constituent Society confirming that the applicant is a member and indicating the date on which the applicant joined the Society.

- All the documents should be sent electronically, preferably as a single PDF file (excepting the reference letter, which should be sent separately by the scientist writing it). In addition, one complete copy of the entire application with original signatures should be submitted in paper form by registered mail. Should difficulties arise in sending documents electronically, the paper application, submitted by registered mail, should be sufficient.

8. Applications will be assessed by the Fellowships Committee and the decisions will normally be communicated to the applicants by June 30th or December 31st of the same year.

9. The fellowship should be taken up within six months of its award. Any delay will require the authorization of the Chairperson of the FEBS Fellowships Committee.

10. At the end of each six months of the Fellowship, Fellows must prepare a short report highlighting progress of their work and, within three months of completion of the Fellowship, they must prepare a short report detailing the work done while in receipt of the Fellowship. These reports are to be sent electronically to the Chairperson of the FEBS Fellowships Committee. The FEBS Fellowship should be acknowledged in any work published relating to

the project funded and two reprints of each article should be sent to the Chairperson of the Fellowships Committee.

J. By-Laws for the Publications Committee

J.1. COMPOSITION.

There shall be a FEBS Publications Committee composed of the Chairperson, five ordinary members elected by Council, and the Secretary General and Treasurer ex officio with voting rights. The Chairperson of the Editorial Board of FEBS Journal, the Managing Editor of FEBS Letters, the Editor in Chief of Molecular Oncology and the Executive Editor of FEBS Open Bio are regular participants in its meetings but they must be absent from discussions where they could be perceived as having a conflict of interest. The FEBS Website Manager, the Editor of the FEBS newsletter, and other appropriate experts invited by the Chairperson may attend as observers.

J.2. TERMS OF REFERENCE

1. To select the Chairperson of the Editorial Board of FEBS Journal, the Managing Editor of FEBS Letters, the Editor in Chief of Molecular Oncology, and the person in charge of any other FEBS publication, and to recommend their appointment to Council.
2. To appoint the members of the Editorial Board of FEBS Journal, of the Editorial Board of Molecular Oncology, the Editors of FEBS Letters and of any other FEBS publication.
3. To consider all aspects of publication policy in accordance with the Objectives of the Federation and to advise the Executive Committee and Council on all matters concerning publications.
4. To oversee the editorial activities of all FEBS publications. The Chairperson of the Publications Committee has to be invited to participate as an observer in any meeting of editors of such publications.
5. To conduct negotiations in collaboration with the FEBS Treasurer with publishers with respect to FEBS publications and to make recommendations to the Executive Committee.

J.3. GUIDELINES FOR THE PUBLICATIONS AT A FEBS CONGRESS.

1. The Organising Committee should at an early date make contact with the Managing Editor of FEBS Letters with a view to organising a Special Issue of that journal in connection with the Congress.

2. For Plenary Lectures it is customary that the Bucher Lecture, the Krebs Lecture and the WISE Award lecture will be published in The FEBS Journal, and the Datta Lecture in the Special Issue of FEBS Letters. The organizing Committee should notify the Chairperson of the Editorial Board of The FEBS Journal, and the Managing Editor of FEBS Letters as soon as the lecturers have accepted their invitations to lecture.
3. Any proposed change in the publication of plenary lectures should only be made in consultation with the Chairperson of the Publications Committee.
4. For the Abstracts Book which is published as a Supplement of the FEBS Journal, the cover and format must be agreed with the Editorial Office of the Journal.

K. By-Laws for the Science and Society Committee

K.1 COMPOSITION

1. There shall be a FEBS Science and Society Committee composed of a Chairperson and up to five ordinary members elected by Council, and ex officio the Secretary General, the Treasurer, and the Congress Counsellor.
2. The Committee may co-opt for a limited time (normally only 1-2 years), if the need arises, specialists in a given field.

K.2. TERMS OF REFERENCE

1. To inform and advise the Executive Committee on problems arising or foreseen from advancements in science.
2. To participate in public debates and to make representations on behalf of FEBS.
3. To interact with other organizations that pursue similar goals and to devise joint activities such as organising events independent of the FEBS Congress.
4. To organize one or more symposia, colloquia or workshops (the three of them being referred to as "sessions" in the following text) at the annual FEBS Congress, addressing its participants. The speakers of these sessions will be selected by the Chairperson of the Committee after consultation with its other members and receive a letter of invitation from the Congress Organising Committee co-signed by the Science and Society Committee Chairperson.

5. To encourage the organization of public awareness events addressing the local public, in conjunction with the annual FEBS Congress. Organization of such events should be done by the national organizing team of the respective annual FEBS Congress, but the Science and Society Committee should be fully informed at an early stage.
6. To follow European science policy and to make recommendations to national and/or European bodies, using various channels (including via multidisciplinary European organizations) on all aspects of scientific activities (such as scientific studies and degrees, mobility and careers, financial support for research, publication of research results, criteria for nominations and promotions in universities and research organizations, ethical considerations).
7. To normally meet once or twice a year to plan upcoming activities, one of the two times being preferably just before or during the year's FEBS Congress.
8. To report through the Chairperson to FEBS Council on the Committee's current and future activities.

K.3. FINANCES

1. The expenses of members of the FEBS Science and Society Committee attending a meeting of the Committee will be met by FEBS. Members attending a Committee Meeting held during or immediately before a FEBS Congress will be reimbursed as set out in the By-Laws of the Treasurer and Finance Committee (section B.3.6.3)
2. The invited speakers of the sessions at a FEBS Congress organized by the Science and Society Committee will receive the same financial support as all other speakers in the Congress.
3. The speakers of the Science and Society Committee sessions will be accommodated in the same or equivalent hotel as the speakers at other sessions of the FEBS congress. The organizational tasks involved will be provided by the local organizers.
4. For events organized by the Science and Society Committee outside the yearly FEBS Congresses (see above), an organizational budget will be negotiated between the Science & Society Committee and the FEBS Finance Committee and, upon approval by the Executive Committee, provided by FEBS to cover other costs related to the event.
5. If a member of the Science and Society committee participates in an event or public debate, or undertakes other agreed-upon activities on behalf of the Committee for FEBS previously sanctioned by the Executive Committee, he

or she will be reimbursed for expenses incurred such as travel and hotel costs.

L. By-Laws for the Working Group on the Careers of Young Scientists (CYS).

L.1 COMPOSITION

1. There shall be a FEBS Working Group on the Careers of Young Scientists to promote career development among FEBS members. The Working Group is composed of a Chairperson elected by Council, the Chairperson of the Education Committee, the Coordinator of the next Young Scientists Forum and a representative of the next FEBS Congress Organising Committee.
2. At the end of the three year term, the Chairperson will thereafter be appointed a FEBS Consultant and act together with the new Chairperson for a transitional period of another year in order to maintain continuation of CYS activities.
3. The Chairperson of CYS may from time to time co-opt up to three members with appropriate specialist skills to carry out specific programmes with the approval of the Executive Committee.

L.2. TERMS OF REFERENCE

1. To advise the FEBS Committees on measures to improve the careers of young scientists and to recommend expenditure on these actions to the Executive Committee and Council.
2. To organise the Young Scientists Forum held before each FEBS Congress
3. To organize sessions at the FEBS congress on topics relevant to the development of Young Scientists' scientific careers. These may include round table discussions to inform on career opportunities, fund raising mechanisms, tutorials on scientific writing etc. Also, the role of researchers in the ERA, and the instruments developed by the European Union to promote the research scientist profession will be among the relevant topics to be addressed.
4. The Chairperson of CYS may cooperate and coordinate activities with other Committees and Working Groups, as well as with other scientific organizations, to promote tutorials and activities that will help to develop the careers of young scientists.

L.3. THE YOUNG SCIENTISTS' FORUM

1. The FEBS Young Scientists' Forum (YSF) was established in 2001 as a satellite meeting of the FEBS Congress that takes place prior to (and in continuity with) this event. The timing of the YSF therefore depends on the timing of the Congress.
2. The aim is to provide an international scientific meeting that is specifically organized by young scientists, for young scientists. The expected outcome is the creation of scientific contacts among the participants that will facilitate their participation in the main congress, and will foster the formation of collaborative networks at a very early stage of the participants' scientific career.
3. The meeting is based on poster and oral presentations that are mainly given by the young scientists themselves. The programme also includes a limited number of main lectures by senior scientists on key subjects or on multidisciplinary approaches, as well as sessions on topics related to science policy and career development.
4. The venue must provide an auditorium for at least 125 attendants and a poster display area of adequate size. It should preferably be located conveniently close to the FEBS Congress site so that the living accommodation at the YSF and the Congress can be the same.
5. Each year, the local organization of the YSF is planned and organized by young scientists from the Congress host Society. The local Forum Organising Committee, will comprise three (or up a maximum of seven, if appropriate) local young scientists and the Chairperson of CYS.
6. At least one year before the event, the Congress Organising Committee needs to tell the Chairperson of CYS the names of its liaison member and of the young scientist nominated to be the Coordinator of the Forum Organising Committee.
7. The Coordinator of the Forum Organising Committee should attend the YSF of the preceding FEBS Congress. The Forum Organising Committee, and the Coordinator in particular, are expected to coordinate the organization of the Forum with the Organising Committee of the FEBS Congress.
8. In cooperation with the Coordinator, the Chairperson of CYS will choose 2-4 senior scientists to give the background talks on the key subjects of the meeting and/or to hold science-policy-related workshops.
9. Applicants to the YSF must be members of a FEBS Constituent Society. They are requested to apply (using the electronic registration form) and to submit an abstract for a poster and/or oral presentation through the YSF webpage. The same abstract must be submitted to the FEBS Congress.

10. The Forum Organising Committee will select the participants. No-one who has attended a YSF in a recent year or has received a Youth Travel Fund grant in the current year (except for the Committee members) will be allowed to participate in the YSF. Normally only up to 10% of local students will be accepted.
11. Young Scientists are here defined as PhD candidates and Postdoctoral scientists in their first year. Also, more senior Postdoctoral scientists and postgraduate students may be considered, but with a lower priority compared to the previous categories.
12. The participant selection is based on the applicant's *Curriculum Vitae*, their abstract and a letter of recommendation.
13. For all of the YSF participants, FEBS will supply travel grants and pay for full board during the Forum, and for the accommodation and registration at the FEBS Congress.
14. The budget for the YSF will be arranged in consultation with the FEBS Treasurer and approved by the Executive Committee and Council. The budget in 2009 is set at €125,000, and is meant to support about 125 participants.
15. The budget related to "other activities" will also be arranged in consultation with the FEBS Treasurer and approved by the Executive Committee and Council.

M. By-Laws for the Working Group on Integration (WGI) (formerly Assistance to Central & Eastern Europe)

M.1 COMPOSITION.

WGI is a FEBS Working Group exploring ways of improving assistance to Biochemists and Molecular Biologists in Central and Eastern Europe. It is composed of a Chairperson and four ordinary members coming from Central and Eastern European countries elected by Council,, and, ex officio, the Chairperson of FEBS Advanced Courses Committee, the Chairperson of FEBS Education Committee, the Coordinator of FEBS Scientific Apparatus Recycling Programme, the FEBS Secretary General and the FEBS Treasurer.

M.2. TERMS OF REFERENCE

1. To advise all FEBS Committees on measures to improve the biomolecular sciences in former Soviet Block countries with depressed economies and to recommend expenditure on these actions to Council.

2. To undertake exploratory visits, normally once every two years, to Constituent Societies in these countries and to appropriate research institutes and university departments to learn about evolving problems.
3. To hold discussions during these visits with officers of Academies of Sciences, research funders and government Ministers of Science and Education and their officials.
4. To provide a report containing a comparative analysis of the state of Biochemistry and Molecular Biology in countries visited and measures which should be undertaken both by FEBS and others to improve the quality and competitiveness of these sciences.
5. To organise every two years, at the FEBS Congress a round table discussion with the delegates from these countries on their problems and aspirations.
6. To encourage participation in FEBS activities including publication in FEBS journals by the biomolecular scientists in these countries.
7. To organize the Peter Campbell lectures whereby distinguished scientists are invited to visit these countries to present new research or educational information as well as information on the benefits available from the Federation.
8. To have an overview of The Scientific Apparatus Recycling Programme (SARP) and liaise with the SARP Coordinator appointed by the Executive Committee in providing practical aid in these countries.
9. This Working Group should be dissolved when the perceived need for its activities has ended.
10. The Chairperson of WGI will be invited to the FEBS Executive Committee meetings with no voting rights

N. By-Laws for the Women In Science (WISE) Working Group.

N.1 COMPOSITION.

1. There shall be a FEBS WISE Working Group to evaluate FEBS' engagement on the topic of Women in Science. The Working Group is composed of a Chairperson elected by Council, and of up to four ordinary members including one representative nominated by EMBO. The Working Group members are selected by the Chairperson and approved by the Council.

2. At the end of the three year term, the Chairperson will thereafter be appointed a FEBS Consultant and act together with the new Chairperson for a transitional period of another year in order to maintain continuation of WISE activities.

N.2. TERMS OF REFERENCE

1. To advise the FEBS Committees on measures to improve the situation for Women in Science and to recommend expenditure on these actions to the Executive Committee and Council.
2. To facilitate awareness on the issues of Women in Science and to encourage people to participate actively in promoting gender equality in science.
3. To organize workshops at each FEBS Congress, one of which is in close collaboration with the Local Organizing Committee.
4. To undertake initiatives with the aim to expand the probabilities for women to pursue a career in science.
5. To advise, on request, Constituent Societies and Institutions in member countries on the issue of Women in Science.
6. The Working Group meets once a year to discuss strategies.
7. The Working Group will be dissolved when the perceived need for its activities has ended.

N.3. THE FEBS/EMBO WISE AWARD.

1. The aims and application procedure for this award are described in the By-Laws for FEBS Awards and Prizes.
2. The applications will be judged by a Selection Panel comprised of eight members (4 nominated each by FEBS' Executive Committee and by the EMBO Council). One of the FEBS members must be the chairperson of the FEBS WISE Working Group.
3. The chair of the FEBS WISE Working Group and of the EMBO Science and Society Committee will alternate annually as the chair of the Award Selection Panel.
4. Membership of the Award Selection Panel is for a period of three years.
5. Members should be chosen from different countries and different fields of expertise, with preferably equal gender representation.

6. The Award Selection Panel will meet once a year to evaluate nominations and in order to determine the award recipient.
7. The award recipient will be invited by the Congress Organizing Committee to deliver a main lecture at the FEBS Congress.
8. The award will be made at both FEBS and EMBO Congresses and will consist in 2009 of € 10 000 and a bronze statue..
9. The costs of the WISE Award will be shared equally between FEBS and EMBO.
10. The Chairperson of the Award Selection Panel will have the duty of notifying the award recipient and be responsible for the coordination of the award ceremony at FEBS and EMBO Congresses.
11. The Award Selection Panel will be dissolved when the perceived need for its activities has ended.

O. By-Laws for Applications for Membership of FEBS.

O.1 SOCIETY MEMBERSHIP

As a basis for an application the applicant Society should provide:

1. A short history of the Society together with its aims and objectives and a copy of its charter (where available);
2. A description of its organisational structure and the titles and functions of its officers;
3. The rules for proposing/accepting members and their current number;
4. An account of the meetings and educational activities arranged in the previous two years;
5. Evidence of participation of members in FEBS Congresses and references to publications by members in international journals;
6. A short survey of the institutions in the country prosecuting research in biochemistry and molecular biology.

O.2 CORPORATE MEMBERSHIP

In addition to Society membership, FEBS offers Corporate Membership to commercial enterprises with general interests consonant with the aims of FEBS on payment of an annual subscription fee to be determined by the FEBS Treasurer from time to time.

For Corporate Membership, the following applies:

1. Membership applications shall be subject to approval by FEBS Council.
2. Corporate Members will be entitled to:
 1. receive Copies of Council Minutes, FEBS NewsLetters or information sheets that may supplement these,
 2. receive Circulars sent to Constituent Societies by FEBS Secretary General,
 3. be provided with the list of new Advanced Courses and the addresses of the Course organisers approved at meetings of the Advanced Courses Committee,
 4. be included, if desired, on a list of Corporate Members to be circulated to Advanced Course Organisers,
 5. receive, via FEBS, information from the Organisers of FEBS Congresses concerning any commercial exhibition to be run in conjunction with a main Congress.
 6. have suitably qualified employees considered as members of FEBS allowing them to receive grants from the Youth Travel Fund or FEBS Fellowships.

P. By-Laws for the Extension of FEBS Support to Non-members.

P.1. SUPPORT FOR DEVELOPING COUNTRIES IN THE EUROPEAN AREA

FEBS approves the participation of biochemists and molecular biologists and related scientists from the above countries in the activities organised by FEBS. The general guidelines for FEBS awards should allow biochemists, molecular biologists and related scientists from the above countries where there is no FEBS Constituent Society to receive support.

P.2. SUPPORT FOR IUBMB CONGRESSES

Travel costs will be provided for a distinguished European chosen by the Congress Organisers to deliver a plenary lecture "The FEBS Lecture" at IUBMB Congresses. The other obligations to a plenary lecturer remain the responsibility of the Organisers.

P.3. SUPPORT FOR FAOBMB CONGRESSES

Travel costs will be provided for a distinguished European chosen by the Congress Organisers to deliver a plenary lecture “The FEBS Lecture” at FAOBMB Congresses. The other obligations to a plenary lecturer remain the responsibility of the Organisers.

P.4. SUPPORT FOR FASBMB CONGRESSES

Travel costs will be provided for a distinguished European chosen by the Congress Organisers to deliver a plenary lecture “The FEBS Lecture” at FASBMB Congresses. The other obligations to a plenary lecturer remain the responsibility of the Organisers.

P.5. SUPPORT FOR PABMB CONGRESSES

Travel costs will be provided for a distinguished European chosen by the Congress Organisers to deliver a plenary lecture “The FEBS Lecture” at PABMB Congresses. The other obligations to a plenary lecturer remain the responsibility of the Organisers.

Q. By-Laws for the FEBS3+ Meeting Programme

1. The FEBS3+ Meeting Programme has been established to support Scientific Meetings organized in collaboration by at least 3 (or more) FEBS Constituent Societies.
2. These events (a maximum of 2 per year) should be scientific meetings with symposia and colloquia corresponding to the format of an annual national scientific meeting of a Constituent Society.
3. The total FEBS support currently (2016) will be 20 000 euros per event. A sum of 10 000 euro will be awarded to the host Society for general organization purposes to cover lecturers’ travel expenses, accommodation, congress venue renting etc. The second 10 000 euros has to be used for a 3+ Fellowship scheme to attract young scientists living outside the host country who are members of the 2 (or more) collaborating Societies. The financial arrangements need to be agreed with the FEBS Treasurer.
4. A FEBS3+ Meeting Programme shall be awarded only when the host organization is not already in receipt of FEBS funds (for example from FEBS’ Advanced Courses Committee) to support the event and on the undertaking that no additional application for funds will be made to FEBS in the same year.
5. An application proposing the meeting including an outline scientific programme and a preliminary budget should be sent to the FEBS Congress Counsellor.

6. The deadline for applications in any one year shall be 1st September of the preceding year.
7. The applications will be evaluated by the Executive Committee of FEBS and the decision declared to the applicants within 2 months of the deadline.
8. The title of events funded by the FEBS3+ Meeting programme should normally start with the designation 'FEBS3+ Meeting:' followed by the specific event title, and the FEBS logo should appear prominently on the meeting website's homepage and printed program.
9. Following the event, and within 3 months, a report on the meeting must be sent to the FEBS' Congress Counsellor and a financial report sent to the FEBS Treasurer.
10. For further information and advice please contact the FEBS Congress Counsellor (currently Prof. Miguel De la Rosa).