

**APPROVED**  
by decision of Chairman  
of the Board of NJSC «National  
Center for children's rehabilitation»  
«24» 5 2023  
№ 4

**The REGULATIONS  
on the scientific council  
of noncommercial joint stock company  
«National center for children's rehabilitation»**

## **1. The Common regulations**

1. These Regulations on the Scientific Council of Noncommercial Joint Stock Company «National Center for Children’s Rehabilitation» (hereinafter referred to as the Regulations) have been developed in accordance with the internal documents of the Noncommercial Joint Stock Company «National Center for Children’s Rehabilitation» (hereinafter —Company, Center, NJSC «NCCR»).

2. The Scientific Council of the Society (hereinafter referred to as the Council) is an advisory and consultative organ of the Company, which provides general guidance on scientific, clinical, organizational, and methodological activities in the development of rehabilitation.

3. The Council shall be guided in its activities by the current legislation of the Republic of Kazakhstan, the Company's Statute, these Regulations, and other internal documents of the Company.

4. The Council carries out its activities in cooperation with the Company's committees/councils as necessary.

## **2.**

### **3. The composition of the Council**

4. The Council consists of at least 7 (seven) and an odd number of members.

5. The composition of the Council is approved by order of the Chairman of the Company's Board. The Council consists of the Chairman of the Council, the Deputy Chairman of the Council, the head of the structural unit responsible for coordinating the Company's research activities the heads of other structural units and the Secretary of the Council.

6. If necessary, in addition to Council members, heads/executives of scientific and technical projects, interested specialists from the Society, employees of state bodies/organizations, accredited independent experts, and others may be invited to attend Council meetings.

7. At least once per quarter, the Secretary of the Council shall compile summary information on the Council's activities, decisions taken, and a report on the implementation of the decisions of the Chairman of the Council.

### **4. The functions of the Council**

8. The Council performs the following functions:

1) resolves issues related to the management of structural divisions concerning scientific and scientific-methodological work: makes decisions on the creation (liquidation) of structural divisions and regulations governing them: determines the procedure for drawing up and terminating employment contracts with scientific staff, conducts competitions to fill scientific staff positions, approves the composition of temporary scientific teams, etc.

2) decides on main issues related to scientific, organizational, and methodological work: determines and approves the main directions of the Society's scientific research, reviews and approves plans for scientific research work, projects for fundamental and applied research submitted to competitions, program-targeted, grant and contract researches, approves protocols and designs of scientific research for projects, protocols of preclinical and clinical studies;

3) listens to and approves reports on the results of their work on the most important results of scientific, scientific-methodological, and scientific-organizational activities of heads of scientific departments, heads of scientific topics, and individual scientific workers;

4) approves and makes decisions on approval, as well as recommends for approval by the authorized bodies in the field of healthcare of the Republic of Kazakhstan and for publication of scientific and technical products of employees: methodological recommendations, methodological guidelines, monographs, patents, etc.

5) resolves issues of scientific and scientific-technical cooperation: with domestic scientific organizations and higher educational institutions, with foreign scientific organizations and medical institutions

6) resolves issues related to the training and professional development of specialists in supplementary and informal education: approves educational programs and assessment tools, and hears reports from employees on foreign scientific missions, etc.

7) resolves issues related to the organization of master classes, conferences, and other professional forums;

8) approves the topics of dissertation research;

9) submits nominations for academic titles, awards, stipends, prizes in the field of science, membership in national/republican academies, scientific councils, and others, upon receipt of an application;

10) nominates scientific works and inventions for awards and prizes; considers proposals for awarding employees with government awards and honorary titles, establishing additional payments to wages (bonuses); approves regulations on the procedure for establishing the amounts of additional payments, allowances, bonuses, and other payments to scientific employees;

11) approves internal regulations, rules for using libraries, information resources, and services provided by the Society's educational department:

1 2) considers other issues related to the Company's core activities.

## **5. The Council Management**

10. The Chairman of the Council is the Chairman of the Company's Board. In the absence of the chairman, his duties are performed by the deputy. The chairman, his deputy, and the secretary are personally responsible for compliance with these Regulations on the Scientific Council.

11. The Chairman of the Council:

1) Organizes the work of the Council in accordance with the powers granted to it by these Regulations;

2) holds meetings of the Council on the approved agenda;

3) organizes work on the implementation of the Council's decisions;

4) represents the Council in relations with legislative and executive state authorities, ministries, departments, courts, prosecution authorities, public and other organizations and officials of the Republic of Kazakhstan, organizations and representatives of foreign states;

5) decides on the date of regular and extraordinary meetings of the Council:

6) adds to the agenda of the Council meeting scheduled items and issues requiring urgent consideration:

7) decides on other issues related to the organization of the Council's activities in accordance with these Regulations, the Company's Statute, and other regulatory legal acts,

12. Secretary of Council:

1) prepares a draft work plan for the Council and monitors its implementation:

2) submits the planned agenda, date, and place of the meeting to the chairman for

approval:

- 3) notifies the members of the Council of the place, time, and agenda of the meeting no later than two days before the meeting;
- 4) oversees the preparation of issues for Council meetings and the drafting of decisions;
- 5) registers the members of the Council who are present;
- 6) organizes voting;
- 7) Prepares the minutes of Council meetings and extracts from Council minutes.
- 8) carries out the movement of personal files for submission to scientific titles
- 9) ensures that the Council's decisions are communicated to those responsible for their implementation;
- 10) on behalf of the Chairman, monitors the implementation of decisions

## **6. Rights and duties of Council members**

13. Members of the Council have the right to:

- 1) submit issues and proposals for discussion by the Council;
- 2) to elect and be elected to the counting and other commissions of the Council that ensure the consideration of the issues under discussion;
- 3) express an opinion on the personal composition of the persons to be approved;
- 4) acquaint themselves with all materials on the meeting agenda and other Council documentation

14. Council members are required to:

- 1) attend Council meetings and bear personal responsibility for failure to attend a meeting without a valid reason;
- 2) register on the attendance sheet before the start of the meeting and upon receipt of the ballot papers for secret voting;
- 3) prepare and submit to the academic secretary the necessary materials for holding meetings;
- 5) participate in voting (open or secret);

15. If a member of the Council is unable to attend a meeting for valid reasons, he or she must inform the Chairman of the Council or the Secretary in advance.

16. In cases of repeated absence of a Council member from meetings without a valid reason, the Chairman shall have the right to oblige the Council to adopt a decision on the early termination of the powers of that Council member. Based on the decisions of the Council, a decision shall be made on the early termination of the powers of that Council member.

17. Each member of the Council shall have one vote. The transfer of votes from one member of the Council to another shall be prohibited. In the event of a tie, the Chairman of the Council shall have the casting vote.

## **6. Organization of the Council's work**

18. The Council shall organize its work in accordance with the Council's work plan for the current year, approved by order of the Chairman of the Board.

19. The Chairman is directly responsible for managing the Council's activities. He distributes responsibilities among the Council members and assigns them tasks within their areas of competence.

20. Council meetings are held as necessary, but at least once every two months.

21. The Council shall be competent to take decisions if at least two-thirds of its members are present at the meeting. Decisions of the Council shall be taken by a simple

majority of votes. In the event of a tie, the Chairman of the Council shall have the deciding vote.

22. Members of the Council have equal rights, consider and submit comments, proposals, and opinions at Council meetings, including on improving the Council's activities and the agenda of its meetings. If they disagree with a decision, Council members have the right to express their dissenting opinion in written form, which must be attached to the minutes of the Council meeting.

23. Decisions made at Council meetings shall be recorded in minutes signed by the Chair and Secretary of the Council.

## **7. Final Regulations**

24. The Council shall expire upon the order of the Chairman of the Board.

25. The decisions of the Board are obligatory for the Company's employees.

26. Control over the implementation of the Council's decisions is entrusted to the Deputy Chairman of the Council.

26. Changes and additions to these Regulations shall be made by order of the Chairman of the Board.

27. The term of the Council is unlimited.

28. All issues not covered by these Regulations shall be governed by the applicable laws of the Republic of Kazakhstan, the Articles of Association, and other internal documents of the Company.

29. If, as a result of changes in the legislation of the Republic of Kazakhstan, certain provisions of these Regulations become inconsistent with them, such provisions shall cease to have effect and, until amendments are made to these Regulations, the members of the Council shall be guided by the provisions of the current legislation of the Republic of Kazakhstan.

