

## **INTERNAL OPERATING STRUCTURE**

### **ARTICLE 1**

#### **CONTENT AND POWER**

1. This Regulation defines the mission of the Systemic Institute of Cyprus (SIC), and defines the responsibilities of the governing bodies, the operation of the Scientific Council, the cooperation with other bodies, and generally regulates issues of internal organization and operation of the SIC.
2. The validity of this Regulation was approved on May 3, 2021.
3. Any amendment of this Regulation is possible upon the recommendation of the Director of SIC and the approval of the Board of Directors of SIC.
4. The Organisational Chart is depicted in Annex A

### **ARTICLE 2**

#### **ACTIVITIES**

1. SIC promotes systemic thinking and:
  - i. Conducts basic and applied research and the dissemination and dissemination of research results
  - ii. Monitors scientific and technological developments and adopts best practices
  - iii. Supports the analysis, design, development and support of integrated solutions, and pedagogical applications
  - iv. Provides consulting and evaluation services for solutions and applications

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- v. Provides training, vocational certified education services and collaborates with academic institutions to create academic training programs
2. In order to achieve its areas of activity, SIC:
- i. It has resources, staff, premises and logistics infrastructure
  - ii. Collaborates with other research, educational and academic institutions, public and private bodies and organizations
  - iii. Participates in Research and Development projects funded by National Resources, the European Union (EU), or other sources, and implements relevant activities, independently or in collaboration with other partners
  - iv. Organizes and participates in workshops, conferences and similar events
  - v. Supports its collaborators in writing (including translations) and publishing curriculum articles, training manuals and books.

### **ARTICLE 3**

#### **ADMINISTRATIVE BODIES, ADVISORY BODIES, INTERNAL STRUCTURE AND RESPONSIBILITIES**

1. The SIC is managed by the Director General (DG).
2. An advisory role is exercised by the Scientific Council, which operates in accordance with the provisions of Article 5 of this Regulation.
3. The internal structure of SIC includes the following units:
  - i. Administrative, financial and technical support
  - ii. development of the 4-year program in Systemic Psychotherapy
  - iii. creation of therapeutic and advisory structures

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- iv. providing supervision (psychotherapy), personal development and professional support services
  - v. creation and management of educational activities and new training programs
  - vi. development of educational material and curriculum content
  - vii. research and the promotion and dissemination of research results
  - viii. liaison with universities and research institutes

#### **ARTICLE 4**

##### **General Manager**

1. The DG of SIC is appointed by the Board of Directors.
2. The DG has the following duties and responsibilities:
  - i. Is in charge of all the Research and Development Administration Departments of SIC
  - ii. Takes the decisions concerning the organization and the proper operation of SIC and signs the administrative acts of SIC
  - iii. Prepares and is responsible for the annual research and development budget of SIC
  - iv. Participates and coordinates the Scientific Council,
  - v. Represents the SIC vis-a-Vis third parties or appoints its replacements.
  - vi. Appoints the Scientific Council
  - vii. Responsible for the establishment, abolition and modification of Education, Research and Development Sectors

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- viii. Appoints the Head of Education (Scientific coordinator)
  - ix. Responsible for the Action Plan and Promotion,
  - x. Is responsible for the contents of the website and social media of SIC,
  - xi. Appoints the Scientific Officers in the Research and Development projects in which SIC participates
  - xii. Has the responsibility towards the Certification and Evaluation Bodies and Organizations of SIC.
  - xiii. Exercises as many responsibilities as assigned by the Board of Directors of SIC.

3. The DG may, after the approval of the Board of Directors, delegate part of his responsibilities for a specific period of time to a member of the Scientific Council.

## **ARTICLE 5**

### **Scientific Council**

1. The Scientific Council (SC) is appointed by the DG and consists of at least three members.
2. The SC has no executive responsibilities. It plays an advisory role to the administrative bodies and officials of SIC.
3. The SC has the following responsibilities:
  - i. Advises on the development directions and the strategy for the implementation of the objectives of SIC
  - ii. Advises on the research and development program of SIC
  - iii. Advises on the configuration of the annual training program of SIC

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- iv. Advises on the placement of the Education Officer (Scientific coordinator) and undertakes activities as defined in Article 6
  - v. Advises, regarding the establishment, abolition and modification of Research and Development Sectors
  - vi. Advises, regarding the Promotion Action Plan of SIC
4. The SC meets at the premises of SIC or online at the invitation of the DG. Meetings are divided into regular and extraordinary.
  5. Regular meetings are held three times a year, as follows:
    - i. The first meeting is held in the months of March - April with the aim of shaping the educational, research and development program of SIC for next year
    - ii. The second meeting is held within the first two months of the academic year (November - December) with the aim of assessing the performance of the objectives and actions of the ICS and taking corrective measures
    - iii. The third meeting is held in the last month of the current academic year (June - July) with the aim of evaluating the implementation of the educational, research and development program of SIC
  6. The position of member of the SC is honorary and unpaid. Any remuneration of the members of the SC is determined from time to time by the DG and this remuneration is considered to arise from day to day. SC members are reimbursed for travel, subsistence, food, entertainment and related expenses to attend and return from HS meetings or meetings for SIC -related work.
  7. The CVs of the members of the Scientific Council are posted on the Website of SIC.
  8. Extraordinary meetings are held at the discretion of the DG.
  9. The meetings of the SC may be attended, at the invitation of the DG, by other persons related to issues on the agenda of the SC meetings.
  10. The DG is responsible for keeping minutes of the meetings of the SC.

## **ARTICLE 6**

### **Sector Managers**

1. The members of the Scientific Council may assume responsibilities related to the following areas:
  - i. Scientific coordination of educational programs
  - ii. Development of theoretical and applied research
  - iii. Liaison with Universities and Research and Education Institutes
  - iv. Creating and managing e-courses, e.g. Mass Online Courses (MOOCs)
  - v. Implementation of educational actions
  - vi. Quality control of education and training materials
  - vii. Development of Educational Material and Curriculum Content
  - viii. The writing of teacher specifications material and content and good practice guides
  - ix. Student evaluation
  - x. Creating training material for categories of professionals and teams
  - xi. Determining the educational conditions that are necessary in order to achieve the desired learning outcomes
  - xii. Writing proposals and participating (as lead Researchers, Collaborating Researchers or as External Collaborators and Researchers) in funding proposals for Research and Development projects
  - xiii. Publication of studies and research results in journals and conferences under the auspices of SIC

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2. SIC collaborates to promote its goals with research and academic institutions, public and private bodies and organizations, as well as certification and evaluation organizations.
  3. Cooperation agreements will be evaluated and funded by the ICS provided they comply with the rules of social and scientific ethics and ensure that the necessary exclusivity and confidentiality agreements on a case-by-case basis do not impede the wider dissemination of ICS know-how.
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SIC  
May 3, 2021

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Annex A – Organisational Chart SIC

