WORKING PRINCIPLES

Definition

1. These principles define the basis upon which the Eastern Mediterranean University Geographic Information Systems Research and Application Center (GIRAC) will function. Under these principles “University” refers to Eastern Mediterranean University, “Center” refers to Geographic Information Systems Research and Application Center.

Aims

2. Aims of the Center are:
   a) Formation of a database for GIS, visualization, mapping, links to Global Positioning System (GPS), investigation and development of technologies applying GIS to generation of knowledge,
   b) Working towards applications at city, country, region and world scale,
   c) Developing technologies for the generation of knowledge from existing knowledge,
   d) Investigation for the integration of areas such as Earth Science, Environment, Civil Engineering, City Planning and Architecture, Archaeology, Transportation/Traffic, Health, Agriculture, Forestry, Water Products, Water Resources and their economic use with GIS, establishing models and providing obtained results to knowledge industry,
   e) Developing programs for the upbringing of educated people in the field of GIS,

Research enabling more efficient communication, cooperation and flow of services between the state and private sector.

Scope

3. The Center carries out the functions indicated below in line with its aims:
   a) Carrying out research, investigation, application and development work and generating projects within areas of GIS,
   b) When necessary, cooperating and working together with Institutes, Centers, Departments and/or Units of the University,
   c) Cooperation with national and international establishments, encouraging common projects, organizing conferences, scientific meetings and publishing results of such activities,
   d) Providing advisory service to public and private sectors,
   e) Publication of the results of research and application projects,
f) Organizing courses, lectures, seminars and similar activities within the scope of the center.

**Organization and Administration**

4. Organs of the center are
   a) Chairman of the Center
   b) Board of Directors
   c) Units under the center
      - System establishment and development unit
      - Project development and application unit

**Chairman**

5. (a) The Chairman of the Center is appointed for a period of 3 years by the Rectors’ office upon the recommendation of the Research Advisory Council, from amongst the professorial staff of the University with experience in research and application fields paralleling the aims of the center. A Chairman whose period of service expires can be re-appointed.

   (b) The Chairman can be dismissed from the office prior to the expiry of the period of appointment, upon the proposal of the Rector and approval of the University Executive Council.

   (c) Duties and responsibilities not given to other organs under these principles are assumed by the Chairman.

   (d) The Chairman selects an Assistant Chairman from among the members of the Board of Directors. The Assistant Chairman acts in place of the Chairman in his/her absence.

**Duties of the Chairman**

6. Duties of the Chairman are:
   a) Calling and chairing the meetings of the Board of Directors,
   b) Ensuring regular and efficient functioning of the Center, Center Units, Project Groups and administrative personnel of the Center,
   c) Preparing the annual working report of the Center, proposed activity program and budget proposal for the coming year and presenting to the Board of Directors.

**Board of Directors**

7. (a) Members of the Board of Directors can be at most 8 including the Chairman. Members are appointed by the Research Advisory Council. In doing so the Research Advisory Council takes into account the proposal of the Chairman, and research and application experience of the candidates paralleling the aims of the center.

   (b) Period of service of the Board of Directors is 3 years. A
Board member whose period of service expires can be reappointed. A new member of the Board will be appointed to complete the period of service in place of a member who vacates the position due to any reason. Such a member can be reappointed for a period of 3 years following the completion of initial appointment. Any member who does not attend 3 consecutive meetings of the Board of Directors without reason looses his/her membership through the decision of the Board. In place of such member a new member will be appointed to complete the remaining period of service.

8. A meeting can be called by the Chairman or by the majority of the members of the Board. The Board of Directors is expected to meet by absolute majority at least once a month for fulfilling the following duties.

   a) To take decisions concerning the operations and administration of the center,
   b) To prepare principles for the establishment and functioning of Project Groups,
   c) Preparing protocols to enable the smooth undertaking of activities that requires cooperation between the Departments of Faculties or Schools (interdisciplinary work) of the University and the Center,
   d) Evaluation of the annual working report prepared by the Chairman and presenting the findings as a report to the University Executive Council,
   e) Preparing the working program of the coming year, having taken into account the views and proposals of the Chairman,
   f) Preparation of the fundamental principles for the work that will be carried out in cooperation with local and overseas establishments,
   g) Examine and approve the budget proposal prepared by the Chairman,
   h) Preparing the principles concerning the certificate to be given to the participants of professional certificate programs offered by the center and relaying to the Continuous Education Center,
   i) Examination of project proposals submitted to the center by individuals or project groups, decide on their acceptability and inform the concerned of the outcome together with the reasons behind the decision.

Units and Project Groups of the Center

9. (a) Research and Application Units and Project Groups can be established within the scope of the Center for the purpose of sharing research, development and education work, through the proposal of the Chairman and approval of the Board of Directors.
   (b) Establishment and functioning of Center Units and Project Groups is carried out in line with the principles to be laid out by the Board of Directors.
Personnel to work under the Center Units is proposed by the Chairman and appointed by the Research Advisory Council.

### Budget of the Center

10. Income and expenditure of the Center is kept under a separate item within the budget of the University under the name of the Center. Expenditure is effected subject to appropriate rules and regulations of the University.

### Purchase of Goods and Services

11. For the purpose of the Center and subject to appropriate rules of the University, temporary or on hourly payment basis personnel can be hired, goods and services can be purchased by order, by paying printing rights, by negotiation or by tender. Decisions on such issues is taken by the Board of Directors and effected following the approval by the Research Advisory Council.

### Special Projects

12. Projects prepared according to the aims of the Center are submitted to local or international establishments for financial support. Financed projects are run subject to the agreement with the finacing establishment and the working principles of the Center. Personnel taking part in the running of such projects are paid subject to the rules of the University.

### Benefiting from the Facilities of the University

13. The Center can benefit from the services of the University’s academic personnel and/or the services of the administrative units subject to the approval of the Research Advisory Council and the Rectors’ office.

### Implementation

14. These principles become effective following their approval by the University Executive Council.

### Executive power

15. Execution power of these principles lies with the Rector of the University.