

Rules and Procedures

for the

VIGDÍS INTERNATIONAL CENTRE FOR MULTILINGUALISM AND INTERCULTURAL UNDERSTANDING

Art. 1

General

The Vigdís International Centre for Multilingualism and Intercultural Understanding (hereafter the “Vigdís International Centre” or “the Centre”) is an independent professional research and instructional centre under the auspices of the Vigdís Finnbogadóttir Institute for Foreign Languages (VFI). The Centre is operated by the University of Iceland as part of its Centre for Research in the Humanities and was established on the basis of the fifth paragraph of Art. 4 of the Rules for the Centre for Research in the Humanities of the University of Iceland, No. 1022/2009; Point 3 of the fourth paragraph of Art. 27 of the Rules for the University of Iceland, No. 569/2009; and the third paragraph of Art. 11 of the Act on Public Universities, No. 85/2008.

Art. 2

Purpose and objectives

The Vigdís International Centre provides an interdisciplinary forum for research and knowledge dissemination in the field of cultural and linguistic research, promotion of language and language policy, inviting and encouraging co-operation with institutes and individuals throughout the world, emphasising specifically north-south co-operation.

The Centre promotes UNESCO’s objectives concerning multilingualism and linguistic diversity, making its contribution through participation in strategy formulation, the pursuit of knowledge, and language and cultural education.

The objectives of the Vigdís International Centre are to:

- a) promote multilingualism in order to further understanding, communication and respect between nations and cultures;
- b) raise awareness of the key role of languages as a basic aspect of the human cultural heritage;
- c) contribute to the preservation of languages;
- d) function as a clearing house in the fields of multilingualism and linguistic diversity for decision makers, experts and the general public;
- e) promote translation and translation studies in order to enhance the respect for and enjoyment of cultural diversity and intercultural understanding;
- f) contribute to worldwide monitoring of the implementation of language policies and language planning in the field of mother-tongue-based multilingualism;
- g) promote research and education in foreign language and culture studies;
- h) support and promote research into the role of the mother tongue as a human right;
- i) promote the investigation and analysis of and compilation of statistics on translation flows.

Art. 3

Function

The function of the Centre shall be to:

- a) work towards and encourage the preservation of languages by maintaining and supporting digital archives for languages of the world;
- b) support language vitalisation and create a “planetarium of languages” – a combination of a real and virtual reality museum on the languages of the world with exhibitions to be experienced both on location and on the internet;
- c) promote and disseminate research on languages and cultures as an element of the human cultural heritage by supporting research chairs for outstanding scholars, including scholars from developing countries;
- d) provide a forum and facilities for international doctoral students and academics, especially from the developing countries;
- e) devise and make available worldwide strategies and methods in support of endangered and indigenous languages through research projects, conferences and publications;
- f) support outstanding research in the field of language policy and politics;
- g) provide facilities and expertise for research projects and disseminate results with a special view to the objectives of the centre;
- h) demonstrate how native language visions and focused language policy can enhance literacy and education through the means of research projects and dissemination of knowledge;
- i) develop an international discussion platform;
- j) collaborate with all relevant UNESCO programmes, in particular in the field of translation flows observations, like the *Index Translationum* (International Translation Bibliography).

Art. 4

Facilities

The University of Iceland provides the Centre with facilities, including premises and equipment in accordance with its capacity.

The Centre provides its employees with facilities and the necessary equipment for research to the extent possible.

Art. 5

Board of Directors

The Dean of the School of Humanities appoints a six-person Board of Directors for the Vigdís International Centre for a three-year term. One member shall be nominated by the Icelandic Minister of Education, Science and Culture, one by the Director General of the United Nations Educational, Scientific and Cultural Organization (UNESCO), another by the Icelandic UNESCO-committee, and three by the Board of VFI, one of whom shall serve as Chairman of the Board. In accordance with Articles 3 and 5 of the Agreement between the Government of Iceland and UNESCO, representatives of up to three other Member States of UNESCO, which

have sent the Centre notification of membership, may sit on the Board of Directors. The Director of the Centre shall participate in the work of the Board as a non-voting member.

The Board of Directors shall be comprised of both men and women, with the proportion of each gender no less than 40%, cf. Art. 15 of Act No. 10/2008, on Equal Status and Rights of Women and Men.10/2008, on Equal Status and Equal Rights for Males and Females.

In other respects the Board shall determine members' responsibility for specific tasks.

The Board may appoint a three-person executive board from among its members to handle the Centre's affairs on its behalf. The role and mandate of the executive board shall be defined in a formal statement of duties issued by the Board. The Chairman of the Board shall also be Chairman of the executive board.

Art. 6

Board meetings

The Chairman of the Board shall convene meetings in a written letter or by e-mail with at least four weeks' notice. The agenda of the meeting shall be specified in this announcement.

The Board shall meet at least once each year. A meeting of the Board of Directors must be called if three or more board members so request. The same shall apply if the Dean of the School or Vice-chancellor of the University makes such a request, in which case he/she, or whoever represents him/her at the meeting, shall have the right to speak and make proposals at the meeting.

In the case of a tie vote at a Board meeting the Chairman, or the Chairman's alternate, shall cast the deciding vote.

The Board shall keep a record of attested minutes of all meetings. Copies of meeting minutes shall be sent to the Dean of the School of Humanities.

The Director of the Centre shall attend meetings of the Board of Directors and executive board with the right to speak and make proposals but without voting rights.

Art. 7

Duties of the Board of Directors

The Board of Directors shall make all strategic decisions on behalf of the Centre and bear responsibility for its finances towards the Board of the Centre for Research in the Humanities and the Dean of the School of Humanities. The Board shall ensure that the Centre fulfils its role, decide on its research policy, grant funding for individual research projects and approve its annual operating budget and annual report. The Board shall decide on any issues of dispute which may arise concerning the Centre's internal activities.

The Board shall adopt detailed rules on its working procedures.

Art. 8

Director and staff

The Dean of the School of Humanities shall appoint the Centre's director after receiving the proposal of its Board of Directors and draft the director's formal statement of duties. The person engaged as director must hold a master's or doctoral degree, or other comparable university degree.

The director shall represent the Centre, manage its day-to-day operations, handle preparation of budgets, planning and fundraising, and co-ordinate fundraising activities.

Furthermore, the director shall handle the implementation of other matters entrusted to him/her by the Board and, as the case may be, the executive board.

Provisions of the general rules for the University of Iceland shall apply to the hiring of other staff. In a case where staff is to be hired for positions not covered by the Rules, the Board of the Centre, or the director acting on its behalf, shall be responsible for hiring.

Art. 9

Financial matters and contracts

The income sources of the Vigdís International Centre are as follows:

- a. a contribution from VFI, as determined by the Board of VFI;
- b. contributions arising from collaboration with parties within and outside the University of Iceland;
- c. grants for individual projects;
- d. payments for service activities;
- e. income from publications;
- f. other income, e.g. gifts and contributions from the national Treasury as provided for in the state budget.

The Centre's accounting shall be part of the University's accounts. Its budget shall be submitted to the Dean of the School of Humanities for approval.

Where commissioned services are provided in competition with private parties, such activities shall be kept financially separate from other operations of the Centre and care taken to ensure that these services are not subsidised with other income, in accordance with provisions of the Competition Act

The Chairman of the Board or director of the Centre shall sign contracts for the Centre on behalf of the Board and Rector of the University, after consulting with the Dean of the School of Humanities. If a contract involves substantial expenditure or long-term obligations, it must be approved by the university Rector.

Art. 10

Entry into force etc.

These Rules and Procedures, set by the Board of Directors of the Vigdís Finnbogadóttir Institute for Foreign Languages with the approval of the Board of the School of Humanities, cf. Art. 4 of the Rules on the Centre for Research in the Humanities of the University of Iceland, No. 1022/2009, shall enter into force on November 28th 2012.

These Rules and Procedures are based on the Agreement between the Government of Iceland and the United Nations Educational, Scientific and Cultural Organization (UNESCO), regarding the establishment in Reykjavík (Iceland) of the "Vigdís International Centre for Multilingualism and Intercultural Understanding" as a Category 2 centre under the auspices of UNESCO.