

Reference No: DEC-8/2021

Dolní Břežany, 16 June 2021

## **DECISION**

### **on ELI ERIC ISTAC Terms of Reference**

Pursuant to Article 27(2) of the ELI ERIC Statutes, the ELI ERIC General Assembly adopts the ELI ERIC International Scientific and Technical Advisory Committee (ISTAC) Terms of Reference as appended.

**ELI ERIC**  
**International Scientific and Technical Advisory Committee**  
**Terms of Reference**

## **1. Mission**

The International Scientific and Technical Advisory Committee (hereinafter “ISTAC”) of the ELI ERIC is an advisory committee of the ELI ERIC governance, established under Article 27 of the ELI ERIC Statutes. Its purpose is to advise the ELI ERIC General Assembly (hereinafter “GA”) and the Director General (hereinafter “DG”) on scientific and technical issues that bear on the quality and the full and effective utilization of ELI FACILITIES, as well as the continuous upgrade of installations and services.

The ISTAC shall advise on maintaining and operating the ELI FACILITIES as a state-of-the-art Research Infrastructure, including developments required to maintain the highest levels of scientific offer and to ensure productivity and relevance for the international scientific community, according to the Scientific Evaluation Policy (Art. 7 of the Statutes).

The ISTAC shall advise on the user programme of the ELI FACILITIES, providing a regular assessment, according to the Access Policy for Users (Art. 6 of the Statutes).

The ISTAC shall operate according to these Terms of Reference (hereinafter “ToR”), specific instructions and requests by the GA, and within the legal frame of the ELI ERIC operations.

The costs of the functioning of the ISTAC shall be borne by ELI.

## **2. Membership**

2.1 The ISTAC members appointed by the GA shall be high-level personalities internationally recognized for their scientific and technical expertise in the scientific and technical fields relevant to ELI ERIC, and/or for their management of scientific organizations and international user research infrastructures. Membership shall cover the major scientific and technological areas served by ELI ERIC and its potential user communities.

2.2 In accordance with Article 25(10)h of the ELI ERIC Statutes, the GA shall appoint the ISTAC Chair and Members by a qualified majority (67%) vote of the Members. The GA may determine the number of ISTAC members, up to a maximum of 15. The following selection method shall apply:

- (a) The DG shall submit a short list of proposed members of the ISTAC, relative to Art. 2.1;
- (b) The GA shall seek consensus to approve up to a maximum of 15 members of the ISTAC;
- (c) If consensus cannot be reached on a proposed ISTAC member, the DG shall propose an alternate candidate from a reserve list;
- (d) If a member resigns from the ISTAC, the DG shall propose an alternate candidate for approval by the GA.

2.3 The GA shall strive for diversity among the members of the ISTAC, seeking in particular to establish a gender balance.

2.4 Members of the ISTAC shall be appointed for a term of three years and may be re-appointed by the GA upon the DG's proposal for a second term of two years. The GA shall seek to ensure both continuity as well as new perspectives by maintaining up to one-half of the incumbent membership at each re-appointment period.

2.5 Members of the ISTAC serve in an individual capacity without remuneration and shall not be associated with ELI ERIC contractually. They are reimbursed by ELI ERIC for all 'out-of-pocket' costs related to serving on the ISTAC.

### **3. The Chair and Vice-Chair**

3.1 Selection of the Chair and Vice-Chair of the ISTAC:

- (a) As per Article 27(3) of the ELI ERIC Statutes the ISTAC shall elect a chair from among its members to be approved by the GA.
- (b) The ISTAC members shall propose a Vice-Chair from amongst its members to be endorsed by the GA;
- (c) The DG shall provide support to the operation of the ISTAC.

3.2 The Chair and Vice-Chair of the ISTAC shall be appointed for a term of three years and may be re-appointed for a second term of up to two years.

3.3 The ISTAC Chair shall:

- (a) Prepare the agenda for each ISTAC meeting following consultation with DG;
- (b) Conduct meetings of the ISTAC and report findings to the DG and GA;
- (c) Attend GA meetings and report on the activities and conclusions of the ISTAC;
- (d) Participate, at the request of the GA or DG, in the meetings of the other governance advisory committees of the ELI ERIC;

3.4 The ISTAC Vice-Chair shall replace the Chair leading an ISTAC meeting when the Chair is unable to Chair the meeting.

### **4. Organisation**

4.1 The ISTAC, may appoint sub-committees to study or elaborate specific topics in accordance with Art. 1.

- (a) Appointed sub-committees shall have a specific purpose and time frame not to extend beyond the term of the current Chair.
- (b) Sub-committees shall include at least two ISTAC members and where necessary, appointed external international experts.

4.2 The cost of the functioning of the ISTAC sub-committees shall be borne by ELI on prior agreement of the DG or approval of the GA.

## 5. Meetings and Procedure

5.1 The ISTAC shall meet as required, but at least twice a year; meetings may take place in-person, via video or teleconference, or by a mix of in-person and virtually.

5.2 The in-person or virtual presence of at least half the members for the full duration of the meeting is necessary to conduct an ISTAC meeting.

5.3 The DG and/or the Chair of the GA may submit specific points to the ISTAC Chair for consideration to be included in the meeting agenda.

5.4 The ISTAC shall adopt recommendations by consensus; in the absence of consensus, the ISTAC Chair shall report to the GA on different views.

5.5 The ISTAC may in circumstances requiring a formal and determinative vote, follow the ELI ERIC governance Rules of Procedure.

5.6 The DG and the ELI Facility Directors shall attend ISTAC meetings to report on the state of the ELI FACILITIES and relevant activities. The DG shall, together with the ELI FACILITY Directors, appoint members of the ELI ERIC Staff to report on specific topics.

5.7 The Chair of the GA may attend the ISTAC meetings ex officio.

5.8 The ISTAC Chair may invite in writing other experts to attend meetings of the ISTAC in an observer or consultative capacity.

5.9 Members of ELI ERIC's other governance advisory committees may also be invited to attend meetings by the Chair in writing.

5.10 The ISTAC shall conduct business in open sessions, available to interested ELI ERIC Staff and stakeholders; the ISTAC may hold closed sessions limited to the membership to deliberate and form a consensus on recommendations.

5.11 A Secretary of the ISTAC, appointed by the DG from the ELI ERIC Staff, shall support preparation of the meetings of the ISTAC, as requested by the Chair, including distributing the reports of each meeting.

## **6. Reporting**

6.1 The ISTAC Chair, supported by the Secretary, shall prepare a report after each meeting to submit to the DG and GA and provide an oral report to the GA when invited to do so by the GA Chair.

6.2 The ISTAC shall provide annual commentary on the scientific status of ELI-ERIC to be included in the ELI ERIC Annual Activity Report;

6.3 The ISTAC Chair may request a written acknowledgment by the DG and/or GA pertaining to specific recommendations where it is not clear if the recommendation was clearly understood and/or if action will be taken on the recommendation.

## **7. Conflict of Interest during ISTAC deliberations**

7.1 An ISTAC member may choose to recuse from a meeting or may be asked to be recuse by judgment of the Chair when a conflict of interest is perceived, namely:

- (a) When that member's name or their affiliated organisation appears in a proposal under consideration or is linked to a procurement or other interest;
- (b) Another proposal or procurement is being considered in direct competition with one in which the member or their affiliated organisation appears;
- (c) The member's participation would create, or appear to create, a conflict of interest.

7.2 Each member of ISTAC shall sign a Disclosure Statement stating any potential conflicts of interest;

7.3 Each member of ISTAC may be asked to sign a non-disclosure statement with respect to specific matters of confidentiality which may be addressed by the ISTAC.

## **8. Amendments**

8.1 The ISTAC may propose amendments to these ToRs to the GA.

8.2 Amendments to these ToRs shall be adopted by a qualified majority of the GA according to Article 25(10)h of the ELI ERIC Statutes.