

Nuclear Physics European Collaboration Committee

Terms of Reference

for the Nuclear Physics European Collaboration Committee (NuPECC), an ESF Associated Committee, as agreed upon on **March, 17th 2018**.

NuPECC is an Expert Committee hosted by European Science Foundation (ESF). The Committee membership is formed from European institutions and research facilities involved in nuclear science. The Committee may appoint Associated Members and Observers.

Beyond the Terms of Reference of NuPECC, the Statute of the ESF shall apply where relevant.

Tasks

The objective of NuPECC is to:

- develop the strategy for European Collaboration in nuclear science by supporting collaborative ventures between research groups within Europe;
- promote nuclear physics and its trans-disciplinary use in applications for societal benefit.

In pursuing this objective, the Committee shall:

- provide advice and make strategic recommendations to funding agencies and decision-making bodies on the development, organisation, and support of European nuclear research and of particular projects;
- define a network of complementary facilities within Europe and encourage optimisation of their usage;
- provide a forum for the discussion of the provision of future facilities and instrumentation;
- on a regular basis, the Committee shall organise a consultation of the community leading to the definition and publication of a Long Range Plan of European nuclear physics;
- contribute to public education and awareness through dissemination and outreach activities related to nuclear science, in particular through the publication of the journal Nuclear Physics News, topical reports and via online media.

Membership

The Committee is composed of:

- Members

The Members of the Committee are national organisations involved in nuclear science or multi-national nuclear research facilities in Europe. The statutes of the Members should be consistent with those of NuPECC and the ESF and they should contribute to the budget of the Committee.

The distribution of Members across the different European countries and organisations should aim to reflect the activities in nuclear science in the different scientific fields and the different countries.

The Representatives of Members in the Committee shall be drawn from experts active in nuclear science and proposed by the Members of NuPECC.

Members can propose one Representative per fee and each Representative will dispose of one vote. The total number of Representatives per Country is limited to three, unless otherwise agreed by the Committee.

- **Associated Members**

The Committee may invite research organisations to become Associated Members of the Committee. The Associated Members will participate in the work of the Committee without voting rights and shall contribute to the Committee budget.

- **Observers**

The Committee may invite research organisations to become an Observer at the Committee meetings. The Observers have no voting rights and have no obligation to contribute to the Committee budget.

A representative of the ESF shall be invited to the Committee meetings.

New Members, Associated Members or Observers can be invited to join the Committee if the action is supported after deliberation of the Representatives.

A Member or an Associated Member may withdraw from the Committee at the end of the financial year immediately following that in which it gives notice of the withdrawal.

Modus Operandi of the Committee

The Committee shall coordinate its work through plenary meetings on a regular basis, at least twice a year, at which all business items shall be decided. Members, Associated Members and Observers shall participate in the open session of the meetings, whilst the Members may participate in a closed session if deemed necessary.

The Committee Chairperson shall be elected from among the Representatives of the Committee Members for a 3-year term, renewable once. The modus operandi of the NuPECC election of the Chairperson is defined in the Annex of the present Terms of Reference.

The Chairperson may appoint a deputy Chairperson for the duration of his/her term. The nomination of the deputy should be approved by the Committee.

The Committee may appoint a Scientific Secretary and may set up a charter for his/her activities.

Should any matters to be decided by the Committee require a vote (outside of the modus operandi for election of the Chairperson), a minimum of two-thirds of the voting Representatives must be present, with any actions being carried by simple majority.

Any representative who cannot attend the meeting may appoint another representative as a proxy to vote on his or her behalf. The representative should write to the secretary before the meeting to give the name of the proxy who can vote on his/her behalf.

Financial matters

Inflow:

The Members and Associated Members of NuPECC shall contribute to the basic budget of the Committee, which shall cover its operational activities including the remuneration of the Committee's Scientific Secretary and its liaison costs with the ESF.

The contribution of every Member shall depend on the number of Representatives it nominates. The travel costs of a Representative attending the regular plenary meetings of the Committee shall be reimbursed directly by the respective Members. The Associated Members shall contribute to the basic budget of the Committee with at least 50% of a full Membership fee.

The Committee may receive specific contributions from third parties or ad hoc contributions from Members.

Financial modus operandi:

The Committee shall agree on an annual budget plan which is within the confines of the inflow from the Members, Associated Members and/or third parties, and which takes into account the current economic environment. The Committee shall appoint a Treasurer who shall oversee the budget and interface with ESF.

The financial commitments for the work of the Committee shall be made by the ESF. Based on the budget agreed by the Committee, the ESF will act as financial clearing house and will send annual invoices to the NuPECC Members' Institutions. The NuPECC budget is held in a special account established and operated by the ESF. ESF will collect the annual contributions from the Members and provide all appropriate financial reporting information to the Committee in due time.

Reporting and Advising

In providing advice and making recommendations to external bodies, the Committee shall act responsibly and independently. The Committee shall report on a regular basis to the ESF.

Periodic Review

Periodically – optimally every five years - a full external and independent review of the work of the Committee will be carried out. ESF is responsible for overseeing the review process on behalf of the Committee.

Annex

NuPECC Chair Election

In order to facilitate a smooth transition from an incumbent chair of NuPECC to the next, a few steps should be followed strictly in time.

- . 1- In the first meeting (March meeting) of NuPECC in the third and last year of the term of the incumbent chair, the present chair appoints a search committee¹ after consultation with NuPECC members and openly discussing it as a formal agenda point of the meeting. [L] [SEP]
- . 2- The Search Committee consults with all members of NuPECC about their own availability and/or suggestions of candidates for the post, not excluding the present chair. To facilitate forming a list for elections a poll is conducted where each NuPECC member would give three candidates in order of priority. [L] [SEP]
- . 3- The Search Committee presents a list of three candidates at most, who appear to have wide support of NuPECC members based on the returns of the polls. The Search Committee should ascertain beforehand that the three candidates would accept the nomination. [L] [SEP]
- . 4- The NuPECC Secretary should circulate the candidate list among the NuPECC members at least two weeks before the second meeting (June meeting) of NuPECC. [L] [SEP]
- . 5- Any member can raise questions regarding the list composition. These should be addressed to the incumbent chair. The chair will inform the Search Committee of the concerns of the NuPECC member. The Search Committee should be able to back its choice of the list composition by the poll's returns. [L] [SEP]
- . 6- At the second (June) NuPECC meeting election of the new chair is held. This is done by secret ballot. If a candidate receives > 50% of the votes in the first round, then he/she will be declared winner. If not, then a second round of secret ballot is held after eliminating the candidate with the least votes in the first round. The winner of the second round is declared Chair-elect of NuPECC. The Chair is then formally appointed by the ESF.
- . 7- The elected chair will take the full responsibilities from the incumbent chair at the end of the third and last meeting of NuPECC in the third and last year of the term of the incumbent chair. This is done symbolically by handing the hammer to the new chair. [L] [SEP]

N.B.1- Agreeing to serve on the Search Committee should not exclude that person from subsequently deciding (or being asked) to stand for election, but in that case they would cease to participate in the work of the Search Committee.

N.B.2- A chair's term of service is three years. This is renewable with at most one more term.

N.B.3- In case the chair's position becomes vacant for whatever reason before the end of the term of the incumbent chair, the most senior member of NuPECC (in terms of years served) assumes the chairmanship of NuPECC until the next meeting of NuPECC. In the meanwhile the caretaker chair will arrange for an election of a new chair who serves until the end of the term of the vacated chair.

N.B. 4- Delegation of votes:

1. Any member who for good reason cannot attend the meeting at which the election is taking place may appoint a proxy to vote on his or her behalf.
2. The member should write to the secretary before the meeting to explain why they are unable to attend and to give the name of the proxy who can vote on their behalf.
3. The member should advise their proxy how to vote in the first round and should anticipate the possibility of a second round of voting, for which their proxy should be advised on how to vote depending on the outcome of the first round.