

**COMITÉ CIENTÍFICO INTERNACIONAL
INTERNATIONAL SCIENTIFIC COMMITTEE**

Draft Terms of Reference for the ORM Common Services Committee

V. 30 May 2012

Based on the 1979 Agreement on Cooperation in Astrophysics, the International Scientific Committee (CCI), as established through the associated Protocol, appoints a Common Services Committee (CSC-ORM) for the Observatory of Roque de Los Muchachos (ORM) with the following Terms of Reference:

The responsibilities of the ORM Common Services Committee shall include:

- Act as a constituted advisory body to the IAC on matters related to the operation at the Observatory.
- Advise the IAC and the CCI on the future development of the Observatory.
- Review the needs for the long term maintenance and development of the ORM Common Services and, where necessary, present its recommendations to the CCI with an indication of cost and funding scenarios.
- Review the management of the Common Services, the execution of the undifferentiated Common Services' annual budget and the relevant instructions of the CCI.
- Review the undifferentiated Common Services' annual budget, which is presented by the Committee's Secretary, and prepare a recommendation to the CCI.
- Review when necessary, and especially when a new telescope installation is planned or one is going to be removed, the formula used to apportion to each User Institution/Telescope Operator their corresponding share of the undifferentiated Common Services' budget.
- Appoint an auditor to report on the management of the Common Services' budget.
- Review the reports of the ORM Safety Committee and propose appropriate safety measures to the Site Manager and/or the CCI.
- Report to each of the regular CCI meetings.

Rules of Procedure for the CSC

The initial composition of the CSC and any later changes are decided by the CCI.

The CSC may conduct its meetings in person or by electronic means; the same Rules of Procedure shall apply in all cases.

A quorum requires that the IAC representative and at least 50% of the UIs are present, or have authorised one of the other UIs to represent it at the meeting in writing.

If decisions are not unanimous within the Committee, then majority decisions are acceptable. However, alternative proposals have also to be studied and recorded in the Minutes and in these circumstances individual UI's will have the right of appeal to the CCI.

The CSC may revise these Rules of Procedure as it deems suitable, with the approval of the CCI.

The CSC Chair

The CSC will appoint one of its members as Chair for a two year term, renewable, and inform the CCI accordingly. The Chair shall call a meeting of the CSC at least one month before each CCI Meeting. The Chair and Secretary, or at least 50% of the User Institutions, may jointly request an additional meeting, as necessary, in individual cases.

The CSC Secretary

The ORM Site Manager will serve as Secretary, with the following responsibilities:

- Assist the Committee's Chair in preparing the Draft Agenda for each meeting.
- Report on the management of the Common Services;
- Report on the execution of the current year's budget;
- Present a budget proposal for the following year to the Committee.
- In consultation with the Chair, circulate draft Minutes within two weeks of each meeting.
- Assist the Chair in preparing the Committee's report to the CCI.

Annex: User Institutions at the ORM

Effective as of the date of approval of these Terms of Reference by the CCI, the CSC shall consist of one representative of each of the User Institutions that have signed a Third Level Agreement with the IAC to install and operate a telescope(s) at the Roque de los Muchachos Observatory:

- The IAC;
- The GTC;
- The ING;
- The Liverpool Telescope;
- The Mercator Telescope;
- The TNG;
- The Super-WASP & SQFT;
- MAGIC.

The IAC will represent the ORM installations DOT, SST, NOT and ATC in the CCI and its Subcommittees as well as operating the DIMM.