

Terms of Reference

ESS Executive Advisory Board

1. Committee Charge

- 1.1 ESS Executive Advisory Board (the "EAB") is a high-level advisory board for the Director General, providing management with guidance, network, and contacts within the business and public spheres. The objective is to support ESS in becoming a cornerstone and natural partner within the research and business development of the respective member states, with a first focus on host states.

2. Mandate and Objectives

- 2.1 Make recommendations and contact with important industrial actors around member states leading to strengthening the role and position for ESS.
- 2.2 Arrange and be operative in establishing contacts with high governmental levels in the member countries.
- 2.3 Provide support around leadership, change management and other operational issues at hand for the Director General. This is an informal support and not as part of the normal operations.
- 2.4 Provide advice and support in how to develop the business model for ESS as a large-scale infrastructure to meet the demands of societal impact, research excellence and limited funding.
- 2.5 Provide advice and support in how to develop long-term strategies to secure quality, efficiency and extra funding.
- 2.6 The arrangement Innovation Day is initiated and led by EAB.

3. Composition and Committee membership

- 3.1 EAB is formed with high-level industrialists at the choice of Director General, with support and suggestions from a working group assigned by DG.
- 3.2 The group is not to be more than eight to ten members and the mandate is not limited in years but rotating to secure both continuity and dynamics.

- 3.3 Chair is nominated by Director General with a maximum mandate of 7 years.
- 3.4 The assignment is pro bono while expenses for travel and subsistence relating to EAB meeting is covered by ESS.
- 3.5 ESS shall provide an office and administrative support to the EAB.

4. Rules of Procedure

- 4.1 EAB will normally meet 3-4 times a year, of which one or two meetings are physical.
- 4.2 The location for the meetings will change and some meetings will take place virtually.
- 4.3 The working language of the EAB shall be English.
- 4.4 Members of the EAB must sign a NDA to assure that the conversation and advice can be open and honest.
- 4.5 The organisation will provide and prepare agenda, invitations, documents and other administrative needs.

5. Validity

- 5.1 These Terms of Reference are to be reviewed by the Director General when needed but not less than once every 4th year.
- 5.2 Changes and/or amendments deemed necessary by the Director General may be made as and when required.