

# **DRAFT**

## **ESAC Terms of Reference**

1. The European Science Advisory Committee for ALMA (ESAC) was established by Council 17-18 December 2002 on the advice of the European ALMA Board (EAB) at its meeting on 11 November 2002. The EAB recommended that every member state plus Spain should be represented on ESAC.
2. Members shall be appointed by the ESO Director General, following current practice on membership of the STC.
3. The chair of ESAC shall be appointed by the Director General. Liaison with STC shall be assured by a cross-member. Members shall be appointed for 2 years but appointments may be extended.
4. The European ALMA Project Scientist (EAPS) will organise ESAC meetings in conjunction with the ESAC chair. Formally, the EAPS is not a member of ESAC but will participate as of right in the meetings. The EAPS does not have a vote and is not required to participate in consensus decisions of ESAC.
5. ESAC shall:
  - Prepare advice to Council through the EAB and the Director General on all scientific matters relevant to European participation in ALMA;
  - Prepare European input on issues to be discussed at the ALMA Science Advisory Committee (ASAC), and report to EAB on ASAC discussions through the chair of ESAC;
  - Ensure that the European community is kept informed of developments in ALMA science, and that the community has the opportunity to raise issues for discussion at ESAC and ASAC;
  - Nominate the 5 European members of ASAC to EAB and then to Council.
  - Provide a formal written summary report on its deliberations to each meeting of the EAB;
  - Carry out such other tasks as may be requested by the Director General.
6. ESAC shall meet not less than 2 times per year.
7. ESAC shall agree its own Rules of Procedure, and shall seek to reach conclusions by consensus. Where dissenting opinions are expressed to written recommendations in reports, they must be clearly indicated.