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1 OBJECTIVE AND SCOPE

- 1.1 The aim of this document is to describe the tasks, designation and functioning of the Scientific-Technological Advisory Committee (hereinafter **CACT**) of the CLPU.
- 1.2 These rules will apply to the CACT and all its members.

2 REFERENCES

- Resolution of 30th September 2008, of the General Secretariat of Scientific and Technological Policy, publishing the Specific Collaboration Agreement among the Spanish Ministry of Education and Science, the Regional Government of Castilla y León and the University of Salamanca, for the creation of the consortium for the construction, equipping and operation of the Center for Ultrashort Ultraintense Lasers¹.
- CLPU scientific and technological programmes
- CLPU Annual Action Plan
- CLPU Annual Activity Report
- Official appointment of CACT members

3 DEFINITIONS

- 3.1 **Conflict of Interest:** Any circumstance that creates a risk that professional judgment or actions regarding the subjects dealt at the CACT will be unduly influenced by external personal or professional interests.
- 3.2 **Written procedure:** Proposal sent to all CACT members, who are requested to give their position on a subject.


4 DESCRIPTION

4.1 Functions of the CACT

The main functions of the CACT are:

- To be an advisory body that gives assistance, mainly by means of quadrennial reports, to the Rector Council for the decision on the strategic policy to be followed by CLPU.
- To state their expert advice on CLPU scientific and technological activities, programmes and plans.

¹ Resolución de 30 de septiembre de 2008, de la Secretaría General de Política Científica y Tecnológica, por la que se publica el Convenio específico de colaboración, entre el Ministerio de Educación y Ciencia, la Comunidad de Castilla y León y la Universidad de Salamanca, para la creación del consorcio para la construcción, equipamiento y explotación del Centro de Láseres Pulsados Ultracortos Ultraintensos

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- To propose future actions that CLPU could undertake to improve the quality and scope of its activity.
- To issue reports on the proposals for the scientific programmes elaborated by the Director of CLPU.
- To provide expert advice to the Executive Commission and to the Director of CLPU on any subject they may consider adequate to consult with the Committee or any of its members.

4.2 Selection of members

The members of the CACT shall be selected among national and international prestigious experts on fields related to the objectives and activity of CLPU. They shall be proposed by the founding agencies of the centre.


For the selection of CACT members, the candidates shall fulfil at least two of the following criteria:

- Experience in providing scientific and/or technological advice in the required areas of expertise
- Experience in scientific and/or technological assessments
- Experience as principal investigator (PI) for research projects
- Experience in a multi-disciplinary environment
- At least 15 years of research or academic experience in the required areas of expertise
- Experience in leadership and decision-making positions at research user facilities in the field

In the event of equal scientific or technological excellence, gender and geographical balance shall be a further criterion.

4.3 Appointment, renewal and termination of members

- The number of CACT members shall be from eight (8) to ten (10), tentatively. As a rule, they shall not be members of CLPU staff. The CACT shall collectively cover the widest possible range of disciplines.
- The members of the CACT shall be appointed by the Rector Council for a period of at most 4 years. After that period, CACT members can be re-elected.
- To meet the need for membership renewal on the one hand, and an adequate monitoring of the fulfilment of CLPU strategy and its opportunities on the other, the Rector Council shall gradually renew the CACT members, taking special care in maintaining an adequate proportion between senior and new members.
- A member wishing to resign from CACT shall give notice in writing, addressed to the Rector Council, for the appointment of a new member.
- The Rector Council can cease the appointment of a CACT member at any moment.

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- If in the opinion of a majority of at least two-thirds of the CACT, a member of the Committee has ceased to carry out his or her functions for any cause other than absence of a temporary nature, the Chair shall notify the Rector Council for the appointment of a new member.

The CACT members shall be included in the register described in Annex 5.1.

4.4 Election of Chair and Spokesperson

The Rector Council will name a Chair and, optionally, a Spokesperson from among the appointed CACT members, for a two-year renewable mandate.


The Chair arranges and prepares the CACT meetings in agreement with the Director of CLPU, elaborates the draft agenda, issues invitations to the meeting, presides over the meetings, ensures that the rules of procedure are observed and submits the reports to CACT members, CLPU's Rector Council, Director and Managing Director.

The Spokesperson gives support to the Chair distributing documents needed for the discussions in good time, taking notes of the meetings and writing up the minutes and reports after the meetings. The Spokesperson must also know the Spanish research system and will be in charge of matching the CACT recommendations with the Spanish Science and Research situation at the time. If no Spokesperson had been appointed, the Chair should meet these requirements and perform these duties.

The Chair and, if appointed, the Spokesperson are supported in their functions by the Direction of CLPU, who will facilitate as much as possible the organizational issues. Unless otherwise indicated by the Rector Council, the CLPU Direction will be responsible for archiving the CACT documentation.

4.5 Rules of professional conduct

- The members are committed to active participation in the work of the CACT. They are expected to do the necessary effort to gain appropriate understanding of the documentation sent to them for their review.
- The members will contribute to the discussions with their expert opinion, acting independently of the interests of bodies to which they belong or have belonged. Therefore, they shall disclose any conflict of interest that may interfere with his/her fair judgment of any item included in the draft agenda or submitted for consideration. The Chair shall inform the President of the Rector Council to decide whether to select a provisional member for a particular meeting or to exclude that member from the discussion of the controversial item.
- Taking into account that the CACT could have access to confidential information concerning CLPU projects or the discussions content, its members shall be asked to sign a Confidentiality Agreement (Annex 5.2) to avoid any breach in confidentiality.
- Members shall also sign these Rules of Procedure (RoP).

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4.6 Frequency and summoning of the meetings

As a rule, the CACT convenes every two years (biennial), at the request of the Chair. However the Rector Council or the Director of CLPU may ask for an extraordinary meeting to analyse a specific subject.

The request notifying the date of the meeting is accompanied by a draft agenda, comprising the items to be examined. However, at the beginning of a meeting, any member may propose the inclusion of items on the agenda.

The supporting documentation for the meeting, including the documents to be examined is passed on well in advance before the meeting.

4.7 Meeting attendance

The meetings of the CACT shall normally be held at CLPU headquarters. The members shall attend meetings in person. On ad-hoc basis, the Chair could call for a teleconference.

The governing and managing bodies of the Centre may be represented at every meeting in the form they consider adequate. It is highly recommended that CLPU Direction (Director and Managing Director) attend all the meetings, except, obviously, the internal deliberations conducted by the CACT to prepare its report. The Chair will identify when a session is internal for CACT or not.

4.8 Proceeding at the meetings


At the beginning of a meeting, the CACT will adopt the final agenda, including the items of the draft agenda and those proposed at that moment.

The presence of an absolute majority (half plus one) of the CACT members shall constitute a quorum. In absence of a quorum, the meeting can be held but the decisions or recommendations must be confirmed by written procedure.

The governing and managing bodies of the CLPU will be the only interlocutors with CACT, unless otherwise authorized by them.

The official and working language of the CACT shall be English.

The Chair shall direct the proceedings, following the agenda. If the Chair is absent or unable to attend, these duties shall be performed by the most senior or, in the case of equal seniority, by the oldest member present.

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Technical visits of the CACT members to the facility, with occasion of the CACT meetings are highly recommended and will be organized by the CLPU Direction, according to the CACT Chair indications and the availability of the Centre. Any interference with programmed experiments and activity shall be avoided. During those visits CACT members will compromise to follow the safety indications of the CLPU staff.

The speakers shall keep to the subject. Otherwise, the Chair may withdraw permission to speak. However, during the meeting, any CACT member may propose items to be addressed at the subsequent meeting.

CACT is an advisory committee, not an evaluating one. For that reason constructive ideas from all the CACT members are welcome at any moment. The CLPU Direction will try to have informal conversations with the CACT members as many times as possible (for example, on the occasion of meetings, etc). Also CACT members can give the CLPU Direction any advice they consider relevant at any time they consider opportune. All this flow of information will be processed by the Director and discussed, if appropriate, at the next CACT meeting.

4.9 Adoption of recommendations

Being unanimity of the assistants highly desirable, the recommendations of the CACT shall be adopted at least by the majority of its members. Particular recommendations properly identified as so, are also acceptable.

Voting shall be by show of hand or by roll call.


If the recommendation does not have the unanimous approval, the voting figures shall be stated for each recommendation adopted and the divergent opinions shall also be stated in the report.

4.10 Minutes of meetings

Minutes shall be taken of each meeting.

These minutes shall include:

- List of those present and proxy votes
- Final agenda
- Record of the proceedings
- The recommendations adopted, indicating voting figures for each vote taken and the divergent opinions. Recommendations or questions directed to CLPU or the Rector Council, to which a response is expected, must be explicitly identified as such.
- Any conflict of interest declared by CACT members regarding items of the agenda.

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The Chair shall send the draft minutes to all CACT members. The members will be able to amend the draft by submitting their amendments in writing to the Chair.

The final minutes shall be sent to the CACT members, the Rector Council and Director and Managing Director of CLPU in the shortest time after the celebration of the meeting.

The approved minutes shall be signed by the Chair and countersigned by the Director of CLPU.

4.11 Quadrennial report

The main objective of the CACT meeting held every four years shall be the elaboration of the advisory report for the Rector Council on the opportunities, prospects and enhancement of the capabilities of CLPU. It will also provide advice on the scientific and technological activities of the centre.

The agenda of that meeting shall include the aspects to be analyzed on the quadrennial report. Therefore, the minutes of the meeting held will serve as the basis for this report.


The quadrennial report shall include:

a. General Aspects

- Significance of CLPU as a laser user facility in both the national and the international contexts.
- Significance of CLPU within its scientific field in both the national and the international contexts.
- CLPU's scientific or technological activities that can be described as outstanding in all regards.
- Prospects of the research field in which CLPU is active.

b. Recommendations

- New ways to increase the overall scientific and technological quality of CLPU.
- Comments related to the adequacy of the personnel structure to the CLPU objectives with identification of the weakest points and ways to improve the structure.
- Ideas to increase the quality of knowledge transfer within the scientific community and /or to society and policy makers.
- New ideas or schemes for cooperation with universities, other institutions, ICTS, partners and user facilities.
- New scientific or technological ideas and fields with high development potential that can be identified at CLPU.

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CLPU CACT must pay special attention to the peculiarities of the Centre and must emphasize recommendations that are feasible in the overall context of CLPU. In this respect, CLPU as a Spanish National Centre must not forget the enhancement of the Spanish users community.


4.12 Allowances

The CACT members are not remunerated but they shall be reimbursed for expenses, such as travel and subsistence allowance, incurred by their participation in meetings upon presentation of receipts and under the conditions of CLPU travel policy ("Travel Settlement Rules for guests") placed on CLPU intranet, to which the CACT members will be given access.

5 ANNEXES

5.1 Register of CACT members

5.2 Confidentiality and Disclosure of Conflict of Interest agreement

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5.1 Register of CACT members



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NAME	HOME INSTITUTION	APPOINTMENT DATE	TERMINATION DATE	(3)	POSITION ⁴ HELD 1	POSITION ⁴ HELD 2
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)
		DD %	Reason ²		(1) (2)	(1) (2)

- ¹ DD - Due date. Date in which the appointment or the renewal is expected to expire.
² Reason - Write any of these numbers: (1) Term expiration (2) Statutory CACT renovation (3) Resignation (5) Dismissal (6) Others, in this case, include a brief explanation.
³ Renewed - Write an "X" if the CACT member has been reelected after the termination date.
⁴ Position held by the CACT member in the Committee: Chair, Spokesperson, ...
⁵ From
⁶ To

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5.2 Confidentiality and Disclosure of Conflict of Interest agreement

CONFIDENTIALITY AND DISCLOSURE OF CONFLICT OF INTEREST AGREEMENT

The information provided by CLPU orally or in written form shall at all times be and remain the property of CLPU, and shall be used by the signatory for the sole purposes of gaining knowledge of CLPU activities needed to held the CACT meetings and generating an advisory report on the present and future centre's activities and prospects, as stated in art. 22 of CLPU Statutes, included in the Resolution of 30th September 2008, of the General Secretariat of Scientific and Technological Policy¹.

The information shall at all times be kept confidential and shall not, without the prior written consent of CLPU, be disclosed or used for any other different purpose or for the benefit of any third party.

Any conflict of interest that may interfere with a fair and unbiased judgement of any subject submitted for consideration shall be disclosed, informing the Chair of this circumstance. Shall the member be the Chair, he/she shall inform the President of the Rector Council.

This Agreement takes effect from the date of the signature. The confidentiality obligation shall end only if the information is disclosed by CLPU.

I the undersigned, by my signature, agree to the above terms and conditions.

Date

Place

Name

Signature

Date

Place

Name

(In behalf of CLPU)

Signature

¹ Resolución de 30 de septiembre de 2008, de la Secretaría General de Política Científica y Tecnológica, por la que se publica el Convenio específico de colaboración, entre el Ministerio de Educación y Ciencia, la Comunidad de Castilla y León y la Universidad de Salamanca, para la creación del consorcio para la construcción, equipamiento y explotación del Centro de Láseres Pulsados Ultracortos Ultraintensos