

RULES OF PROCEDURE OF THE SCIENTIFIC ADVISORY COMMITTEE

Adopted by the Council at its 78th session (December 2012)

Amended by the Council at its 107th session (December 2023)

Introduction

Rule 1

In accordance with Article 7(1) of the Convention, the Scientific Advisory Committee shall be composed of twelve members appointed in their personal capacity by the Council for a period of four years. The Committee shall be renewed by one quarter every year. Each member may be appointed for only two terms of office in succession.

The members of the Committee shall be selected from among the scientists of the Member States and shall represent as broad a range as possible of the discipline relating to the activities of the Centre.

Rule 2

A representative from each of the organisations WMO, EUMETSAT, ESA and the SRNWP programme of EUMETNET shall be invited to take part in the work of the Committee. The Chair of the Technical Advisory Committee shall be invited as an observer.

The Director-General of the European Centre for Medium-Range Weather Forecasts and those members of staff of the Centre he/she deems necessary, may participate in the work of the Committee.

Rule 3

The Committee will elect a Chair and a Vice-Chair by simple majority vote if more than one candidate is proposed. The Chair and Vice-Chair shall be elected at the end of each annual session of the Committee, to hold office for one year from the day following the closure of one winter Council session, to the day following the closure of the next winter Council session. Chairs and Vice-Chairs may serve up to three consecutive terms of office. A Vice-Chair who replaces a Chair in mid-term does not thereby start a term of office as Chair in his/her own right.

Rule 4

The election of Chair and Vice-Chair will usually take place at a session of the Scientific Advisory Committee; in exceptional circumstances the election or elections may take place by correspondence.

Rule 5

Five members of the Scientific Advisory Committee shall constitute a quorum. In the absence of the Chair, the Vice-Chair will act as Chair; in the absence of both Chair and Vice-Chair the members of the Committee will elect from among those members present a temporary Chair for that particular session.

Rule 6

In accordance with Article 7(3) of the Convention, the Committee may invite experts, in particular persons belonging to the services using the Centre, to take part in its work when there are specific problems to be solved.

Rule 7

The Scientific Advisory Committee shall normally meet once each year. At least 30 days' notice will be given for each session.

Rule 8

In accordance with Article 7(2) of the Convention, the Committee shall draw up, for submission to the Council, opinions and recommendations on the draft programme of activities of the Centre drawn up by the Director-General and on any matter submitted to it by the Council. The Director-General shall keep the Committee informed concerning the implementation of the programme. The Committee shall give opinions on the results obtained.

Rule 9

The provisional agenda for each session will be agreed by the Chair and the Director-General. The papers relevant to the Committee's work of forming opinions and recommendations will be issued by the Centre at least twenty days before the session at which they will be considered.

Rule 10

When necessary, opinions and recommendations of the Committee shall be determined by a simple majority of the votes cast for and against. If an equal number of votes is cast for and against a proposal, that proposal shall be regarded as lost.

Rule 11

The Chair of the Scientific Advisory Committee will prepare a report on the opinions and recommendations of the Committee for agreement during the session or as soon after as it is practical. This report will be submitted to the President of the Council; copies will be sent to the members of the Council, to the members of the Committee, to the Director-General and to any other recipient as decided by the Chair of the Committee.

Rule 12

Where he/she deems necessary, the Chair may seek the opinions and recommendations of the Committee by correspondence. At least twenty days shall be allowed between the Chair's request for advice by correspondence and his preparation of a report of the Committee's opinions and recommendations. The report will be dealt with as in Rule 11.

Rule 13

Where he/she deems the urgency to be sufficiently great, the Chair in consultation with the Vice-Chair, may act on behalf of the Committee. The report on his action will be dealt with as in Rule 11.

Rule 14

The Chair, Vice-Chair and members of the Committee may call on the Centre for aid in the secretarial and administrative work associated with the business of the Committee.