

TERMS OF REFERENCE OF THE ADVISORY COMMITTEE FOR DATA POLICY

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

Introduction

1. The Advisory Committee for Data Policy was set up following a decision by the Council at its 55th session (December 2001). The work of the Committee shall not overlap that of existing groups.

Function and duties

2. The Committee shall draw up, for submission to Council, opinions and recommendations on matters concerning ECMWF Data Policy and its implementation. The opinions and recommendations coming from the Catalogue Contact Point Workshop and other similar bodies shall be reviewed by the Committee.

Composition

3. The Committee will be open to Member States and Co-operating States. The presence of five representatives shall be necessary to constitute a quorum at meetings of the Committee.
4. Each State may be represented by one representative. Representatives may be assisted at meetings of the Committee by advisors.
5. The Chair of the Finance Committee and experts from ECOMET and EUMETSAT will normally be invited to attend sessions of the Committee as observers.
6. The Committee shall elect from among its members a Chair and a Vice-Chair from different countries who shall be appointed for one year and who may not be re-elected more than twice in succession. In exceptional circumstances the election or elections may take place by correspondence.
7. The Chair and Vice-Chair shall hold office from the day following the closure of the next Council session. 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.

Conduct of sessions

8. The Committee will normally hold a plenary session once per year, and will otherwise carry out its work by correspondence.
9. Unless otherwise specified by the Council or in the Convention, the Rules of Procedure applicable to the Council shall apply, *mutatis mutandis*, to the proceedings of the Committee.