

TERMS OF REFERENCE OF THE TECHNICAL ADVISORY COMMITTEE

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

Introduction

1. The Technical Advisory Committee was set up following a decision by the Council at its 8th session (November 1978). The Committee will consider technical matters. The work of the Committee shall not overlap that of other existing groups.

Function and duties

2. The Technical Advisory Committee shall
 - i. Consider, give advice on, and co-ordinate matters relating to the communication network established between the Centre and Member States;
 - ii. Consider, give advice on, and co-ordinate those areas of the Centre's operational activity that directly affect Member States;
 - iii. Consider and give advice on the usage of the Centre's computer system by Member States;
 - iv. Consider and give advice concerning possible significant modifications to the Centre's computer system related to Member States' operational and other needs;
 - v. Report to the Council from time to time as appropriate, and give advice to the Council on the abovementioned technical and operational aspects, including the technical aspects of the four-year programme of activities, or on any other question at the request of the Council.

Composition

3. The Committee shall be composed of one representative from each Member State. These representatives may be assisted by advisers at meetings of the Committee.
4. The Chairs of the Scientific Advisory Committee and the Finance Committee may be invited to participate at Committee sessions.

5. 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.
6. 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

7. The Committee will normally hold a plenary session once per year, and will otherwise carry out its work by correspondence. All Member States will receive and be asked to make proposals or comments in relation to problems under consideration. Member States will inform the Director-General of their contact point for this purpose.
8. 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.
9. 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. In these circumstances the Chair must report back to the Committee.