



Rules of Procedure for the DESY Administrative Advisory Committee (AAC)

Article 1 Function

With the support of the AAC, DESY wants to continuously review and improve its processes, structures and systems of the administrative infrastructure and bring the desired quality level and the required resources in line with strategic management. In this context the AAC has the following function:

- The Committee advises the Directorate on fundamental administrative and infrastructural issues of the research centre.
- The Committee promotes professional exchange with other research institutions on administrative and infrastructural issues.
- If necessary, the Committee carries out evaluations of specific topics and areas of performance.

Article 2 Composition

- The Administrative Advisory Committee is composed of at least five international experts in the field of science management. A balanced representation of gender will be sought.
- The DESY Board of Directors appoints the members of the AAC on the proposal of the Chair of the AAC.
- Members are appointed for a period of three years. Reappointment is possible.
- Each member may resign at any time by written notice to DESY and the Chair of the AAC. The DESY Directorate has the right to dismiss a member for good cause after consultation with the Chair of the AAC.

Article 3 Meeting of the Administrative Advisory Committee

- The Administrative Advisory Committee convenes at least once a year for about one day. As a rule, the committee meets on DESY premises. A meeting can also take place via telephone/video conference.



- The agenda and the documents necessary for deliberations shall be supplied no later than one week before the meeting.
- Persons who are not members of the Administrative Advisory Committee may be invited to the discussion on individual items of the agenda as guests.
- Recommendations and statements of the Administrative Advisory Committee shall be recorded in a brief summary and submitted for endorsement by the AAC within one month.

Article 4

Chairs and Assistant

- The Administrative Advisory Committee elects one member as the Chair and another member as a Vice Chair for a period of three years. Re-election is possible. The Chairperson and Vice Chair may also resign from the duties before the end of term by written notice to the DESY Directorate.
- DESY shall appoint one Assistant to the Administrative Advisory Committee. The tasks of the Assistant include:
 - the preparation of meetings, including the collection of supporting documentation and drafting of an agenda, in close collaboration with the Chair, and its timely distribution,
 - the draft and timely distribution of summaries of recommendations and statements in close collaboration with the Chair.

Article 5

Confidentiality

The Administrative Advisory Committee shall honor the principle of an open exchange of information. In specific cases, topics discussed during meetings can be declared confidential.

Article 6

Working language

The working language of the Administrative Advisory Committee shall be English.

Version of October 9th, 2020