

**COMITÉ CIENTÍFICO INTERNACIONAL
INTERNATIONAL SCIENTIFIC COMMITTEE**

Draft Terms of Reference for the Teide Common Services Committee

V. 30 May 2012

Based on the 1982 Agreement on Cooperation in Astrophysics, the International Scientific Committee (CCI), as established through the associated Protocol, appoints a Common Services Committee (CSC-OT) for the Teide Observatory (OT) with the following Terms of Reference:

The responsibilities of the Teide Common Services Committee shall include:

- Act as a constituted advisory body to the IAC on matters related to the Observatory.
- Advise the IAC and the CCI on the future development of the Observatory.
- Review the needs for the long term maintenance and development of the OT Common Services and, where necessary, present its recommendations to the CCI with an indication of cost and funding scenarios.
- Review the management of the Common Services, the execution of the annual budget of the undifferentiated Common Services, and the relevant instructions of the CCI.
- Review the budget for the undifferentiated Common Services and prepare a proposal to the CCI for the budget for the next year.
- Review, when necessary, and especially when a new telescope installation is planned or one is going to be removed, the formula used to compute the shares of the individual User Institutions/ Telescope Operators of the undifferentiated Common Services budget.
- Appoint an auditor to report on the management of the Common Services' budget.
- Act as the OT Safety Committee and propose appropriate safety measures to the Site Manager and/or the CCI.
- Report to each of the regular CCI meetings.

Rules of Procedure for the CSC

The initial composition of the CSC and any later changes are decided by the CCI.

The CSC may conduct its meetings in person or by electronic means; the same Rules of Procedure shall apply in all cases.

A quorum requires that the IAC representative and at least 50% of the UIs are present or have authorised one of the other UIs to represent it at the meeting, in writing.

Decisions of the CSC are taken by a simple majority of the members represented and voting. Minority opinions must be recorded in the Minutes, and individual UIs may appeal to the CCI.

The CSC may revise these Rules of Procedure as it deems suitable, with the approval of the CCI.

The CSC Chair

The CSCs appoints one of its members as Chair for a two year term, renewable, and informs the CCI accordingly. The Chair shall call a meeting of the CSC at least one month before each CCI Meeting. The Chair and Secretary, or at least 50% of the User Institutions, may jointly request an additional meeting as necessary in individual cases.

The CSC Secretary:

The OT Site Manager will serve as the CSC Secretary, with the following responsibilities:

- Assist the Committee's Chair in preparing the Draft Agenda for each meeting.
- Report on the management of the Common Services;
- Report on the execution of the current year's budget;
- Present a budget proposal for the following year to the Committee.
- In consultation with the Chair, circulate draft Minutes within two weeks of each meeting.
- Assist the Chair in preparing the Committee's report to the CCI.

Annex: User Institutions at the Teide Observatory:

The Teide CSC shall consist of one representative of each of the User Institutions that have signed a Third Level Agreement with the IAC to install and operate a telescope(s) at the Teide Observatory:

- The IAC;
- The KIS;
- STELLA;
- The BRT;
- THEMIS.

The IAC will represent the OT installations LCOGT, SONG, GONG, OGS, OTA, XO, MASTER and EARTHSHINE in the CCI and its Subcommittees as well as operating the Lab-Solar, CST, IAC-80, DIMM-SHABAR, DIMMA, MONS & QUIJOTE.