



## Europlanet Science Congress (EPSC) Executive Committee

### Terms of Reference – October 2020

#### The Europlanet Science Congress

The Europlanet Science Congress (EPSC) is the largest annual conference in Europe on planetary science and the main dissemination platform of the Europlanet Society. It is implemented as a core initiative of the Europlanet Society and is coordinated by the **EPSC Executive Committee** under the supervision of the Europlanet Society Executive Board.

#### Purpose of Europlanet Science Congress (EPSC) Executive Committee

To act as a strategic and operational body to plan and implement the annual Europlanet Science Congress (EPSC) on behalf of the Europlanet Society, with responsibilities including:

- Oversight of the EPSC budget
- Management of the professional conference organizer
- Selection of future venues
- Oversight of the EPSC sub-committees
- High-level relationships with external organizations (space agencies, funding bodies, policy-makers, other societies) in relation to conferences or meetings
- Strategic management of EPSC

#### Reporting lines

The EPSC Executive Committee will report to the Europlanet Society Executive Board. Reporting occurs monthly, through meeting minutes, and by written reports from the EPSC Executive Committee Chair, who will attend Board meetings *Ex-Officio*.

The EPSC Executive Committee has three sub committees:

- The Scientific Organizing Committee (SOC)
- The Local Organizing Committee (LOC)
- The Virtual Organizing Committee (VOC)

The SOC, the VOC and the LOC will report to the EPSC Executive Committee. Reporting occurs monthly, via meeting minutes and by oral/written reports from the SOC, VOC and LOC Chairs at EPSC Executive Committee meetings.

Liaison between other Europlanet Committees or Working Groups is via the Chairs or specific representatives nominated. No formal reporting lines are required, but these liaisons should be used for dissemination and consultation.

## Meetings

- The EPSC Executive Committee will meet at least once in person during the annual EPSC (or virtually in the case of fully online meetings)
- The EPSC Executive Committee will meet virtually monthly on average (frequency may vary during the year), unless coincidental with other Europlanet activities. The Chair will approve the agenda of all meetings and it will be circulated to members at least 5 days prior to the meetings.
- The minutes of meetings will be recorded, circulated and formally agreed via email, before being stored on the Europlanet Society shared folders.

## Membership and roles

Membership will include, inter-alia, the following:

- Chair
- Vice-Chair
- SOC Chair
- VOC Chair
- President of the Europlanet Society (or their Deputy)
- Europlanet Society Executive Board External Liaison Officer
- Representative of the Europlanet Society Executive Office
- Representative of the Europlanet Society Diversity Committee
- Representative of the Europlanet Society Early Career (EPEC) Committee
- Representative of the Europlanet Society Outreach Working Group
- Representative of the Europlanet Society Industry Working Group
- EPSC Press Officer

In addition, the following will be invited to attend EPSC Executive Committee meetings but will not have a vote:

- Representative of the conference organizer
- The LOC Chair and other members of the LOC
- The SOC Vice-Chair

The Committee Chair, Vice-Chair as well as the SOC and VOC Chairs and Vice-Chairs will be appointed by the Europlanet Society Executive Board.

Unless otherwise agreed, nominated members commit themselves to serve on the EPSC Executive Committee for a term of up to 4 years, with the possibility to extend it by an additional term of up to 2 years.

## Aims

- To maintain and develop EPSC as the major annual meeting in Europe on planetary science and the major dissemination platform for the Europlanet Society
- To ensure that EPSC is self-sustaining and does not operate at a loss
- To guarantee the practical delivery of EPSC by the Congress Organizer, the SOC, the VOC and the LOC

- To ensure that EPSC is representative of, inclusive and accessible to planetary scientists and related communities (including academic, industrial, policy, outreach and education) across Europe, in terms of topical interest, cost, geographical location and virtual access
- To select venues for future meetings that meet the requirements of the EPSC, and ensure the EPSC meetings are accessible, inclusive, cost-effective and have the support of a strong and committed Local Organizing Committee
- To ensure that dates set for meetings do not conflict with other planetary meetings, cultural events and/or local events that may affect attendance and/or costs
- To maintain and develop links with related organizations (DPS, EAS, EGU, COSPAR, ESA, NASA, etc.) and organize joint meetings when appropriate
- To provide secure, confidential procedures for reporting incidents and to solicit and evaluate feedback
- To promote, encourage and support the Constitution of the Europlanet Society and meet Europlanet's Commitment to Diversity
- To review, report on, share and exchange good practice within and outside the Europlanet Society