



## Europlanet Science Congress (EPSC) Scientific Organizing 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. The scientific programme is assembled by the **Scientific Organizing Committee (SOC)** under the supervision of the EPSC Executive Committee.

#### Purpose of Europlanet Science Congress (EPSC) Scientific Organizing Committee (SOC)

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

- Definition of the scientific session programme
- Oversight of logistical requirements for oral and poster sessions (room and poster capacities, etc.)
- Oversight of the Session Conveners and Session Chairs in carrying out their duties
- Dissemination of information on EPSC scientific programme

#### Reporting lines

The EPSC SOC will report to the EPSC Executive Committee. Reporting occurs by circulation of meeting minutes and by oral/written reports from the SOC Chair or Co-Chair 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 SOC will meet virtually monthly on average (frequency may vary during the year). The Chair will approve the agenda of all meetings and it will be circulated to members at least 5 days prior to a meeting.
- The minutes of meetings will be recorded, circulated and formally agreed via email with the SOC, before being stored on the Europlanet Society shared folders.

#### Membership and roles

Membership will include, inter-alia, the following:

- SOC Chair

- SOC Co-Chair
- Programme Group Coordinators (2-4 per Programme Group)

The SOC Chair and Co-Chair will be appointed by the Europlanet Society Executive Board. The Chair and Co-Chair will serve for a term of 2 years, unless otherwise agreed by the Europlanet Society Executive Board. A SOC Chair may serve an additional term of 1 year as Outgoing Chair to ensure a smooth handover.

#### Aims

- To maintain and develop EPSC as the major annual meeting in Europe on planetary science and related fields
- To ensure that EPSC covers the full spectrum of scientific topics related to planetary science
- To promote discussion on scientific topics and interactive opportunities within the meeting
- To promote, encourage and support the Europlanet Society's commitment to diversity and ensure that all scientific activities within EPSC are representative of the diverse community, balancing gender, career age and nationality.