



## Europlanet Early Career Committee (EPEC)

### Terms of Reference

#### Purpose of Europlanet Early Career Committee (EPEC)

EPEC is the management body of the Europlanet Early Career Network, with “Early Career” being defined as any Europlanet Society member whose last degree (e.g., MSc or PhD) was obtained a maximum of 7 years ago, excluding parental leave, serious illness and similar delays. EPEC will act as a strategic and operational body to advise, coordinate and champion Early Career activities across the Europlanet Society that further the Society’s commitment to building and sustaining Europe’s planetary science community. The EPEC may, from time to time, commission and operate sub committees though these shall also be approved by Europlanet Board.

#### Reporting lines

EPEC will report to the Europlanet Executive Board. Reporting is *via* the EPEC Chair to the Executive Board Chair. Reporting occurs monthly, by circulation of meeting minutes and 1:1 remote communication meetings.

Liaison between other Europlanet Committees is *via* the Chairs of each Committee, or via the specific representatives on each Committee. No formal reporting lines are required, but these liaisons should be used for dissemination and consultation.

#### Meetings

1. EPEC will organise a (normally) annual workshop at which Early Career members of Europlanet Society may meet and hold lectures and events to foster the career development of Europlanet Early Career Network.
2. EPEC will normally meet monthly, by remote communication 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 meeting
3. The minutes of meetings will be recorded, circulated and formally agreed via email, before being submitted by the Chair to the Executive Board Chair

#### Membership and roles

Membership will include the following:

- Early Career representatives from the 10 Europlanet Regional Hub Committees
- EPEC functions as a body of nine working groups. The working groups include EPSC Activities, EPEC Annual Week, New Frontiers, Diversity, Future Space Research, Early Career Support, Communications, Outreach and Finance.

It is envisioned that members commit themselves to serve on the Committee for a term of up to 3 years depending on their role, with an option to prolong membership for a maximum of one additional term.

Allocated roles must include:

- Committee Chair
- Chair of each working groups

Aims

1. To support Early Career Researchers in the European planetary community
2. To promote, encourage and support the Constitution of the Europlanet Society and meet Europlanet's commitment to diversity
3. To provide guidance and make recommendations to the Europlanet Executive Board on Early Career issues, including where action is needed.
4. To organise and support EPEC meetings including the (nominally) annual Early Career Network meeting
5. To review, report on, share and exchange good practice within and outside the Society