

# Statutes of the European Academies Science Advisory Council (EASAC)

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## I. Mission

*EASAC is a network of (national) science academies in Europe and provides independent scientific advice on critical issues for policy and society, striving to ensure decisions across EU institutions are grounded in robust scientific evidence.*

## II. Membership and participation

1. EASAC comprises these members:
  - one science academy or a general academy that includes the sciences, or consortium of academies, from each EU Member State having a science academy, from Norway, from Switzerland, and from the United Kingdom;

the Academia Europaea;

2. If there is doubt which academy or consortium of academies should represent a particular country, it shall be resolved by the Council of EASAC after consultation with the Board.
3. An academy can only be admitted to EASAC provided the criteria specified for admission are met and provided that Council approves the admission by at least a two-thirds majority of votes.
4. Council shall determine the classes of membership available in EASAC.

5. ALLEA and FEAM are collaborating networks of EASAC. They each can send one representative as an observer to Council meetings, and they can nominate Working Group members for EASAC projects. Collaborating networks do not pay a membership fee to EASAC.
6. The addition of further collaborative networks will be decided solely by Council.

### **III. Structure and Governance**

#### **1. Council**

- 1.1. The Council is EASAC's supreme strategic and decision-making body.
- 1.2. Every member delegates one representative to the Council. Representatives who should be members of the respective nominating academy can usually serve for up to two terms of three years each as Council members. They serve in their personal capacity, but are expected to interact with their sending academy on EASAC matters and to act as an ambassador for EASAC in their respective host country.
- 1.3. Council members have full voting rights at Council meetings.
- 1.4. If a Council member is unable attend, the respective academy may appoint a substitute representative to attend the respective meeting.
- 1.5. For a quorate Council meeting, at least half of all Council members shall be present.
- 1.6. Council decisions shall be adopted by a simple majority of the votes cast unless stipulated otherwise.
- 1.7. The Council's responsibilities are:
  - to amend the Statutes with a two-thirds majority of all Council members,
  - to approve the strategy of EASAC and oversee its implementation,
  - to elect the Board,
  - to approve the implementation and termination of EASAC Programmes,
  - to oversee a balanced composition of the Steering Panels,
  - to endorse Steering Panel (Co-)Chairs upon proposal by the Board,
  - to approve the annual budget and financial report with a two-thirds majority of the present Council members,
  - to approve the procedures concerning the conduct of projects, as laid out in the guide to EASAC governance and operations,
  - to approve projects and the establishment of respective Working Groups relevant to EASAC's mission,
  - to oversee the work of the Steering Panels and the progress of the Working Groups, including the review process of their reports, and to endorse final reports and statements,
  - in very exceptional circumstances, to decide on termination of EASAC membership of an academy with two-thirds majority of all Council members.
- 1.8. Council members inform the President of any conflict of interest and abstain from the discussion and voting on the matter concerned.

1.9. Council meetings:

- are held at least twice a year, at least once in person,
- are held when requested by one third of the Council members,
- are attended ex officio without voting rights by the Executive Director and by the Board members.

1.10. The Steering Panel (Co-)Chairs attend Council meetings. Programme Directors attend Council meetings for non-reserved business, provided that no conflicts of interest arise.

1.11. Other guests such as academy staff members may be invited to Council meetings.

1.12. Council members shall receive no fee or other remuneration from EASAC.

## 2. Board

2.1. The Board is EASAC's main governing board and supreme executive body. Its main task is to set the overall direction for EASAC and to ensure that resources are aligned with strategic objectives.

2.2. The Board consists of the President and of at least three and not more than five Vice-Presidents. Regarding composition of the Board, EASAC strives for a diversity in geographical and disciplinary background, and in age and gender.

2.3. The President-elect becomes a Board member six months prior to beginning his/her term as President.

2.4. Board members are elected by the Council members for three years from Council representatives or Steering Panel Chairs – be it past or present –, and Vice-Presidents are re-eligible once. Board members should be academy members.

- The election of the Board members is done electronically via secret ballot-voting that takes place over the period of one week. Council members are informed about the election procedure in advance. The outcome of the election is announced at the Council meeting.
- To be elected, the President and Vice-Presidents each have to receive the absolute majority of votes of all Council members.
- If a present Steering Panel Chair is elected as Board member, he or she steps down as Chair of the Steering Panel.

2.5. EASAC aims for a rotating presidency, but the President can be re-elected for a second term of up to two years and by a two-thirds majority of the Council members, if no suitable successor was found to be available (yet) or if the candidate put forward was not elected.

2.6. Board members carry out their functions on a voluntary basis, are not contracted by EASAC and are without remuneration.

2.7. The President's responsibility is to chair the Council and the Board.

2.8. The Vice-Presidents' responsibilities are:

- to support the President in representing EASAC externally,

- to be primarily responsible for a particular portfolio of tasks, as decided by the Board, after consulting the Council.
- 2.9. The Board’s responsibilities are:
- to develop and implement EASAC’s strategy,
  - to be accountable to the Council and to implement its decisions,
  - to appoint Programme Directors after consultation with the respective Steering Panel Chair(s),
  - to be active in EASAC’s outreach and science advice activities towards Europe,
  - to confirm the appointment of the Executive Director, upon proposal by the EASAC host academy,
  - to propose to Council the Steering Panel (Co)-Chairs,
  - to propose the annual budget and financial report to the Council,
  - to comply with the principles of legality, efficiency, expediency, economy, and good corporate governance in its work,
  - to approve projects for EASAC commentaries,
  - to endorse the composition of Working Groups,
  - to meet with the Programme Directors, Steering Panel Co-Chairs for an exchange several times a year.
- 2.10. Meetings of the Board:
- are held at least twice a year,
  - are attended ex officio by the Executive Director who serves the Board.
- 2.11. In urgent matters, the President can take action in between Board meetings and inform the Board accordingly.

### **3. Steering Panels**

- 3.1. Steering Panels are standing committees of scientists with expertise in EASAC’s policy advice areas. They are the central bodies overseeing the programme lines of EASAC, and they advise the Programme Director, the Board, and the Council on the scientific scope, strategic significance, value and viability of proposed reports and other EASAC output.
- 3.2. Member academies can nominate a representative each to every Steering Panel. In order to ensure a well-balanced and interdisciplinary composition of Steering Panels, experts with complementary skillsets and experience in applying knowledge to public policy may be included.
- 3.3. In exceptional cases – e.g., when the proposed candidate has a conflict of interest or when the expertise of the candidate is already covered within the Steering Panel membership – the nominating academy can be asked to nominate another representative. The final decision about conflict of interests lies with the EASAC President.

- 3.4. Steering Panels strive for a diversity in expertise and backgrounds in their composition, and for a balance between continuity and renewal of membership. Steering Panel members serve terms of three years. They can be reappointed in principle only once.
- 3.5. Steering Panel members submit a declaration of interest to the Programme Director.
- 3.6. Steering Panels meet at least twice a year, and at least once in person.
- 3.7. Steering Panels are led by a Chair or two Co-Chairs. The Chair(s) chair Steering Panel meetings and provide leadership in the development of EASAC's programme work. They serve terms of three years, and they can be reappointed in principle only once.

#### **4. Programme Directors**

- 4.1. The Programme Directors' responsibilities are:
  - to implement and deliver Council approved projects in their domain,
  - to carry out horizon scanning on the level of EU policy development together with the Steering Panel Co-Chairs and – where appropriate – to share respective information with EASAC's Council members,
  - to propose the composition of Working Groups, in consultation with the Steering Panel Co-Chairs, for approval by the Board,
  - to set up Working Groups to write reports and statements and to coordinate the drafting process in consultation with the Working Group Co-Chairs,
  - to work closely with the Steering Panels and their Co-Chairs as well as with the Working Groups in their domain,
  - to organise and support meetings of the Steering Panel in their domain,
  - to organise day-to-day business in their domain,
  - to report to the Steering Panel, the Board, and the Council about the progress of the respective programme.
- 4.2. Programme Directors are contracted by EASAC in accordance with the terms and conditions of the member academy that hosts the EASAC Secretariat.
- 4.3. Programme Directors are to avoid any conflict of interest in supporting the programmes, and are to consult with the Steering Panel Co-Chairs and the Executive Director if a conflict of interest might appear.

#### **5. Working Groups**

- 5.1. Working Groups produce reports and statements on topics approved by the Council.
- 5.2. Topics may be suggested to EASAC by an EU body, by an EASAC member academy, by the Council or by Steering Panels. Based on a written statement from the respective Steering Panel, the Board proposes a topic to the Council.
- 5.3. If a topic has a substantial component or other specialised aspects that are outside EASAC's areas of policy advice, relevant expertise is sought outside of EASAC.
- 5.4. Each Working Group belongs to a thematic EASAC Programme guided by the respective Steering Panel.

- 5.5. Working Group members are sought through a call by the respective Programme Director to members of the respective Steering Panel and to EASAC member academies.
- 5.6. Working Groups serve for a predefined period of time and are set up by the relevant Programme Director, in consultation with the respective Steering Panel Chair or Co-Chairs, and approved by the Board. In so doing, they are not bound to retain the names suggested. In order to ensure a well-balanced and interdisciplinary composition of Working Groups, experts with complementary skillsets and experience in applying knowledge to public policy should be included.
- 5.7. The Working Group Chair or Co-Chairs are endorsed by the Board upon proposal by the relevant Programme Director, in consultation with the respective Steering Panel (Co-)Chair(s).
- 5.8. Working Group members submit a declaration of interest to the respective Steering Panel Chair or Co-Chairs and to the Programme Director.
- 5.9. Working Group members receive no fee or other remuneration.

## **6. Secretariat**

- 6.1. The Secretariat is hosted by one of EASAC's member academies, which is responsible for the management and support of the Secretariat.
- 6.2. The Secretariat is led by the Executive Director, whose responsibilities are:
  - to report to the President and carry out tasks that the Board assigns,
  - to support the Council, the President, the Vice-Presidents and the Board, the Steering Panels, and the Working Groups in fulfilling their tasks,
  - to implement Council and Board decisions,
  - to manage and monitor finances, including formulation and execution of the annual budget,
  - to authorise the salaries and expenses of the Programme Directors and other EASAC contractors,
  - to build and manage the Secretariat team,
  - to oversee EASAC's operations,
  - to act in accordance with EASAC's Statutes, complying with the principles of legality, efficiency, expediency, economy, and of good corporate governance.

## **7. Meetings and Decisions**

- 7.1. Council, Board, Steering Panel and Working Group meetings are held in accordance with the EASAC Code of Conduct, with particular attention to identifying and managing real conflicts of interest.
- 7.2. Relevant processes and decisions taken by the Board and the Steering Panels are reported in Council meetings.

- 7.3. The Chairpersons of the Council, the Board, the Steering Panels, and the Working Groups may invite non-voting observers or guests to attend the meetings of their respective body.
- 7.4. Unless stipulated otherwise by the Council, decisions by the Council, the Board, the Steering Panels, and the Working Groups are made with a simple majority of votes, provided that at least half of the body's members vote. In case of a tie, the Chairperson's vote is decisive.
- 7.5. Each EASAC meeting will be recorded with decision minutes.
- 7.6. Meetings may be held by remote communication.

#### **IV. Reports and other output**

1. Draft Working Group reports and statements are subject to external peer review.
2. Programme Directors seek nominations for reviewers from members of the respective Steering Panel and EASAC member academies.
3. The review process is managed by the Programme Director in close consultation with the Chair or Co-Chairs of the relevant Steering Panel and of the Working Group in question.
4. The final report is prepared by the Programme Director under the direction of the Chair or Co-Chairs of the relevant Steering Panel and Working Group. The Programme Director provides the Council with a summary of how reviewers' feedback was taken into account and points out contentious issues in particular.
5. Final reports and statements are endorsed by the Council, thereby confirming that the drafting and review process has been performed in accordance with the Statutes.
6. Reports, statements, and other output (such as commentaries) are published under the aegis of the Council and in the name of EASAC. A decision by the Council not to publish a final report requires a two-thirds majority of those represented at Council assemblies.
7. EASAC's work is done in accordance with the document "A guide to EASAC Governance and Operations", which is published on the EASAC website for transparency.

#### **V. Finances**

1. EASAC is primarily financed through annual contributions of its member academies.
2. An EASAC membership is contingent on the payment of a membership fee, unless exceptions are approved by the Council.
3. The membership contribution is determined by the Council in a contribution scheme that may define different categories.
4. Each year, a financial report and budget proposal are presented to the Council for approval.

#### **VI. Entry into Force**

The present Statutes enter into force on 10 June 2025 and replace all previous Statutes and the like.