



SESAME

Synchrotron-light for Experimental Science and Applications in the Middle East

**SESAME**  
**MACHINE ADVISORY COMMITTEE**  
**(MAC)**  
**TERMS OF REFERENCE**

2<sup>nd</sup> Edition – 1 July 2019

*Terms of Reference of the Machine Advisory Committee (MAC) adopted  
by the Council at its 25<sup>th</sup> session in December 2014*

Amendments to the Terms of Reference of the Machine Advisory  
Committee

Amendments effective 1 July 2019

Preamble and all Articles except Articles 1.2 and 9	Amendments to reflect the change in the name of the Committee from Technical Advisory Committee (TAC) to Machine Advisory Committee (MAC) approved by the Council at its 34 <sup>th</sup> meeting (June 2019)
Article 5.5	Amendment to reflect the dissolution of the Training Advisory Committee approved by the Council at its 34 <sup>th</sup> meeting (June 2019)

CONTENTS

Preamble	.....	1
Article 1	Status of Machine Advisory Committee (MAC).....	1
Article 2	Functions of the Committee .....	1
Article 3	Membership .....	2
Article 4	Officers of the Committee and their functions .....	2
Article 5	Meetings of the Committee .....	3
Article 6	Reporting .....	4
Article 7	Conflict of interest during MAC deliberations .....	4
Article 8	Support for the work of the Committee .....	5
Article 9	Amendments .....	5

# **MACHINE ADVISORY COMMITTEE (MAC)**

## **TERMS OF REFERENCE**

### ***Preamble***

The purpose of the Machine Advisory Committee of SESAME, hereinafter referred to as the “MAC”, is to provide the SESAME Council with recommendations on all technical and policy issues that bear on the construction, commissioning and initial operation of the SESAME accelerators and their technical infrastructure, and on any upgrades that may be required during the first years of operation to ensure that the scientific community in the SESAME Members has a highly competitive machine for conducting experiments at the cutting edge of modern science.

### **Article 1 – Status of Machine Advisory Committee (MAC)**

1.1 The SESAME Machine Advisory Committee has been established by the SESAME Council as a subordinate body of the Council to advise the Council on the implementation of SESAME’s mission as provided for in Rule 2.9 of the Rules of Procedure of SESAME.

1.2 The Committee shall be in place until commissioning of any upgrades that may be required during the Facility’s first years of operation, or until the SESAME Council so decides, the final decision on the date of dissolution of the Committee resting with the Council.

### **Article 2 – Functions of the Committee**

2.1 The MAC shall advise the SESAME Council on all technical and operational matters relating to the SESAME accelerator systems. The MAC may also examine whether the most up-to-date cost estimates for construction of the accelerators and for any updates that may be required during the first years of operation are in line with SESAME’s estimates, and propose appropriate cost-saving measures as needed.

When appropriate, it will do so in collaboration with the other Advisory Committees of the SESAME Council.

2.2 The MAC shall, in particular, provide the SESAME Council with advice on:

- (a) the technical and engineering aspects of the specification, design, procurement, construction, commissioning, and initial operation of the SESAME accelerators, including any maintenance and updates that may be required in the first years of operation;

- (b) the technical infrastructure and support facilities required for the timely commissioning of the SESAME accelerator and for any upgrades that may be required during the first years of operation;
- (c) the milestones envisaged in the planning schedule;
- (d) SESAME's internal R&D, as well as training needs in terms of technical requirements;
- (e) potential collaboration with synchrotron light facilities and other specialized science laboratories relevant to the SESAME accelerators and their infrastructure; and
- (f) any other matter(s) the SESAME Council shall from time to time identify.

2.3 The MAC shall provide the SESAME Council with a written report on the outcome of each of its meetings and draw the attention of the Council to any specific issue(s) which the MAC believes merits the Council's attention.

### **Article 3 – Membership**

3.1 The Committee shall normally consist of a maximum of ten (10) members appointed by the SESAME Council on the recommendation of the Director of SESAME, or his or her designated representative, following the Director's consultation with the Chair of the MAC who will seek suggestions from the serving members of the MAC.

3.2 Members appointed to the Committee shall be renowned specialists recognized for their scientific and technical expertise in accelerator physics and for their management of accelerator facilities, especially accelerator-based light sources. Membership shall cover the breadth of technical aspects of a synchrotron light source and its associated equipment. The appointed members of the MAC shall serve in an individual capacity and shall not be associated with SESAME by contractual arrangement.

3.3 Members of the MAC shall be appointed for a term of three (3) years. Re-appointment for a second term of three (3) years is possible, but shall not be automatic.

3.4 Members of the MAC not serving their full term may be replaced for the remainder of their term in accordance with the provisions laid down in Articles 3.1 and 3.2 above.

3.5 The Technical Director of SESAME shall be *ex officio* member of the MAC.

### **Article 4 – Officers of the Committee and their functions**

4.1 The Officers of the Committee shall be:

- (a) The Chair of the MAC who shall be appointed by the SESAME Council, normally from among the serving members of the Committee. He or she shall

be recommended to the SESAME Council by the Director of SESAME, or his or her designated representative, following consultation with the President of the Council.

- (b) The Secretary of the MAC who shall be the serving Technical Director of SESAME.

4.2 The Chair of the MAC shall normally be appointed for a term of three (3) years. Re-appointment as Chair for a second term of three (3) years is possible, but not automatic.

4.3 The Chair of the MAC shall determine the agenda for each meeting of the MAC following consultation with the Director of SESAME, or his or her designated representative, and shall send out invitations to the meetings jointly with the Director of SESAME, or his or her designated representative. He or she shall conduct the meetings of the MAC and report the findings of the MAC to the SESAME Council. The Chair shall participate in the open meetings of the SESAME Council and will report on the activities and conclusions of the MAC when so invited by the President of the Council. He or she may participate in the meetings of the other Advisory Committees of the Council if requested.

4.4 The Secretary of the MAC shall prepare and distribute the documents to be examined at the meetings of the MAC, as requested by the Chair, and shall summarize the Committee recommendations and deliberations, record and distribute the reports of each meeting, and ensure that the appropriate materials (meeting agenda and report, written proposals, etc.), as requested by the Chair, are available to the members of the MAC in a timely fashion. He or she shall assemble the reports of the MAC and, following their approval by the Chair, shall distribute them under the Chair's direction.

4.5 The Chair of the MAC, following consultation with the President of the Council, shall appoint an *ad interim* Chair from among the members of the MAC to replace him or her in a MAC meeting when due to unavoidable circumstances he or she is unable to be present at the meeting in person.

## **Article 5 – Meetings of the Committee**

5.1 The MAC shall meet as often as needed at the joint invitation of the SESAME Director, or his or her designated representative, and the Chair of the MAC, but not less than once a year. If necessary, the MAC may also hold virtual meetings or electronic consultations.

5.2 The presence in person of half the number of the serving members shall be necessary to hold a real MAC meeting. Participation of half the number of the serving members shall be necessary to hold a virtual MAC meeting.

5.3 The deliberations of the MAC when meeting in closed session will be confidential.

5.4 The MAC shall to the greatest extent possible finalize its recommendations by consensus, and with account taken of the views of the Directorate of SESAME, as required.

5.5 The Chairs of SESAME's Scientific Advisory Committee may be invited to the meetings of the MAC in an observer capacity, as may the Chair of any future Advisory Committee to the Council that may be established who it would be important to have at the meetings of the MAC. The SESAME Director, or his or her designated representative, may, in consultation with the Chair of the MAC, invite other experts associated with the SESAME project and/or scientists specialized in a field not covered by the members of the Committee to attend meetings of the MAC as observers.

5.6 The President of the SESAME Council, and the SESAME Director may participate in the MAC deliberations. Staff member(s) designated by the SESAME Director may also participate in a MAC meeting.

5.7 When there is no person from a given SESAME Member serving on the MAC, a scientist from this Member may take part in the meetings of the Committee in an observer status when this would be expedient for his or her training or particular expertise. Only one observer per SESAME Member may take part in a Committee meeting, and this observer will cover his or her own travel and other expenses related to participation in the meeting (*Decision No 5 of the 13<sup>th</sup> session of the SESAME Council, Amman (Jordan), November 2008*). These observers will preferably be scientists in the field of accelerator physics or synchrotron radiation.

5.8 The observers, members of SESAME's governing body and secretariat, and the scientists from the SESAME Members referred to in the above Articles 5.5, 5.6 and 5.7 respectively shall not have the right to take part in the closed sessions of the MAC.

## **Article 6 – Reporting**

6.1 The Chair of the MAC shall communicate recommendations on matters discussed by the Committee at each of its meetings to the SESAME Council, and shall draw the Council's attention to issues on which there were significantly diverging views and any specific issues the MAC believes merits the Council's attention. He or she shall also communicate *ad hoc* recommendations to the Council, as and when appropriate. The Chair of the MAC shall do so in the form of written reports to be presented to the SESAME Council through the Director of SESAME.

6.2 The Secretary of the MAC shall forward the Chair's reports to the Director of SESAME under the direction of the Chair. The Director of SESAME shall forward the reports, with his or her comments if required, to the SESAME Council, which has final authority for acceptance or rejection of the recommendations.

## **Article 7 – Conflict of interest during MAC deliberations**

A MAC member may not take part in deliberations of the Committee when his or her participation would create, or appear to create, a conflict of interest.

## **Article 8 – Support for the work of the Committee**

8.1 The Director of SESAME shall provide the MAC with the necessary documents, proposals, progress reports and information needed for its work.

8.2 The Director of SESAME shall ensure that the MAC has the necessary back-up administrative and logistical support necessary for implementation of its tasks and organizational and financial support for its meetings.

## **Article 9 - Amendments**

These terms of reference may be amended by the SESAME Council by a simple majority of the Members present and voting (abstentions not counted), except when they reproduce provisions of existing rules or other SESAME legislative texts, in which case they shall be revised by the majority laid down in the related rules or legislative texts.