



SESAME

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

SESAME
SCIENTIFIC ADVISORY COMMITTEE
(SAC)
TERMS OF REFERENCE

2nd Edition – 1 July 2019

Terms of Reference of the Scientific Advisory Committee (SAC) adopted by the Council at its 25th session in December 2014

Amendments to the Terms of Reference of the Scientific Advisory Committee

Amendments effective 1 July 2019

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| Article 3.2 | Amendment to reflect the change in the name of one of SESAME's Advisory Committees from Technical Advisory Committee to Machine Advisory Committee approved by the Council at its 34 th meeting (June 2019) |
| Article 5.5 | Amendment to reflect the change in the name of one of SESAME's Advisory Committees from Technical Advisory Committee to Machine Advisory Committee and the dissolution of the Training Advisory Committee approved by the Council at its 34 th meeting (June 2019) |

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SCIENTIFIC ADVISORY COMMITTEE (SAC) TERMS OF REFERENCE

Preamble

The purpose of the Scientific Advisory Committee of SESAME, hereinafter referred to as the “SAC”, is to provide the SESAME Council with recommendations on all scientific, technical and policy issues that bear on the full and effective utilization of SESAME as a state-of-the-art synchrotron light facility, and on developments required to maintain the scientific and technical productivity of the Facility at the highest possible level and ensure its relevance to the requirements of the scientific community in the SESAME Members. It is also to foster the scientific mission of SESAME.

Article 1 – Status of Scientific Advisory Committee (SAC)

The SESAME Scientific 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.

Article 2 – Functions of the Committee

2.1 The SAC shall advise the SESAME Council on all matters relating to the science programme of SESAME, and the current and future overall organization and implementation of this programme, as well as the facilities for it, in particular:

- (a) matters relating to strategic planning of the science programme, the scientific utilization of the SESAME facility, SESAME operations, the allocation of facility resources, and other major issues referred to it by the Council;
- (b) what is needed in terms of the main characteristics of the machine and mix of beamlines, ancillary laboratories and equipment, and scientific activities to ensure the appropriate utilization of SESAME; and
- (c) major proposals to establish new experimental and support facilities and a monitoring procedure for progress in their development.

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

2.2 The SAC shall, in particular, provide the SESAME Council with:

- (a) a review of the scientific productivity of the SESAME Facility, and advice on the opportunities for the scientific exploitation of the Light Source and the development of its science programme, including an assessment of priorities in terms of scientific and industrial needs and expected future trends in both;
- (b) counsel on the scientific and technical questions concerning the utilization of the SESAME Light Source, including the current and future mix of beamlines and experimental stations to be developed, and the right equilibrium to be kept between the various disciplines;
- (c) advice on SESAME's in-house research and internal R&D, as well as training needs in terms of science;
- (d) recommendations on the experimental and user support facilities, and allocation of facility resources;
- (e) recommendations on the development and monitoring of appropriate mechanisms for peer review activities;
- (f) proposals on potential collaboration with universities, other research institutions and international organizations relevant to the experiments programme at SESAME; and
- (g) counsel on any other matter(s) the SESAME Council shall from time to time identify.

2.3 The SAC 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 SAC 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 SAC who will seek suggestions from the serving members of the SAC.

3.2 Members appointed to the Committee shall be renowned specialists recognized for their scientific and technical expertise in the fields of specialization of SESAME and for their management of scientific organizations. Membership shall cover the major scientific and technological areas served by SESAME. In the absence of a Machine Advisory Committee, two (2) of the SAC members shall be accelerator specialists. Whenever possible, members will be selected from among the Members of SESAME. The appointed members of the SAC shall serve in an individual capacity and shall not be associated with SESAME by contractual arrangement.

3.3 Members of the SAC 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. Re-appointment for further periods beyond a second term shall be

exceptional. Taking into account both the need for continuity and the need for rotation of membership, terms will be staggered with typically two (2) seats, including renewals, being filled each year as appropriate.

3.4 Members of the SAC 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 Scientific Director of SESAME shall be *ex officio* member of the SAC.

Article 4 – Officers of the Committee and their functions

4.1 The Officers of the Committee shall be:

- (a) The Chair of the SAC 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 SAC who shall be the serving Scientific Director of SESAME.

4.2 The Chair of the SAC 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. Re-appointment as Chair for further periods beyond a second term shall be exceptional.

4.3 The Chair of the SAC shall determine the agenda for each meeting of the SAC 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 SAC and report the findings of the SAC 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 SAC 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 SAC shall prepare and distribute the documents to be examined at the meetings of the SAC, 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 SAC in a timely fashion. He or she shall assemble the reports of the SAC and, following their approval by the Chair, shall distribute them under the Chair's direction.

4.5 The Chair of the SAC, following consultation with the President of the Council, shall appoint an *ad interim* Chair from among the members of the SAC to replace him or her in a SAC 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 SAC 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 SAC, but not less than once a year. If necessary, the SAC 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 SAC meeting. Participation of half the number of the serving members shall be necessary to hold a virtual SAC meeting.

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

5.4 The SAC 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 Machine Advisory Committee and Proposal Review Committee (PRC), as well as the Chair of the SESAME Users' Committee (SUC) may be invited to the meetings of the SAC 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 SAC. The SESAME Director, or his or her designated representative, may, in consultation with the Chair of the SAC, 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 SAC as observers.

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

5.7 When there is no person from a given SESAME Member serving on the SAC, 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 13th session of the SESAME Council, Amman (Jordan), November 2008*). These observers will preferably be beamline scientists or scientists in the field of 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 SAC.

Article 6 – Reporting

6.1 The Chair of the SAC 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 SAC 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 SAC 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 SAC 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 SAC deliberations

A SAC member may not take part in deliberations of the Committee when:

- (a) his or her name appears in a proposal under consideration;
- (b) another proposal is being considered in direct competition with one in which the member is a collaborator; or
- (c) 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 SAC with the necessary documents, proposals, progress reports and information needed for its work.

8.2 The Director of SESAME shall ensure that the SAC 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.