



# RULES OF OPERATION

17/06/2025

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# 1. General provision

1.1. The Rules of Operation contain information on procedures and general functioning of the AnaEE-ERIC as stated in the Statutes and aim to complete them. In case of contradiction in relation to any provision of these rules, the Statutes shall take precedence.

1.2. The AnaEE-ERIC Rules of Operation come into effect on the date of the adoption by the Assembly of Members.

1.3. The AnaEE-ERIC Rules of Operation may be amended as required by decisions of the Assembly of Members.

## 2. The Assembly of Members (AoM)

### 2.1. MANDATE

- 2.1.1. The Assembly of Members shall be the highest and ultimate governing body of AnaEE-ERIC with full decision-making powers and is responsible for directing and supervising AnaEE-ERIC.

### 2.2. COMPOSITION

- 2.2.1. It shall be composed of the duly appointed representatives of the Members and Observers of AnaEE-ERIC.
- 2.2.2. Members and Observers shall be represented by a maximum of two persons, one having scientific expertise and one administrative expertise. Each Member shall designate a head of delegation with delegated authority to vote.
- 2.2.3. The Member is deemed to be represented if at least one of its representatives is present at the meeting.
- 2.2.4. The name and affiliation of representatives to the Assembly of Members as well as the name and affiliation of the head of delegation shall be communicated to the Chair of the Assembly of Members and to the Director General in writing by a formal letter.
- 2.2.5. If the head of delegation appointed is not available for the meeting, the Member or Observer shall notify the Chair and to the Director General by email. If the second representative cannot replace the head of delegation, the Member or Observer shall communicate the name and affiliation of a proxy according to the article 2.2.4.
- 2.2.6. Representatives' appointments terminate in accordance with the national procedures of the country or intergovernmental organization represented.
- 2.2.7. A Member may appoint a proxy to a representative in the event of absence or inability to act. Proxies shall be notified to the Chair in writing as soon as possible in advance of the meeting and their appointment shall continue to be in force until the Chair is informed otherwise in writing.
- 2.2.8. The attendance of AnaEE-ERIC staff is decided by the DG.

Each delegation can appoint two (2) experts. The delegate should inform the Chair and the DG about their invited experts (name, institution, and position of the appointed experts), at least one month prior to the AoM. Experts can be appointed for a longer period (one or more AoMs). Experts appointed by members will be able to attend the whole Assembly, unless some points are deemed confidential, or if they have a conflict of interest. Experts do not vote. They only follow and advise the delegates.

The Chair of the AoM will approve and invite all other experts (more than one expert per delegation or external experts) and will specify the items of the agenda on which their expertise is required. The invitee will attend only those items.

Invitees should inform the chair of the AoM of any conflict of interest they may have. The chair will decide which items the expert can participate to.

All invitees, except for the staff (as it is already in their work contract), will be requested to sign a non-disclosure agreement prior to the AoM, including experts appointed by members.

The member who appoints or requests the presence of an expert will support all expenses for the attendance of this person. AnaEE-ERIC will support the expenses for its staff and other independent experts needed in their advisory capacity.”

2.2.9. In accordance with the Ethical policy and code of conduct, AoM representatives should avoid any situation of conflict of interest such as: they may not be employees of AnaEE-ERIC, whatever their position is, members of subsidiary bodies or committees of AnaEE-ERIC, National Node contact, Platform type representatives etc.

2.2.10. Representatives at the AoM shall declare any potential conflict of interest to the Chair and the Director General in relation to their involvement in AnaEE-ERIC activities, as soon as the situation of conflict of interest may arise, and whenever possible prior to the AoM meeting. After consulting with the Director General, the Chair shall decide whether their participation in the AoM should be restricted, taking advice from the AoM Members, as may be appropriate.

## **2.3. THE CHAIR AND VICE-CHAIR**

2.3.1. The Assembly of Members shall elect a Chair and a Vice-chair from the Member’s delegations, by a two-third majority.

2.3.2. The Chair and the Vice-chair shall be elected for a three-year term, as a rule renewable once.

2.3.3. The election of the Chair and Vice-Chair may be conducted by a secret ballot. In the case of more than two candidates, where none of the candidates receives the required majority, the ballot or secret ballot shall be repeated each time after removing from the list the candidate with the least number of votes and until only two candidates remain.

2.3.4. With his/her election, the Chair shall become supra-partes and impartial with no voting rights and the Member whom the Chair previously represented will appoint a replacement representative.

2.3.5. The Vice-chair steps in whenever the Chair is unable to execute duties.

## **2.4. CONVENING MEETINGS**

2.4.1 The Chair prepares the draft agenda proposed by the DG, adding questions that are brought by other members. A member can propose an item for discussion and vote at the next Assembly of Members at any time, but at least one (1) month prior to the Assembly for inclusion in the draft agenda. It is the responsibility of the member to provide at least three (3) weeks in advance to the Central Hub any document relevant for the discussion for dissemination to the other members.

2.4.2 The final agenda is approved by the AoM at the beginning of the meeting, possibly adding other issues. However, no vote can be made on these other issues. The agenda and relevant documents shall be circulated at least two (2) weeks prior to the meeting and will mention the votes and majorities needed. The list of invitees is also approved by the Chair upon proposal from the DG and members.

2.4.3 The Assembly of Members shall meet on a regular basis, at least twice a year.

- 2.4.4 They shall meet at least once a year in person. If the Chair deems it impracticable to hold the Assembly of Member at the physical place where the AnaEE ERIC is registered, or at any other physical location, the Assembly of Member may be held by audio/visual conference communication equipment.
- 2.4.5 The Assembly of Members shall be convened by the Chair with at least eight weeks' notice, and the agenda including meeting documents shall be circulated at least two weeks before the meeting. An invitation and circulation of the agenda is provided usually by electronic means.
- 2.4.6 The meeting is considered quorate if at least two third of Members are present and duly represented.
- 2.4.7 If the quorum is not met, the Chair shall convene a new meeting not sooner than two (2) weeks. An invitation with the same agenda shall be notified in writing to the Members and Observers as soon as possible and no later than one (1) week in advance of the new meeting. If also the quorum of the new meeting is not met, the Chair shall have the authority of requesting decisions by written procedure.
- 2.4.8 Meetings through remote participation, including videoconferences and any other agreed electronic means, shall be possible, however their decisions and conclusions must be confirmed through written procedure.
- 2.4.9 An extraordinary meeting of the Assembly of Members is convened if requested by at least one third of the Members or by the Director General in case of urgent need.
- 2.4.10 The place and time of the Assembly of Members meeting shall be determined by the Chair following consultation with the Director General.

## 2.5. CONDUCT OF MEETINGS

- 2.5.1 While remaining subject to the authority of the Assembly of Members in the discharge of his/her duties, the Chair shall:
- ensure the relevant quorum is met for the meeting and declare the majority required for each vote;
  - propose the agenda for adoption, including other questions that can be added at the beginning of the meeting (simple majority);
  - open and close the meeting and put forward proposals to vote and announce decisions;
  - moderate the discussions and grant or withdraw permission to speak, as a general rule, in the order in which representatives express their desire to speak;
  - rule on points of order and conduct the meetings in accordance with the Statutes and these rules of operation.
- 2.5.2 The Central Hub provides the secretarial support for organizing the meeting, produce written minutes of each meeting and the formal record of all decisions taken.
- 2.5.3 The Central Hub shall send a first draft of the minutes electronically to the delegations of Members and Observers of the AoM within two (2) weeks after the meeting. The draft minutes shall be considered as accepted, if, within two (2) weeks from sending, no member has objected in writing electronically to the Director General with copy to each member.
- 2.5.4 The minutes shall be approved at the beginning of the next AnaEE-ERIC AoM meeting. Once approved by the AoM, the minutes shall be signed by the Chair. The final text of the minutes shall be forwarded to Members and Observers. The Central Hub shall safeguard the formally accepted minutes.

## 2.6. DECISIONS AND VOTING

2.6.1 The Assembly of Members shall decide any matters that are necessary to fulfil the objectives of AnaEE-ERIC and which are not explicitly attributed to another governance body or other body.

2.6.2 Each Member shall have one vote. All votes are equal.

2.6.3 Unless explicitly stated otherwise, all decisions of Assembly of Members shall be passed by simple majority of the votes cast.

2.6.4 Abstentions shall not be counted as a vote for or against the resolution in question.

2.6.5 The following decisions shall be taken by a qualified majority of 2/3 of the votes cast:

- a) Appointment and dismissal of the Director General;
- b) Election of a Chair and a Vice-chair according to Article 18(3) of the Statutes;
- c) Approval of Rules of Operation of the Statutes (bylaws);
- d) Approval of any Rules of Operation of AnaEE-ERIC's bodies;
- e) Approval of the Procurement Rules of AnaEE-ERIC;
- f) Approval of the annual scientific work programme;
- g) Approval of the annual financial statement;
- h) Modifications to the annual financial budget during the course of the respective financial year which reduce or increase the budget by less than 4% (four);
- i) Resolutions on the appropriate level of revenues, including the formation of reserves;
- j) Decisions concerning data policy principles and access policy principles;
- k) Decisions concerning Intellectual Property Issues;
- l) Establishment of the Management Board;
- m) Appointment and removal of proxies empowering the legal representation of AnaEE-ERIC in case of the temporary unavailability of the Director General;
- n) Accession of new Members and termination of Membership;
- o) Accession of a new Observer and termination of the status of Observer;
- p) Winding up of AnaEE-ERIC.

2.6.6 The following decisions shall be taken by a qualified majority of 2/3 of the votes cast, provided that either the contributions of such Members constitute not less than three-quarters of the total contributions to the AnaEE-ERIC budget, or that affirmative votes are cast by all but one of the Members present or represented and voting:

- a) Approval of Financial Rules of AnaEE-ERIC;

- b) Approval of the five-year financial plan;
- c) Approval of the annual financial budget submitted by the Director General;
- d) Modifications to the annual financial budget during the course of the respective financial year which reduce or increase the budget by more than 4% (four);
- e) Proposals for amendments to the Statutes of AnaEE-ERIC and the respective notification of the European Commission for approval/objection according to Article 11 of Regulation (EC) N° 723/2009.

2.6.7 The decisions submitted to a vote by the Assembly of Members during the AoM meeting shall be formally recorded and signed by the chair. The decisions become effective from the end of the meeting.

2.6.8 The decisions will be reported in a table in the first draft of the minutes according to article 2.5.3. This table will specify if the decision was taken by a qualified majority of 2/3 or by a simple majority.

## **2.7. FINAL PROVISIONS**

2.7.1 Each representative and observer shall cover his/her own travel costs, with the exception of the travel costs of experts invited according to the article 2.2.8, which may be covered by the budget of AnaEE ERIC.

2.7.2 Logistics and preparation costs of the meeting shall be covered by the budget of AnaEE-ERIC.

# 3. The Director General

## 3.1. APPOINTMENT

- 3.1.1. The Director General shall be appointed by the Assembly of Members following an international call, for a term of 5 years, renewable once. The Director General shall communicate his will to renew to the Chair of the Assembly of Members six (6) months prior to the end of his posting.
- 3.1.2. The AoM will approve the announcement of opportunity of the Director General position, upon the proposal by its Chair. The announcement will describe the position and its context, the skills and expertise required, as well as essential conditions of the contract, eligibility conditions, and procedure to apply.
- 3.1.3. The AoM will appoint a committee of 3 to 8 independent experts, besides the Chair and representatives of members, in charge of reviewing the applications and to propose a short list to the AoM.
- 3.1.4. The Assembly of Members shall decide the terms and conditions, including the salary level, for the employment contract of the Director General.
- 3.1.5. The salary of the Director General shall be paid by the budget of AnaEE-ERIC.
- 3.1.6. In case of resignation or vacancy, an Interim Director shall be appointed by simple majority of the Assembly of Members. The Interim Director shall be appointed for 6 months, renewable once. The Chair will convene an Extraordinary Meeting to appoint the Interim Director.

## 3.2. MANDATE

- 3.2.1. The Director General shall be the chief executive officer and legal representative of AnaEE-ERIC.
- 3.2.2. The Director General shall carry out the day-to-day management of AnaEE-ERIC with due diligence and in accordance with the Statutes, these rules of operation, the instructions and resolutions of the Assembly of Members and applicable legal rules and regulations.

## 3.3. DUTIES AND RESPONSIBILITIES

- 3.3.1. The Director General shall be responsible for:
  - a) The legal representation of AnaEE-ERIC, including concluding contracts and conducting other legal and administrative proceedings as appropriate in accordance with the decisions of the Assembly of Members;
  - b) The development of the strategy of AnaEE-ERIC and the delivery of proposals to the Assembly of Members, drawing on input from direct interaction with the Members, the management board, the advisory boards, the Nodes and the AnaEE-ERIC Service Centres;

- c) The day-to-day leadership, administration and management of AnaEE-ERIC, including the implementation of the decisions adopted by the Assembly of Members, coordinating on-going projects and initiatives, appointing all employees of the AnaEE-ERIC, and leading the secretariat;
- d) Chairing the Management Board and delegating actions to Members or Observers of the Management Board to ensure the implementation of AnaEE-ERIC decisions in each Service Centre or National Node;
- e) Ensuring that the Management Board and the Nodes operate according to the terms of reference set out in these Rules of Operation and in the statutes;
- f) The organization of the meetings of the Assembly of Members, including proposing items for the agenda for the meetings and preparing and submitting the annual activity report for approval by the Assembly of Members;
- g) The organization of the meetings of the AnaEE-ERIC Advisory Boards for the evaluation of the scientific programme and the ethical policy according to articles 24 and 25 of the Statutes;
- h) The evaluation of and interviews with aspiring new Members or Observers in order to propose admission to AnaEE-ERIC.

### **3.4. REPORTING**

- 3.4.1 The Director General shall provide the Assembly of Members within six months after the end of the financial year with a statement of account of the previous financial year, audited in accordance with Article 31 of the Statutes.
- 3.4.2 The details of such statement can be found in the financial rules (appendix 7).
- 3.4.3 The Director General shall provide the Assembly of Members, by the end of November with:
  - a) a report on the work carried out during the year with a financial statement;
  - b) the draft Work Programme for the following year;
  - c) the forecast budget for the following financial year.
- 3.4.4 The report will mainly include the list of activities and achievements carried out during the year, an overview of the relations and partnerships with the different stakeholders (internal & external), successes or failures since the previous report, the status of members and observers.
- 3.4.5 The report, the draft Work Programme and the forecast budget will be sent electronically to the Assembly of Members. Further details are given in the financial rules (appendix 8).
- 3.4.6 The Director General shall at any time be entitled to establish working groups to support the activities of AnaEE-ERIC.
- 3.4.7 The Director General will establish the terms of reference of the working groups and will appoint a working group facilitator accordingly.

## 4. The AnaEE-ERIC structure

### 4.1. PURPOSE & COMPOSITION

- 4.1.1 The principal task of AnaEE-ERIC shall be to establish and operate a distributed Research Infrastructure devoted to the Analysis and Experimentation on Ecosystems.
- 4.1.2 According to the articles 20 and 21 of the statutes, AnaEE-ERIC is composed of a Central Hub (CH) and three Service Centres (SC): Data and Modelling Centre (DMC), Interface and Synthesis Centre (ISC), and Technology Centre (TC).

### 4.2. LOCATION

- 4.2.1 The Central Hub shall have its seat at the AnaEE-ERIC statutory seat, in Gif-sur-Yvette, France.
- 4.2.2 The Technology Centre shall be hosted by the University of Copenhagen, Denmark.
- 4.2.3 The Data and Modelling Centre shall be hosted by the Consiglio per la Ricerca in Agricoltura e l'Analisi dell'Economia Agraria in Milan, Italy.
- 4.2.4 The Interface and Synthesis Centre shall be hosted by CzechGlobe (Global Change Research Institute of the Czech Academy of Science) in Brno, Czech Republic.
- 4.2.5 Each center shall make a formal agreement with its host institution in order to specify the terms and conditions related to the use and the provision of facilities for the center, and their associated costs.

### 4.3. THE CENTRAL HUB COMPOSITION AND MODUS OPERANDI

- 4.3.1 The Director General shall hire and appoint relevant personnel in accordance with the AnaEE-ERIC Employment Policy and these rules of procedure.
- 4.3.2 The Central Hub personnel shall have relevant skills and experiences to address scientific, legal, financial, managerial, technical and communication issues.
- 4.3.3 Under the coordination and supervision of the Director General, the Central Hub shall:
- manage the delivery of the operational tasks of AnaEE-ERIC;
  - support the Director General in the day-to-day management and administration of AnaEE-ERIC;
  - assume the role of a secretariat to the Assembly of Members and the AnaEE-ERIC subsidiary bodies.
- 4.3.4 The Central Hub shall carry out the following specific tasks and activities:

- acting as a central point of communication with the AnaEE-ERIC bodies, Members and stakeholders;
- assisting the Director General with the preparation and submission of documents to the Assembly of Members;
- ensuring personnel for the functioning of the secretariat;
- contributing to the monitoring of the AnaEE-ERIC activities;
- supporting the preparation of activity and financial annual reports;
- managing the communication tools and updating the AnaEE-ERIC website;
- managing AnaEE-ERIC projects and accomplishing the planned project activities;
- supporting financial accounting and control;
- managing the procurement process for external services and expert consultancy;
- promote the international strategic development of AnaEE-ERIC as well as the recruitment of new members and users;
- liaise regularly with scientific, academic and business users.

# 5. The National Nodes

## 5.1. MANDATE

5.1.1. Each National Node shall be bound by a Service Level Agreement with AnaEE-ERIC to minimally deliver the services to organize and coordinate the services of National Platforms of a Member and to organize communications between AnaEE-ERIC and the National Platforms.

5.1.2. The draft SLA template with the National Node will be approved by the AoM, in order to bring consistency. National Nodes may negotiate additional services to, or from, AnaEE-ERIC, which will be reported to the AoM.

## 5.2. DESIGNATION

5.2.1. Each Member will inform the DG of AnaEE-ERIC of the legal entity that constitutes or represent the National Node. Any change in the structure of the National Node should be notified to the Director General in writing within one (1) month.

5.2.2. The Node Contacts may not be employees of AnaEE-ERIC, Platform types representatives, member of any of the advisory committee of the ERIC.

## 5.3. REPORTING AND MEETING

5.3.1. The Node Contact shall provide a report to the AnaEE-ERIC Director General on the activities of the National Node for AnaEE-ERIC on a regular basis, and at least once a year, in due time for integration within the overall activity report of AnaEE-ERIC and AnaEE-RI.

5.3.2. The Node Contact will meet when necessary and at least twice a year with the Director General and at least once a year with the Management Board.

# 6. The Platform type representatives (PTR)

## 6.1. MANDATE

6.1.1. The Platform type representative (PTR) shall represent the type of the relevant facilities (e.g. enclosed, analytic, etc.) in the management board. It will be in charge of stimulating the debate within the platforms of the given type, irrespective of their location and country.

## 6.2. DESIGNATION

6.2.1. The Platform type representatives shall be elected by the National Platforms of their representative type, for a mandate of three (3) years, renewable once.

6.2.2. The Platform type representative shall participate to Management Board in its "extended" version, as requested by the DG (at least once a year).

6.2.3. In the case of resignation, the Director General shall make a new call for candidates among the AnaEE community.

## 6.3. RESPONSIBILITIES

6.3.1. The platform type representatives' responsibilities shall be to:

- Ensure that interests of Platforms they represent are considered;
- Build a common strategy;
- Have exchanges between Platform types for common research and developments;
- Advice AnaEE-ERIC related to strategy: evolution of the network, its consistency, new science, new equipment needed for the platforms, new methods, new ways for manipulation, and data acquisition and processing;
- Interface with the several demands that can arrive from users, from partners such as agriculture, managers, or the society at large;
- Identify best funding opportunities with the platform managers and support the emergence of proposals.

6.3.2. The PTR will report on the outcome of the discussion with platforms and propose ideas and measures to enhance the network of platform of a given type, common equipment, procedures, scientific priorities, etc., as well as, from the discussion with other PTRs, ideas to reinforce the consistency of the AnaEE network and the services it delivers.

# 7. The Management Board

## 7.1. MANDATE

7.1.1 The Management Board shall advise the Director General for executive affairs.

## 7.2. THE CHAIR AND COMPOSITION

7.2.1 The Management Board shall be chaired by the Director General.

7.2.2 The Management Board shall be comprised of the Chair and the Heads of the AnaEE-ERIC Service Centres.

7.2.3 The extended version of the Management Board (EMB) shall include National Node Contacts and Platform type representatives.

7.2.4 The Director General may invite experts.

## 7.3. RESPONSIBILITIES

7.3.1 The Management Board shall be responsible for:

- contributing to and supporting the Director General in the development of a draft annual Work Program and a draft budget (year N), together with a preliminary draft Work Program and a draft budget for the following two years (year N+1 and year N+2);
- supporting the Director General in the execution of the Work Program and for enabling efficient interaction between AnaEE-ERIC and the Members and Observers and the AnaEE-ERIC users and stakeholders.

## 7.4. MEETINGS

7.4.1 The Management Board shall meet at least once a year, but as often as its members deem it necessary (either in person or via electronic means), upon the request of the Director General.

7.4.2 The Extended Management Board shall meet at least once a year, and at any time needed upon the request of the Director General.

# 8. The Independent Scientific Advisory Committee (ISAC)

## 8.1. MANDATE

8.1.1. The ISAC shall provide scientific advice and recommendations to the AnaEE-ERIC regarding projects proposals, partnerships and the overall strategy.

## 8.2. COMPOSITION

8.2.1 The Scientific Advisory Committee shall consist of independent scientists from the public or private sector with high level expertise in the field of agronomy, ecology, biodiversity, environmental science, global change, data handling, modelling as well as with experience in and the management of large-scale Research Infrastructures or programmes and other independent persons.

8.2.2 The number of members should be a minimum of 5 and a maximum of 10.

8.2.3 The members of the ISAC shall be appointed by the Assembly of Members for a duration of 5 years, with possibility for one renewal.

8.2.4 ISAC members shall be selected on the basis of their expertise and independence with respect to AnaEE, without a requirement to be based in a Member or Observer country.

8.2.5 Any member of the AoM and the Director General shall propose names of the experts of the ISAC and present their profiles for review and discussion at the Assembly of Members. The names, short résumé, and name of the proposing party will be sent in time to be included in the documents sent to the AoM, at least two (2) weeks prior to the meeting.

8.2.6 Resignation of an ISAC Member shall generally be made by giving written notice to the Chair. Upon receiving such notice, the Chair shall communicate the resignation to the Director General and to the Chair of the Assembly of Members.

## 8.3. THE CHAIR

8.3.1 The members of the ISAC shall elect a Chair, among them.

8.3.2 The election of the Chair may be conducted preferably by consensus.

8.3.3 The Chair may be consulted by the Director General on any occasion.

## 8.4. RESPONSIBILITIES

8.4.1 The ISAC shall advise AnaEE-ERIC on the following items:

- a) Revision of the criteria to accept a platform in AnaEE-ERIC;
- b) Advice on AnaEE-ERIC strategy regarding its experimental capacity and platform services;
- c) Collaboration with other European or international infrastructures;
- d) Analysis of activity reports of the Hub and Service Centres and recommendations for their work program and long-term strategy;
- e) Occasional review of research projects if requested by the Director General, potentially including external experts;
- f) Foresight on ecosystem science and its link with food security, sustainable bio-economy and biodiversity.

8.4.2 The ISAC will provide an overall assessment of the proposals that have been accepted by AnaEE and the procedures followed for access to the Infrastructure.

## **8.5. MEETINGS**

8.5.1 The ISAC shall meet at least once a year. Additional meetings may also be organized by teleconference.

8.5.2 Meetings will include a part opened to the Director General of AnaEE-ERIC and the chair of the AoM and any expert that seems appropriate, and, as needed, a closed session when only members of the ISAC convene. This closed session is mandatory for the evaluation of the activity report of AnaEE.

8.5.3 The Central Hub shall provide a secretariat to the ISAC, which shall include administrative and logistic support to the meetings of the ISAC.

8.5.4 The Director General or its representative shall be available to attend the meetings of the ISAC. The Director General or relevant staff appointed by him/her may submit oral or written statements to the ISAC on any matter included in the agenda.

8.5.5 Invitation, agenda and any documents necessary will be sent to the ISAC by the Chair, with the support of the Central Hub, two (2) weeks prior to the meeting.

8.5.6 Travel and accommodation costs of Members of the ISAC shall be covered by the AnaEE-ERIC budget.

## **8.6. RECOMMENDATIONS**

8.6.1 ISAC recommendations shall be communicated by writing in a report to the Director General and the Chair of the AoM within seven (7) days after the meeting.

8.6.2 The ISAC shall strive to agree their recommendations by consensus.

- 8.6.3 In case of disagreement that cannot be resolved during the course of the deliberations, both the majority and the minority views should be communicated in the report, with the respective vote fractions.

# 9. The Independent Ethical Advisory Committee (IEAC)

## 9.1. MANDATE

9.1.1. The IEAC shall advise AnaEE-ERIC on ethical issues to be considered by Services Centres and National Platforms in their activities.

## 9.2. COMPOSITION

9.2.1 The Independent Ethical Advisory Committee shall consist of independent scientists from the public or private sector with high level expertise in the field of ethics of environmental and life sciences.

9.2.2 The number of members should be a minimum of 3 and a maximum of 10.

9.2.3 The members of the IEAC shall be appointed by the Assembly of Members for a duration of 5 years, with possibility for one renewal.

9.2.4 IEAC members shall be selected on the basis of their expertise and independence with respect to AnaEE, without a requirement to be based in a Member or Observer country.

9.2.5 Any member of the AoM and the Director General shall propose names of the experts of the IEAC and present their profiles for review and discussion at the Assembly of Members. The names, short résumé, and name of the proposing party will be sent in time to be included in the documents sent to the AoM, at least two (2) weeks prior to the meeting.

9.2.6 Resignation of an IEAC Member shall generally be made by giving written notice to the Chair. Upon receiving such notice, the Chair shall communicate the resignation to the Director General and to the Chair of the Assembly of Members.

## 9.3. THE CHAIR

9.3.1 The members of the IEAC shall elect a Chair, among them.

9.3.2 The election of the Chair may be conducted preferably by consensus.

9.3.3 The Chair may be consulted by the Director General on any occasion

## 9.4. RESPONSIBILITIES

9.4.1. The IEAC shall provide recommendations on topics such as:

- Data ethics
- Environmental and bioethics
- Scientific research ethics
- Gender issues
- any other recommendation required by the Assembly of Members.

## **9.5. MEETINGS**

9.5.1 The IEAC shall meet at least once a year. Additional meetings may also be organized by teleconference.

9.5.2 The Central Hub shall provide a secretariat to the IEAC, which shall include administrative and logistic support to the meetings of the IEAC.

9.5.3 Meetings will include a part opened to the Director General of AnaEE-ERIC and the chair of the AoM and any expert that seems appropriate, and, as needed, a closed session when only members of the IEAC convene. This closed session is mandatory for the evaluation of the activity report of AnaEE.

9.5.4 The Director General or its representative shall be available to attend the meetings of the IEAC. The Director General or relevant staff appointed by him/her may submit oral or written statements to the IEAC on any matter included in the agenda.

9.5.5 Invitation, agenda and any documents necessary will be sent to the IEAC by the Chair, with the support of the Central Hub, two (2) weeks prior to the meeting.

9.5.6 Travel and accommodation costs of Members of the IEAC shall be covered by the AnaEE-ERIC budget.

## **9.6. RECOMMENDATIONS**

9.6.1 IEAC recommendations shall be communicated by writing in a report to the Director General and the Chair of the AoM within seven (7) days after the meeting.

9.6.2 The IEAC shall strive to agree their recommendations by consensus.

9.6.3 In case of disagreement that cannot be resolved during the course of the deliberations, both the majority and the minority views should be communicated in the report, with the respective vote fractions.

# 10. The Stakeholders Committee (SHC)

## 10.1. MANDATE

10.1.1 The SHC will provide advice on the work program and the strategy.

## 10.2. COMPOSITION

10.2.1 The Stakeholders Committee shall be composed of representatives of the bodies and institutions which have interest in the services and results delivered by AnaEE-ERIC such as users of AnaEE-ERIC facilities or data, policy makers, industries, Non-Governmental Organizations and media.

10.2.2 The number of members should be a minimum of 10 and a maximum of 20.

10.2.3 The Stakeholders Committee shall be appointed by the Assembly of Members for a duration of 5 years, with possibility for one renewal.

10.2.4 Any member of the AoM and the Director General shall propose names of the SHC and present their profiles for review and discussion at the Assembly of Members. The names, short résumé, and name of the proposing party will be sent in time to be included in the documents sent to the AoM, at least two (2) weeks prior to the meeting

10.2.5 Members will be selected based on their proven track record of expertise, influence and interest in ecosystem sustainability. Selection of the members will align with the values of AnaEE-ERIC and ensure a balance in expertise, gender, geographical distribution, and stakeholder groups.

10.2.6 Resignation of a Stakeholders Committee Member shall generally be made by giving written notice to the Chair. Upon receiving such notice, the Chair shall communicate the resignation to the Director General and to the Chair of the Assembly of Members.

10.2.7 In case a member of the Committee resigns, the next AoM can appoint a new member for the remaining duration of the mandate of the committee.

## 10.3. THE CHAIR

10.3.1 The members of the Stakeholders Committee shall elect a Chair, among them.

10.3.2 The election of the Chair shall be conducted by a majority vote and preferably by consensus.

10.3.3 The Chair may be consulted by the Director General on any occasion.

10.3.4 The chair will be available to address shareholders' enquiries on issues handled by the committee.

## 10.4. RESPONSIBILITIES

10.4.1 The role of the Stakeholders Committee is to advise AnaEE-ERIC on the following items:

- a) Analysis of activity reports of the Service Centres and recommendations for their work program and long-term strategy
- b) Communication plan
- c) Elaboration of decision-support tools for ecosystem management
- d) Collaboration with other European or international infrastructures

10.4.2 The SHC shall advise AnaEE-ERIC on any other matter that can be proposed for consideration, such as the social and economic impact of AnaEE, and collaboration with the agricultural sector and industry.

## 10.5. MEETINGS

10.5.1 The Stakeholders Committee shall meet at least once a year. Additional meetings may also be organized by teleconference.

10.5.2 The Central Hub shall provide a secretariat to the Stakeholders Committee, which shall include administrative and logistic support to the meetings of the Stakeholders Committee.

10.5.3 The Director General or its representative shall be available to attend the meetings of the IEAC. The Director General or relevant staff appointed by him/her may submit oral or written statements to the IEAC on any matter included in the agenda.

10.5.4 Invitation, agenda and any documents necessary will be sent to the Stakeholders Committee by the Chair, with the support of the Central Hub, two (2) months prior to the meeting.

10.5.5 Travel and accommodation costs of Members of the Stakeholders Committee shall be covered by the AnaEE-ERIC budget.

10.5.6 The Stakeholders Committee shall provide a report to the Director General within fifteen (15) working days after the meeting.

10.6 Recommendations

# 11. The Finance Committee (FC)

## 11.1. GENERAL TERMS AND OBJECTIVES

11.1.1 According to Article 32 of the AnaEE-ERIC Statutes, the Assembly of Members (AoM) shall ensure that AnaEE-ERIC resources are used in accordance with the principles of sound financial management and the budget established and implemented in compliance with the principle of transparency. The creation of a Finance Committee appears as essential to achieve this objective, as foreseen in the AnaEE-ERIC Scientific and Technical Description (Sections 4.3 and 5.1).

11.1.2 The Finance Committee is an AnaEE-ERIC subsidiary body established by the AoM, in order to make a link between the DG, AnaEE Staff and the AoM to promote the discussion on the AnaEE-ERIC budget and financial issues.

11.1.3 The aim of this document is to provide guidelines for a smooth running of the AnaEE-ERIC Finance Committee.

## 11.2. MANDATE

The mandate of the Finance committee is to provide recommendations to the AnaEE-ERIC AoM and DG regarding the financial statements and the budget reports or projections, and the general management of the resources of AnaEE-ERIC. To this end, the Finance Committee shall:

- a. Make recommendations on the financial rules applicable to AnaEE-ERIC
- b. Advise AnaEE-ERIC on the structure of the financial documents (financial report, financial statement, forecast budget for the next year)
- c. Review annually the financial documents provided by AnaEE-ERIC and formulate its recommendations to the DG and AoM
- d. Review the 5-year financial plan as foreseen in the Statutes (art. 18.11)
- e. Ensure that the budget accurately reflects the needs, expenses, and revenue of the AnaEE-ERIC, and provide its recommendation to the DG and AoM
- f. Review and estimate in-kind contributions.
- g. Ensure that the procurements are made in accordance with the policy defined in the statutes (Article 11) and RoO (Article 11.7, Appendix 7)
- h. Make any other recommendation regarding financial issues to the DG and to the Assembly of Members.

### **11.3. APPOINTMENT OF THE MEMBERS AND THE CHAIR**

#### **11.3.1. Composition**

11.3.1.1 The Committee shall consist of three to five experts as members appointed by the AoM for three years renewable twice.

11.3.1.2 The Director General and the Chief Administrative Officer of AnaEE-ERIC prepare and attend the sessions of the Committee.

11.3.1.3 The chair and vice-chair of the AoM are permanent guests.

11.3.2. The committee elects its chairperson among its members.

11.3.3. The Chair may be consulted by the Director General on any occasion.

### **11.4. MEETINGS**

11.4.1. The members of the Finance Committee shall meet at least twice a year, either physically or remotely, after being convened by the Chair, to make recommendations on any item brought to its attention by the Chair of the AoM or the Director General of AnaEE-ERIC.

11.4.2. In line with the AoM calendar, the first annual meeting will be held prior to the Spring AoM, especially between April and early May, to examine the financial report of the preceding financial year, and any other financial issue.

11.4.3. The second annual meeting should take place in September or early October in order to prepare the fall AoM mainly focusing on financial statements related to the work carried out during the year, the forecast budget for the next financial year, and any other financial issue.

11.4.4. An extraordinary meeting of the Finance Committee may be convened at any moment, if requested by the Chair.

11.4.5. The Central Hub shall provide a secretariat to the Finance Committee, which shall include administrative and logistic support to the meetings.

11.4.6. Invitation, agenda and any documents necessary will be sent to the Finance Committee by the Chair, with the support of the Central Hub, at least one (1) week prior to the meeting.

11.4.7. Travel and accommodation costs of Members of the Finance Committee shall be covered by the AnaEE-ERIC budget.

### **11.5. RECOMMENDATIONS**

- 11.5.1. The recommendations of the Finance Committee shall be written and communicated to the DG within 7 days after the meeting and will be communicated to the AoM prior to its meeting as foreseen in the Statutes (article 18.4).
- 11.5.2. The Finance Committee shall strive to agree their recommendations by consensus.
- 11.5.3. In case of disagreement that cannot be resolved during the course of the deliberations, both the majority and the minority views should be communicated in the report, with the respective vote fractions.

## **11.6. RESIGNATION OF A MEMBER AND TERMINATION OF THE COMMITTEE**

- 11.6.1. In case a member of the Committee steps down, the member informs the DG in writing as soon as possible. The next AoM appoints a new member for the remaining duration of the mandate of the committee.
- 11.6.2. The AoM can alter or terminate the mandate of the financial committee at any time, at simple majority.

# 12. Five-year evaluation policy: the ad-hoc independent scientific committee

## 12.1. COMPOSITION AND DURATION

**Statutes Article 7: “Scientific Evaluation Policy - The activities of AnaEE-ERIC shall be evaluated every 5 years by an ad hoc independent scientific committee. The Assembly of Members shall initiate such an evaluation and, if appropriate, give specific directions. The Rules of Operation will define the principles and procedures of this evaluation”.**

- 12.1.1. The Assembly of Members shall appoint an ad-hoc independent scientific committee at least 1 year prior to the end of the 5-year term of AnaEE-ERIC (21 February 2027, 2032, etc.)
- 12.1.2. This committee will be composed of at least 5 and at most 8 experts from disciplines relevant to the activities of AnaEE-ERIC
- 12.1.3. The mandate of the experts of the scientific committee starts upon their appointment by the AoM, after the signature of the conflict of interest and non-disclosure agreement forms, and their formal acceptance.
- 12.1.4. The mandate of the experts of the scientific committee ends at the delivery of their report and its presentation to the AoM, in principle at the last AoM prior to the end of the 5-year term.
- 12.1.5. AnaEE-ERIC will support any expenses related to the activities of the activities of the scientific ad-hoc committee (travel and lodging, meetings, etc.)
- 12.1.6. The nominations to the committee will be made by the delegates or by the chairperson of the Assembly and sent at least 1 month prior to the Assembly (RoO 2.4.1) to the secretariat of the Assembly.
- 12.1.7. The final list of experts should respect a reasonable gender, disciplinary, and geographical balance.
- 12.1.8. The final composition of the ad-hoc independent scientific committee will be approved by the AoM (majority of art. 18.9 of the statutes).
- 12.1.9. The ad-hoc scientific committee will include at least one expert with expertise in the organizational, financial and managerial matters of an ERIC.

- 12.1.10. Experts of the Ad-hoc Scientific Committee shall not belong to the AoM, to the ISAC, and more generally to any body or working group of AnaEE-ERIC. They shall not be representative of a national node, nor be directly involved in the activity of any of the AnaEE-ERIC platforms.
- 12.1.11. Experts of the ad-hoc Scientific Committee will declare, prior to their appointment, any conflict of interest they can have. The Director General will signal potential conflict of interests from experts he can be aware of.
- 12.1.12. Experts of the ad-hoc scientific committee are submitted to an obligation of confidentiality and they will sign a non-disclosure agreement prior to their appointment.

## **12.2. TERMS AND INTERNAL RULES OF THE AD-HOC SCIENTIFIC COMMITTEE**

- 12.2.1. The terms of the ad-hoc scientific committee will be decided by the AoM on the proposal of the chairperson.
- 12.2.2. The ad-hoc scientific committee will elect a chairperson who will oversee the organization of its work, and of the final reporting to the AoM. The chairperson will be in contact with the chair and vice-chair of the AoM, and with the DG.
- 12.2.3. The ad-hoc scientific committee will write a report that should be adopted by a majority of at least two third (2/3) of the members and sent to the chair of the AoM and to the DG at least 1 month prior to the AoM. The DG will be invited to provide a written answer to the report, sent whenever possible with the report, and at least 2 weeks prior to the AoM.
- 12.2.4. The report of the ad-hoc scientific committee will be presented to the AoM by the chair of the committee. The chairperson of the AoM may decide to invite other experts of the committee.
- 12.2.5. The report will be presented at the latest at the last AoM prior to the end of the 5-year term.
- 12.2.6. The DG will facilitate the work of the Ad-hoc scientific committee and make available to the ad-hoc scientific committee all documents they will request.
- 12.2.7. The report of the ad-hoc scientific committee is confidential unless otherwise decided by the AOM.
- 12.2.8. A specific provision will be decided by the AoM for the expenses linked to the committee (travels, meeting, etc.). It will be identified in the yearly budget. Usual AnaEE-ERIC rules apply for travel and any other expenses.

# 13. Appendices

## 13.1. APPENDIX 1: DEFINITIONS

*Appendix 1 from the Statutes and additional definition*

1. **“AnaEE”** means: The pan European research infrastructure on managed and unmanaged terrestrial and aquatic ecosystems which will provide access to a distributed and coordinated large set of experimental platforms covering the large range of Europe’s ecosystems and climate zones as well as to state-of-the-art analytical and modelling platforms to support them. By experimentally simulating future scenarios, AnaEE will measure and predict the response of the ecosystems to environmental and land use changes and will test mitigation and adaptation engineering options for the maintenance of ecosystem services.
2. **“AnaEE-ERIC”** means: The legal entity consisting of the Hub and three service centres: Interface and Synthesis Centre (ISC), Technology Centre (TC), Data Modelling Centre (DMC).
3. **“National Node”** means: An operational entity that organises the contribution of experimental, analytical and modelling platforms of a given country to AnaEE.
4. **“Node Contact”** means: The person appointed by a National Node to interact directly with the Director General about any question from, or to, a National Node.
5. **“National Platform”** means: an experimental facility which complies with AnaEE criteria and is supported by an institution from a country Member of AnaEE-ERIC.
6. **“Platform type”** means: The main approach proposed by a National Platform. There are four possible approaches: open-air experimentation, enclosed experimentation, analytical measures and modelling.
7. **“AnaEE data”** means:
  - a. data, software, documents, protocols produced by AnaEE-ERIC
  - b. core data of the platforms: the environmental parameters that are regularly measured long term by the platforms, some of them may fall under the INSPIRE regulation
  - c. data of projects hosted by AnaEE platforms.
8. **“Service Level Agreement”** means: A legal agreement binding AnaEE and a (group of) platform. Services, such as experiment accommodation, data and metadata production and open access, are provided by the platform to AnaEE and the users. In turn, AnaEE provides services to the platform such as visibility, open and FAIR access to the data, technological expertise, modelling, transnational access, link with other platforms and RIs, etc.
9. **“Member”** means: Member States of the European Union, associated countries, third countries other than associated countries, intergovernmental organizations represented by a public entity or a private entity with a public service mission, contributing to the resources and services of AnaEE-ERIC, and sitting at the Assembly of Members of AnaEE-ERIC for a minimum of five years of membership.
10. **“Observer”** means: Member States of the European Union, associated countries, third countries other than associated countries, intergovernmental organizations represented by a public entity or a private entity with a

public service mission, who are willing to contribute to AnaEE-ERIC and sitting at the Assembly of Members of AnaEE-ERIC for a maximum of four years.

11. **“Transnational Access”** means:

- a. The user group leader and the majority of the users must work in a country other than the country(ies) where the legal entity(ies) operating the experimental (open-air or enclosed) platform(s) is(are) established.
- b. The user group request 2 or more experimental platforms, of which, at least the 2 of the platform legal entity operators are located in 2 different countries (regardless of the country of work of the group users).

*For this definition, intergovernmental organizations are considered as a "country", independently of the country where their headquarters are located.*

12. **“Virtual Access”** means: access to e-infrastructure, data and metadata.

## 13.2. APPENDIX 2: ACCESS POLICY PRINCIPLES

13.2.1. AnaEE-ERIC promotes open science and open innovation through AnaEE-ERIC Research Infrastructures and offers resources, platforms and services for fundamental and applied research to facilitate international cooperation in science.

13.2.2. AnaEE will help users and facilitate their access to single platforms, as well as to wider ensembles of platforms, to allow EU-wide studies along natural gradients of, for example, climate, nitrogen deposition and/or land use.

13.2.3. AnaEE supports project fostering, planning, incubation and ensure the highest quality of project execution, data, and results through scientific and technical project review.

13.2.4. AnaEE platforms are open to user projects that comply with the long-term integrity of the on-going experiments in the involved platform(s) (mostly Open-air) and/or to de novo experiments in the involved platform(s) (mostly Enclosed) that comply with the technology and number of replicates available.

13.2.5. The AnaEE web portal will provide the service of a single-entry point to all platforms as well as administrative support to ease the access. It provides clear instructions on the application procedures and the modality of access (TNA/VA).

13.2.6. Access to AnaEE-ERIC Research Infrastructures is open to applications submitted from all types of bona fide Users, public and private, from both European and non-European countries.

13.2.7. Access to AnaEE-ERIC is granted to Users based on scientific excellence of the research, together with input from the Site(s), on feasibility and availability of resources and platforms.

13.2.8. AnaEE-ERIC Central Hub will coordinate specific calls in collaboration with the other service centres, platform administrators, the research community and other AnaEE stakeholders, and will assist the application process. AnaEE may participate or lead proposals submitted to relevant institutions, such as the European Commission.

- 13.2.9. The access units and user fees will be part of the agreement between AnaEE and the platform (included in the Service Level Agreement).
- 13.2.10. AnaEE-ERIC shall monitor the quantity and quality of Access granted, type of User, geographic distribution, and User satisfaction, as well as other user statistics, through a set of Key Performance Indicators (KPIs). The KPIs, to be monitored by the Platforms, will be defined in the SLAs.
- 13.2.11. The detailed procedure, including the review procedure, the outreach and the establishments of user fees is available in the AnaEE Access Procedure Policy document.

### **13.3. APPENDIX 3: DATA POLICY PRINCIPLES**

- 13.3.1. The AnaEE-ERIC Data Policy covers Data acquired, managed, assembled or created through research, survey and monitoring activities by or involving AnaEE-ERIC.
- 13.3.2. AnaEE-ERIC has defined a Data Management Plan (DMP) accessible on the AnaEE-ERIC website. The DMP governs all research projects generating or collecting publicly funded research data conforming to common methodologies.
- 13.3.3. AnaEE-ERIC promotes e-infrastructure interoperability and standardization in order to deal with large volumes of different types of generated data, and to develop or adopt community-endorsed data handling protocols, tools and skills.
- 13.3.4. AnaEE-ERIC recognizes that European science must be grounded in a common culture of data stewardship such that research data is recognized as a significant output of research and is appropriately curated throughout and after the period conducting the research.
- 13.3.5. AnaEE-ERIC undertakes to implement FAIR principles (Findable, Accessible, Interoperable, and Reproducible) for data management.
- 13.3.6. AnaEE-ERIC will track usage and publications using its Data.
- 13.3.7. AnaEE-ERIC acts according to the OECD Principles and Guidelines for Access to Research Data from Public Funding, as applicable to generated research Data, and INSPIRE principles (<https://inspire.ec.europa.eu/inspire-principles/9>), as recommended by the European Commission to encourage stakeholder organizations and Member States.
- 13.3.8. As a general rule regarding Data Access, Data generated as part of AnaEE-ERIC Data shall be made available through Open Access to any person or any organisation requesting such Data.
- 13.3.9. AnaEE shall provide open access to the data, possibly after a standard grace period of twelve (12) months after the data are made available to the user. The user can request a larger grace period but has to document the extent and reasons for it in its application. Potential extension of the grace period will ultimately be decided by AnaEE.
- 13.3.10. Researchers are required to keep clear and accurate records of the Research procedures followed and of the results obtained, including interim results. This is necessary for demonstrating proper Research practices. Data generated in the course of Research must be kept securely in both

paper and electronic form, as appropriate. It remains the responsibility of the researcher to ensure that arrangements are in place to maintain the integrity and security of Research Data.

## 13.4. APPENDIX 4: ANAEE-ERIC ETHICAL POLICY AND CODE OF CONDUCT

### *AnaEE-ERIC Ethical Principles*

13.4.1. AnaEE-ERIC is committed to maintain and promote the highest standards in Research.

13.4.2. The AnaEE-ERIC follows and promotes the conditions for science and research recommended by the European Federation of Academies of Sciences and Humanities (ALLEA)<sup>1</sup>. All AnaEE-ERIC community must observe and promote the principles of integrity in scientific research. These principles include:

- Honesty in communication
- Reliability in performing Research
- Objectivity
- Impartiality and independence
- Openness and accessibility
- Duty of care
- Fairness in providing references and giving credit where due
- Responsibility for the scientists and Researchers of the future

13.4.3. AnaEE-ERIC reserves the right to refuse such requests that are considered by AnaEE-ERIC to be unethical or that may have an adverse impact considering the balance of a sustainable development and ethical management of ecosystems, the welfare cost to the research subjects and the benefit of knowledge gained. These consider factors such as:

- Adherence to the principles of the ALLEA
- The anticipated scientific outcomes from the experiments that may benefit humans, animals or environment and their advancement of knowledge thereof
- The planned objectives of the research procedures and their relevance

13.4.4. AnaEE-ERIC may provide assistance to its Users and raise awareness to them of aspects leading to the choice and/or design of a Research project.

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<sup>1</sup> <https://allea.org/code-of-conduct/>

*Disclose and manage actual, potential or perceived conflict of interest*

13.4.5. Conflict of interests may arise when a person or an organization has financial or any other personal circumstances that may compromise, in reality or in appearance, the fairness of its judgement and the results of its research, reports, or evaluations.

13.4.6. Investigators conducting research in the frame of AnaEE-ERIC, and/or involved in bodies of AnaEE-ERIC are required to withdraw in the situation of any actual, potential, or perceived conflict of interest prior to the research, reporting or investigations, or, if it is not possible to anticipate, at the time when the possible situation of conflict of interest arise.

*AnaEE-ERIC Code of conduct*

13.4.7. In all research undertaken in the frame of AnaEE-ERIC, Researchers shall comply with codes and regulations relevant to their discipline and special cases to handle research subjects, in accordance with legal and ethical rules. The Platform shall strive to make researchers aware of the health, safety and welfare of the community, collaborators and others connected with their Research and Research Protocols. The Platforms shall ensure that researchers recognise and manage provisions for any potential harms and risks relating to their Research taking into account all relevant considerations.

*Multi-centre Research*

13.4.8. Where Research involves more than one Platform, each Platform retains formal responsibility for overseeing the ethical review of Research conducted under its auspices. The decisions made by the Research ethics committee of the entity where the principal scientific manager is based shall be accepted.

13.4.9. Where Research is to be conducted outside the country of the User's home institution, the Researcher shall ensure that the local ethical regulations and review required by the host country are no less stringent than those applicable in his/her home country and that they also comply with the AnaEE-ERIC Ethical Principles and Code of conduct.

## **13.5. APPENDIX 5: EMPLOYMENT POLICY**

13.5.1. Values

AnaEE ERIC is guided by the following core values:

**Equality:** All staff members are treated in a fair manner, and they have equal opportunity to achieve their goals in work.

**Transparency:** Decisions are made based on clear, openly stated procedures and criteria. The outcomes with justifications are accessible to all AnaEE ERIC staff. Personal privacy shall, however, be respected and must not be infringed.

**Commitment:** The staff should be committed to its work and perform their duties on time and well.

**Reliability:** AnaEE ERIC should be able to rely on its staff to perform their duties, obey the rules and regulations and speak up if there is a problem.

**Loyalty:** The staff members should always think about what is best for AnaEE ERIC and AnaEE RI and do their work according to that.

**Green:** AnaEE ERIC provides data on ecosystems which relates to anthropic induced changes. Therefore, it is obvious that AnaEE ERIC aims to be a green business and encourages its staff to support green lifestyle.

**Work-life Balance:** Work and life of each staff member should be in balance.

### 13.5.2. Principles

All work shall be conducted in accordance with the following principles:

1. The employees of AnaEE ERIC shall promote objectives, tasks and values of the AnaEE RI in their everyday duties. Employees shall also perform their tasks to the best of their abilities and in accordance with the rules, regulations and policies of the AnaEE RI.
2. AnaEE ERIC promotes its employee's wellbeing at the workplace.
3. Employees are obliged to observe instructions concerning their duties as given by the employer and to observe the care and caution required by their work duties and working conditions and apply all available means to ensure their own well-being and the well-being of other employees at the workplace.
4. If an employee does not comply with duties or obligations under these staff regulations, whether intentionally or through negligence, the employer may give him/her a written warning. The employee shall be given a chance to be heard before such a written warning is issued. He may resort to assistance when being heard.
5. AnaEE ERIC shall develop an action model which is aimed to offer support for an individual employee or the work community of AnaEE ERIC so that the employee's working ability is as good as it can be.
6. All feasible measures shall be taken at the workplace in order to maintain and promote an employee's work ability and work community's wellbeing.
7. The work ability shall be supported by increasing work's manageability, smooth progress, and meaningfulness.
8. The action model shall also help to deal with any problems which may later lead to long sick leaves and an early retirement. The action model shall also aim to decrease the burden on work communities.
9. Action model for early support shall be based on a constructive discussion between the employer and the employee and if needed a staff member of the occupational health personnel. In each situation, it is vital to proceed with deliberation, confidentiality and without blame.

### 13.5.3. Equality, Discrimination & Accessibility

1. AnaEE ERIC is obliged by the Act on Equality between men and women to promote gender equality and to improve the status of women in the workplace. Section 7 of the Act prohibits direct or indirect gender discrimination.
2. Any unjustified discrimination against employees on the basis of gender, age, health, disability, national or ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union activity, political activity or any other comparable circumstance is forbidden.
3. AnaEE ERIC maintains accessibility in the workplace. Accessibility means the physical, psychological and social environment must be organized so as to ensure that everyone has an equal opportunity to participate in the community, regardless of personal characteristics. This means ensuring the accessibility of services, usability of equipment, intelligibility of information and the opportunity to participate in decision-making.

#### 13.5.4. Harassment and Bullying

1. Employees shall not exercise inappropriate treatment nor tolerate it. Inappropriate treatment includes repeated humiliation and insulting, limiting social interaction, not speaking to or returning a greeting to a person, casting aspersions or spreading gossip about a person, or ridiculing a person, denying a person certain work assignments or assigning him/her assignments that are below his or her qualifications, and threats of physical violence.
2. Every member of a community is responsible for community policies. Psychological abuse directed at one member in a work community has a detrimental effect on the wellbeing of the entire community. Clear policies on resolution of conflicts and handling of insults within the work community will prevent long-term, deep-rooted vicious cycles.

#### 13.5.5. Hiring

1. Employees will be hired on a competitive basis on the sole basis of expertise and relevance to the position. AnaEE-ERIC welcome applications from any country and will examine the applications regardless of gender, disability, or supposed minority status.
2. As a rule, applications will be examined by a committee. For senior positions, an independent committee will propose to the DG a short list of candidates. The DG will appoint the successful candidate after advice of an internal committee composed of the head of the staff and people with relevant expertise from AnaEE.
3. Candidates belonging to organizations may apply to positions opened by AnaEE-ERIC, subject to the prior agreement of their employer, and engagement to follow the staff rules of AnaEE. In that case, the recruitment will follow the competitive rules written above.
4. A report on the recruitments made by AnaEE will be made by the DG at the next Assembly of Members.

## **13.6. APPENDIX 6: INTELLECTUAL PROPERTY RIGHTS POLICY**

- 13.6.1. All intellectual property rights created, arising from, obtained or developed by AnaEE-ERIC in the course of its activities shall be owned by AnaEE-ERIC.
- 13.6.2. Subject to the terms of any contracts between AnaEE-ERIC and Members or Observers, all intellectual property rights which are created, arising from, obtained or developed by a Member or Observer shall be owned by that Member or Observer.
- 13.6.3. In the frame of AnaEE-ERIC, Intellectual Property Rights (IPR) may arise from Research and/or activities carried out for non-commercial purposes and/ or for commercial purposes.
- 13.6.4. The parties shall negotiate appropriate agreements to define, and, where appropriate, share and appropriately manage IPR.
- 13.6.5. In the frame of AnaEE-ERIC, confidential undertakings shall be undertaken by the parties as appropriate.
- 13.6.6. In the case of multi-site Research, AnaEE-ERIC should have the role of coordinator of the agreement negotiation linking with the legal departments of the involved Platforms.
- 13.6.7. AnaEE-ERIC may adopt the role of coordinator or facilitator of an agreement negotiation by the written request of a Platform involved.
- 13.6.8. For each agreement concluded in the frame of AnaEE-ERIC, the logo of AnaEE-ERIC shall appear, and the context of the AnaEE-ERIC shall be described in the preamble.

## **13.7. APPENDIX 7: PROCUREMENT RULES**

- 13.7.1. Following Article 11 of the AnaEE-ERIC Statutes, the Director General shall prepare detailed rules on procurements procedures and criteria, to be approved by the Assembly of Members.
- 13.7.2. AnaEE-ERIC Procurement Policy shall respect the principles of transparency, proportionality, mutual recognition, equal treatment, competition and non-discrimination.
- 13.7.3. AnaEE-ERIC will make its procedure for tendering for products and services, procurement and publication of tenders available at the AnaEE-ERIC Procurement Policy. This procedure shall be available at the AnaEE-ERIC website.
- 13.7.4. The AnaEE-ERIC Central Hub is responsible for the Call for tender and actions, and in particular, the definition of requirements, identification of the vendors if appropriate, evaluation, selection of vendors, negotiation and contract execution.
- 13.7.5. The award criteria are a combination of:
  - a) Quality of services, works and goods.
  - b) Interoperability.
  - c) Best value for money.

d) Environmental sustainability.

13.7.6. AnaEE-ERIC Central Hub shall have the following thresholds and requirements for products, services, works, goods, and contracts:

- a. Under €5000: no specific requirements.
- b. €10 001-€80 000: at least three quotations obtained by Central Hub.
- c. From €80 001: subject to validation by the Assembly of Members and be awarded by means of a Call for Tender following publication of a procurement notice. The competitive bidding may be open at national or international level depending on the requirements of the Products/Services/works/goods being put out to tender. The procurement notice will be published in appropriate media (including [simap.europa.eu](http://simap.europa.eu)) and in the AnaEE-ERIC website.



ANALYSIS AND EXPERIMENTATION  
ON ECOSYSTEMS



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