

## **SKAO/CSIRO/SARAO ABC Trilateral Consultative Committee Rules of Procedure**

Draft

Lewis Ball 30 June 2023

Revised 7 July 2023

Agreed 7 August 2023

The ABC Trilateral Consultative Committee fulfils the role outlined in clause 7.2 of the Agreements on Bilateral Collaboration between SKAO and CSIRO, and between SKAO and SARAO.

The role of the Consultative Committee is to provide a forum for SKAO, CSIRO and SARAO – to discuss how they may collectively best collaborate for the overall benefit of the SKA Project.

These are the Rules of Procedure for the Committee.

### **Membership**

In accordance with the ABCs, the Committee membership comprises ex officio representatives of SKAO, CSIRO and SARAO:

the SKA Director of Operations (SKAO Representative) and SKA Deputy Director of Operations; the Telescope Director, Site Construction Director and Deputy Telescope Director for SKA-LOW; the Telescope Director, Site Construction Director and Deputy Telescope Director for SKA-MID; the Director, CSIRO Space and Astronomy (CSIRO Representative) or their nominee; and the SARAO Managing Director (SARAO Representative) or their nominee.

### **Other participants**

Observers may be invited to attend meetings of the Committee by mutual agreement of the Representatives.

### **Chair, secretariat and minutes**

The SKA Director of Operations will chair the Committee.

SKAO shall provide the Secretariat for the Committee.

An agenda will be provided by the Chair to all members of the Committee no less than 1 week before a meeting.

The Secretariat shall provide notes of each meeting of the Committee to serve as a record for the Committee members.

A draft of the notes shall be shared with the Committee within the 2 weeks following each Committee meeting. The Committee shall be given the opportunity to suggest amendments during the 2 weeks after the draft is shared.

### **Meetings and attendance**

The Committee will meet twice a year or as otherwise agreed by the Representatives. A Representative may request an ad-hoc meeting by communication to the Chair.

Participation may be in person or by video.

In the event that a Representative or their nominee is not able to attend a meeting, a suitable substitute should be nominated to the Chair in advance by email.