

Proposed Changes in the HEPTech Governance and Structure

1. Governance

- 1.1. The positions of a Chairman and a Coordinator to be consolidated by a HEPTech Chairman, who will perform the Chairman's and Coordinator's duties and take their responsibilities.
- 1.2. The Chairman is elected with a mandate of two years on rotation base.
- 1.3. Chairman elections take place every year at the Board meeting in December
- 1.4. The elected Chairman is assisted by the previous Chairman during the first year of his/her mandate and by the next new elected Chairman during the second year. Both the previous and the next elected leader may act as a Deputy Chairman.
- 1.5. The Network will provide the necessary support to the Chairman on administrative/coordination/financial/communication matters establishing a Back Office. The Back Office members are suggested by the Chairman and should be approved by the HEPTech Board.

2. Structure of the network

- 2.1. To drop the Steering Committee and its meetings
 - 2.2. The Chairman may call preparatory or working meetings whenever he/she considers it necessary
 - 2.3. The drafts of the Board papers should be submitted to the Chairman 4 weeks before the Board meeting and the final versions should be submitted to the Board members 2 weeks in advance.
 - 2.4. The HEPTech organizational structure, should be flexible and fix the activities of the Network.
 - 2.5. For given projects/tasks/activities, Conveners will be appointed by the Board and they will have to take the responsibility for the organization and performance of the activity/ies and to report to the Chairman and to the Board.
 - 2.6. Conveners may call working meetings inviting the Chairman and HEPTech members.
3. The proposed changes will be implemented in the revision of the ToR to be adopted by the Board by June 2019.