### Standing Orders listing at 08.04.2022

Associated document: ESS ERIC Statutes (current version 03.08.2022)

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STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 1

Delegation of authority to act to ensure the day to day functioning of ESS ERIC, from the General Assembly to the Director

The General Assembly delegates full authority to the Director to act as he considers necessary in pursuance of the effective implementation of the ESS ERIC Work Programme subject to the approved budget. To this end, the Director shall be empowered, inter alia, to perform all necessary activities and will report on these activities at the meetings of the ESS ERIC General Assembly. Such activities will be consistent with the role of the Director as the CEO, Chief Scientific Officer and Legal Representative of the ESS ERIC.

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 2

Periodic reporting by Director

The Director shall provide a written report on activities undertaken to at least one of the two annual meetings of the ESS ERIC General Assembly. The Director shall also provide verbal updates to the General Assembly.

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 3

Calling Meetings of the General Assembly

It shall be the responsibility of the Chair to call the meetings of the General Assembly (The ESS ERIC HQ shall operationalise this on his/her behalf, as appropriate and as required.)

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 4

Participation of non-ESS ERIC Signatories (Members and Observers) in meetings: Special Category ‘Guests’

Non-ESS ERIC Signatories will be accorded as special category ‘Guests’ and may attend, receive papers for and speak at the meetings of the General Assembly. Such ‘Guests’ shall not have a vote and may be excluded from any part of the meeting at the discretion of the Chair or by a majority vote of members of the General Assembly.

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 5

Right of Chair of the General Assembly to ‘activate’ Deputy Director responsibilities/powers

The Chair of the General Assembly shall, in circumstances in which the Director is unable to perform his duty due to illness, death or if subject to disciplinary procedures and the Host Institution has confirmed this in writing with the Chair of the GA, be empowered to assign the Deputy Director at the Host Institutions the powers of the Director in his absence.

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 6

Countries can take part in a round of ESS fieldwork without being members if they pay the contribution and agree to adhere to the Specifications.

The participation of countries that are not Members or Observers of the ESS ERIC may take part in an ESS survey round if countries fulfil two conditions (i) contribute to the central costs of the ESS ERIC for the relevant biennial period on equal terms as Members and Observers and (ii) agree to adhere to the fieldwork specifications as issued by the Director.

Such countries must confirm acceptance of both conditions by writing to the ESS ERIC GA Chair at the start of the survey round and copy this to the ESS ERIC Director. The Chair of the GA and / or the ESS ERIC director shall have the right to refuse such permission.

All activities of the ESS ERIC shall be coordinated and take place on the basis that the ESS ERIC is not liable for activities carried out by such countries.

This standing order shall be reviewed in March 2014.

Approved: 9 December 2013, amended 31 January 2014
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Number 7  
ESS ERIC Surplus Generation (SO7)

“Notwithstanding any other provision of the Statutes whilst it is not intended that ESS ERIC will make a surplus and further whilst any such surplus could be used to fund the working capital of ESS ERIC then for so long as ESS ERIC is has its statutory seat in the United Kingdom (but not otherwise) nothing shall preclude the ability of ESS ERIC to distribute any such surplus to its Members.”

Adopted: 9 December 2013
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 8

In order to clarify the intent informing Article 21 Section 5 of the ESS ERIC Statutes, the following Standing Order was adopted by the General Assembly:

“Further to the provisions of Article 21, Section 5 of the ESS ERIC Statutes, the reference to ‘Members or others’ refers only to the countries (the ESS ERIC Members, Observers, Non-Members and Non-Observers) which commit to carrying out fieldwork”.

Details:
Article 21 [Liability] Section 5 provides that (21.5) “All activities of the ESS ERIC shall be coordinated and take place on the basis that the ESS ERIC is not liable for activities carried out for it by Members or others as set out in Standing Orders when necessary.”

 Adopted: 31 January 2014
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 9

The ESS ERIC Director has the full authorisation from the General Assembly to set up bank accounts on behalf of the ESS ERIC and to be an authorised signatory to these accounts for the purposes of authorising payments for goods and services. For amounts of more than €200,000 the ESS ERIC Director is always to be one of the two signatories.

Approved: 30 June 2014
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 10

Timely payment of country contributions:

Each Member, Observer and Guest of the ESS ERIC shall pay its contribution in full within 30 days of receipt of the invoice which will be issued at the start of each financial year (the financial year runs from 01 June to 31 May), unless otherwise agreed by the ESS ERIC Director.

Approved: 21 November 2014
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY (Revised)

Standing Order 11
Establishment of remuneration committee of the General Assembly

The General Assembly hereby establishes a Remuneration Committee, as a subcommittee of the Finance Committee, the sole purpose of which will be to determine the Director’s and Deputy Director’s terms and conditions of employment. The Remuneration Committee shall make recommendations to the General Assembly on these terms and conditions. The membership of the Remuneration Committee will be limited to the membership of FinCom and will exclude members of the ESS ERIC HQ. The Chair of the General Assembly will also be a member. The Committee may, with the permission of FinCom, co-opt expertise and other members as it deems necessary. The FinCom chair will chair the meetings of the Remuneration Committee. The Committee shall report its decisions to the General Assembly.

This replaces the SO11 approved in November 2014.

Approved: 21st meeting of the ESS ERIC General Assembly, 7 April 2022
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 12

The ESS ERIC General Assembly allows the availability of ‘Guest’ status for countries participating in the ESS Round 8. The procedures will be those approved by the General Assembly for Round 7.

Adopted: 29th April 2015
Standing Order 13 Approval of Additional Expenditure

Procedures for approval of additional expenditure:

1) In cases in which the expenditure is under €5,000 the Director may authorise expenditure and payment.

2) In cases in which the expenditure is between €5,000 and €50,000, the Chair of FINCOM may authorise expenditure and payment.

3) For all amounts over €50,000, the Chair of the GA may authorise expenditure payment.

Such expenditure is separate to that agreed by the GA for the Work Programme and ESS ERIC recurrent costs.

Such expenditure shall be in accordance with the required procurement procedures.

Adopted: 29th April 2015
Amended: 7th April 2021
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 14

Commercial Use of ESS data

This Standing Order further details the ESS policy on Intellectual Property Rights Policy and Data Policy (Article 23. This article states that

[the ESS ERIC] shall where practicable seek to own the intellectual property rights in its work. It shall grant a royalty free non-exclusive licence over its intellectual property rights to any person for non-commercial purposes. In respect of use of the ESS ERIC’s intellectual property for commercial purposes this shall be handled on a case by case basis. Such policy may be further detailed by Standing Orders.

It is agreed that the commercial use of ESS data shall generally not be allowed, except for such cases, at the discretion of the Core Scientific Team, in cases of academic relevance.

Adopted: 25 October 2016
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 15

Responsibilities of the ESS ERIC Deputy Director in the event of the Director’s absence

Should the Director be absent for a period exceeding 10 days, the Deputy Director HQ (Governance and Science Communication) will assume the financial and legal responsibilities of the Director. In particular, the Deputy Director will be empowered to act as Director until such time as the Director returns. The Director may also pass such responsibility to the Deputy Director HQ (Governance and Science Communication) for shorter periods by writing to the Deputy Director with the Chair of the General Assembly in copy.

Adopted: 25th October 2016, amended 20 February 2018
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 16

ESS ERIC Policy on Green Open Access for publications using ESS data

The preference of ESS ERIC is to promote a ‘green model of open access’, as per the Communication Towards better access to scientific information: Boosting the benefits of public investments in research (COM (2012) 401).

The ESS ERIC supports the open access to its data and to research using ESS data. This Standing Order relates to publications in which ESS data are cited.

ESS ERIC recommends that the users of ESS data are encouraged, where possible, to deposit peer reviewed journal articles in an OpenAIRE compliant repositories that facilitate access without subscription.

For journals, authors are requested to deposit the submitted manuscript in an OpenAIRE compliant repository.

For books, following the approach of Cambridge University Press, different versions can be submitted:

SMUR (Submitted Manuscript Under Review): Any version of the manuscript that is under formal review for publication.

AM (Accepted Manuscript): The version of the manuscript that has been accepted for publication. This version may include revisions resulting from peer review but may be subject to further editorial input by Cambridge University Press.

VoR (Version of Record): The version that is formally published ((adapted from the National Information Standards Organization – NISO)

This recommendation will be included in the Conditions of Use details on the ESS website.

Status: approved 20 February 2018
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 17

Procedure in the event of a fine levied for an infringement of the General Data Protection Regulation

In the event that an administrative fine is levied by the lead supervisory authority, or a claim for compensation by a data subject is made, the following shall hold:

Scenario A Central institutions
If the fine is imposed or a claim for compensation made following to a breach due to the actions or omissions of the Data Controller or due those of a Data Processor appointed directly by the ESS ERIC (i.e. the Host Institution and CST institutions) then:

the costs will be shared in proportion to GDP by all participating ESS ERIC countries (Members, Observer and Guest countries).

Scenario B Country institutions
If the fine is imposed due to a breach due to the actions or omissions of the data processors at national level, including those appointed directly by the ESS ERIC or those appointed by the national representative entities/delegated bodies (i.e. the national coordinators, the fieldwork agencies), then

the costs will be borne by the individual country within which the data breach occurred, i.e. as a consequence of actions/inaction by the country National Coordinator or fieldwork agency, that results in the administrative fine and/or compensation claim by a data subject.

Adopted: 31 May 2018
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order No 18 (relating to UK Exit from EU)

The General Assembly empowers the Chair of the General Assembly to move the statutory seat of ESS ERIC from the UK to another ESS ERIC Member agreed by the General Assembly at its meeting on 27th February 2019 should the Chair receive a written instruction from the European Commission that this is required due to the exit of the UK from the European Union.

Approved by the General Assembly for consideration at its meeting on 27/2/2019
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order 19

Guest Country Status from ESS ERIC Round 11

The ESS ERIC General Assembly requires that, unless otherwise agreed, a country admitted as a Guest Country in any two Rounds from Round 11 onwards shall only be admitted as Member or Observer country in subsequent ESS Rounds.

Approved: 7th April 2021
STANDING ORDER of the ESS ERIC GENERAL ASSEMBLY

Standing Order No: 20

Authority to grant waiver from procurement procedure rules

The General Assembly empowers the Chair of FINCOM to consider and grant, as appropriate, tender waivers relating to the rules of procurement of goods and services for the official use of the ESS ERIC.

These rules of procurement are aligned to those of the Host Institution, City, University of London.

In undertaking this duty, the Chair of FINCOM may consult with the members of the Committee before reaching a decision. Each and every decision relating to a request for a tender waiver will be communicated to FINCOM in writing (by email and/or recorded in minutes of a FINCOM meeting). However, at all times, the final decision shall rest with the Chair. The details of the tender waiver shall be made available to auditors.

Approved: GA20/20 October 2021