

# DRAFT

## ASAC Terms of Reference

1. The ALMA Science Advisory Committee (ASAC) was established by the Bilateral Agreement between ESO and NSF.
2. Up to 5 members shall be appointed by each of ESO and NSF, as provided for under Article 17.1 of the Bilateral Agreement, for a term of 3 years. Members may be reappointed for a second term.
3. The Chairperson of the ASAC shall be selected by the members of the ASAC, and the selection shall be subject to the concurrence of the Board. At successive meetings, the Chair shall alternate between an ASAC member selected by NSF and an ASAC member selected by Europe.
4. The ALMA Project Scientist is a member of ASAC *ex officio* and will participate as of right in the meetings.
5. The ASAC shall be kept informed of progress and developments in ALMA through periodic reports and briefings provided by the Joint ALMA Office and shall meet at least twice a year.
6. ASAC shall:
  - Prepare advice to the Board on issues presented to the ASAC by the Project Scientist or the Board that affect the science capabilities of ALMA and require decisions to be made or priorities to be set regarding project tasks and resources;
  - Ensure that the ALMA community is kept informed of developments in ALMA science, and that the community has the opportunity to raise issues for discussion at ANASAC, ESAC and ASAC;
  - Provide a formal written summary report on its deliberations to each meeting of the Board through the Chairperson of the ASAC;
  - Carry out such other tasks as may be requested by the Board.
7. A specific charge shall be put by the Board to each meeting of ASAC. Where ASAC makes specific recommendations to the Board, the Board shall accept, modify, or reject such recommendations and convey its response to ASAC through the Chairperson of ASAC.
8. Unless matters are explicitly designated confidential, the ASAC report and the Board's response shall be available to the ALMA community after the Board has confirmed the minutes of the discussion.
9. ASAC shall meet not less than 2 times per year.
10. ASAC shall agree its own Rules of Procedure, and shall seek to reach conclusions by consensus. Where dissenting opinions are expressed to written recommendations in reports, they must be clearly indicated.