

Approved at GA3 on 17/11/2014
Amended at GA6 on 12/10/2015

5. THE EXECUTIVE DIRECTOR

1. 1. The Executive Director (ED) being the executive body and legal representative of CERIC-ERIC has the task to manage and coordinate the resources available to CERIC-ERIC, directly or through the Partner Facilities (PF), in the most effective way to fulfil its scope and develop it into a unique world level Research Infrastructure. To achieve this goal, the ED will work closely with the BoD and attend its meetings. The ED has the specific powers to commit the Consortium on the basis of his/her coordination tasks and consistent with the initiatives undertaken by the individual Directors of the PF.
2. 2. Therefore, the qualifications of the ED should integrate a strong scientific and research background with proven managerial capabilities. The criteria and procedure for the selection of an ED will be prepared by the Board of Directors who may also set-up, if agreed by the GA, a search Committee and provide the GA with a set of criteria and a list of candidates.
3. 3. A candidate proposed to the GA may be also one of the Directors of the PF, and may remain in that function also when selected and nominated as ED.
4. 4. The BoD may decide to be chaired by the ED, if he/she is a member of the BoD, and in any case will invite the ED to its meetings.
5. 5. The BoD, together with the Chair of the GA, will propose to the GA the duties, the type and content of the contract and the stipend for the selected candidate. The stipend will be paid on the budget of the "central" administration (statutory seat).
6. Where the ED is absent or prevented from acting, the Chair of the GA shall inform the members of the GA and exercise the powers conferred upon the ED as set out in CERIC-ERIC Statutes and in the resolution appointing the ED. If the absence or the impediment of the ED becomes permanent or in case the ED resigns, the Chair of the GA shall call a specific meeting of the GA to decide on the appointment of a new ED. In such case the Chair of the GA shall exercise the above powers conferred upon the ED until the appointment by the GA of a new ED.
7. The duties of the ED, besides those listed in the Statute, shall cover the coordination and management of all "central" activities conducted locally and/or in a distributed way by and through the Statutory seat, as detailed in the Statute, in the relevant regulations (in particular n.1), and/or otherwise assigned by the GA. He/she will also direct the staff involved in these activities, in collaboration with the Directors of the PF where these activities take place.
6. 8. The ED shall consult with the Chair about the organization and preparation of the meetings of the GA.
7. 9. The ED can nominate one or more Deputy Directors, selected in consultation with the Chair of the GA, and delegate part of his/her functions for the daily operation of specific lines of

management. He also selects, in collaboration with the BoD and the single directors of the PF, the personnel involved in the administrative Centres of Responsibility (CoR) operating in each PF and referred to in the Administrative Regulation.

8. 10. The ED is charged with the management and coordination of the administrative activities and he/she is granted the power for the implementation of the policies defined in the budget approval meeting of the GA (or by the GA in general).
9. 11. The ED, within the powers granted to her/him by the Statute and/or resulting from the appointment resolution by the GA and within the frame of the specific Regulation, may delegate administrative operating powers with internal scope and range, or proxies having mandatory effects on other people specifically entrusted by CERIC or a RE/PF, in order to speed up and decentralize/distribute the administrative action and/or to ensure the ordinary management when the ED is not available.
10. 12. When exerting its administrative functions as well as general coordination functions, the ED will systematically interface with the Chair of the Board of Directors (BoD), and when needed with the single Directors. He/she will also take part in the BoD meetings.
11. 13. The managers operating in each CoR are empowered by the ED, on the proposal of the Board of Directors of the Partner Facilities, in consultation with the Director of the specific PF. The training of these persons in an international environment is a specific action, which the ED will stimulate within the institutional mission of CERIC.
12. 14. In particular, taking into account the functions reserved to the BoD and to its Chair, the ED shall coordinate with each Director of each PF during the drawing up of the budget and balance, in particular for what regards the in-kind contributions by each PF, therefore systematically checking information and data that may allow the effective management of activities, the acquisition of the contributed financial, human and instrumental resources, in compliance with the provisions of the statute, and to ensure the correct and timely development of the ongoing activities, plans and projects.
13. 15. The ED should prepare and draw-up the yearly budget, allowing the Chair of the GA to call the Meeting for its approval usually within the month of November each year.
14. 16. The GA, in its guidelines, may invite the ED to draw up a budget including a wider programming span of three years, and eventually detailing specific multi-year projects.
15. 17. In drawing up the budget, the Director shall take into account the results of a provisional balance relating to the year in progress, as well as the indications emerging from the PF through the activity of the CoRs, and with the involvement of the BoD and the specific Director of the PF.
16. 18. The ED shall ensure that the end of year Balance and related documents are prepared in time to allow their approval within either three or six months from the end of the relevant year. He/she can propose the term of six months after consulting the BoD and with the consent of the Auditors.
17. 19. The ED shall record in the documentation submitted to the GA any indication obtained from the BoD and the opinion of the ISTAC, and, if any, observations from the Independent Auditors,

in particular regarding specific programs in order to implement procedures implying the application of Tax exemptions.

18. 20. The ED, in close consultation with the BoD, shall adopt decisions to file applications to H2020 and/or other funding programs or Agencies to be submitted for successive ratification of the GA.
19. 21. The consultation with the BoD may take the form of a written consultation. The ED shall proceed with the specific proposal or decision only if there is no objection by the interested Directors.

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