



Istituto Nazionale di Geofisica e Vulcanologia

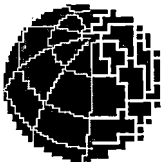
Delibera n. 260/2016

Allegato K al Verbale n. 12/2016

Oggetto: EMSO ERIC – Autorizzazione all'avvio delle procedure per l'affidamento di un contratto professionale.

IL CONSIGLIO DI AMMINISTRAZIONE

- **VISTO** il Decreto legislativo 29 settembre 1999, n. 381, concernente la costituzione dell'Istituto Nazionale di Geofisica e Vulcanologia (INGV);
- **VISTA** la Legge 27 settembre 2007, n. 165, concernente la "Delega al Governo in materia di riordino degli Enti di Ricerca";
- **VISTO** il Decreto legislativo 31 dicembre 2009, n. 213, concernente il "Riordino degli Enti di Ricerca in attuazione dell'art. 1 della Legge 27 settembre 2007, n. 165";
- **VISTO** lo Statuto dell'Istituto Nazionale di Geofisica e Vulcanologia approvato con Delibera del Consiglio di Amministrazione, in data 11 novembre 2010 - pubblicato sulla Gazzetta Ufficiale della Repubblica Italiana – Serie Generale n. 90 del 19 aprile 2011;
- **VISTO** il Regolamento di Organizzazione e Funzionamento, adottato dal Consiglio di Amministrazione con Delibera n. 102 del 02/10/2013 ed emanato con Decreto del Presidente n. 366 del 06/11/2013;
- **VISTO** il Regolamento per l'affidamento di incarichi di collaborazione coordinata e continuativa, consulenza professionale e prestazione occasionale conferiti dall'INGV approvato con Delibera del Consiglio di Amministrazione n. 175 del 24/03/2015;
- **TENUTO CONTO** che la rappresentanza permanente italiana presso la Commissione Europea su delega dei paesi aderenti a EMSO ERIC ha presentato alla Commissione Europea i documenti necessari alla costituzione dell'ERIC in data 5 ottobre 2015 (MIUR.AOODGRIC.REGISTRO UFFICIALE(U).0020667.05-10-2015);
- **CONSIDERATO** che il 15 Giugno 2016 in Roma lo Steering Committee di EMSO ha concordato una serie di decisioni per avviare l'ERIC come da documento allegato (all. 1), tra cui quella di individuare un *Transition Manager* incaricato, per un periodo di sei mesi, per l'espletamento di una serie di attività contabili ed amministrative, nelle more dell'emanazione di un bando di selezione internazionale teso ad individuare il Direttore Generale per l'ERIC;
- **VISTA** la Decisione del 29 settembre 2016 pubblicata sulla Gazzetta Ufficiale Europea in data 1 Ottobre 2016 (L268, vol. 59), con la quale la Commissione Europea ha riconosciuto l'infrastruttura EMSO come ERIC con sede legale a Roma;
- **VISTA** la pubblicazione dello Statuto di EMSO ERIC avvenuta sulla Gazzetta Ufficiale Europea dell'1 Ottobre 2016 (C 363);
- **CONSIDERATO** che nei giorni 28 e 29 Settembre 2016 i delegati dei paesi che hanno aderito all'ERIC, riuniti presso la sede legale dell'INGV in Roma, hanno richiesto all'INGV, in qualità di istituzione di riferimento per l'Italia, di



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individuare un *Transition Manager* in possesso di requisiti ben definiti e incaricato, per un periodo di sei mesi, per l'espletamento di attività contabili e amministrative, come descritte nel documento allegato (all. 2), per dare avvio all'operatività dell'ERIC, nelle more dell'emanazione di un bando di selezione internazionale per individuare il Direttore Generale per l'ERIC;

- **TENUTO CONTO** che per l'espletamento del citato incarico il predetto organismo ha ritenuto congruo il compenso economico connesso all'attività che dovrà essere svolta in base alla durata, anche in relazione al compenso che sarà corrisposto al futuro Direttore Generale;
- **VISTA** la nota del 10/10/2016 prot. n. 2078, con la quale il Responsabile dei Fondi EMSO-MIUR, Dott. Massimo Chiappini, chiede di poter individuare un professionista a cui affidare l'incarico per la durata di sei mesi per un compenso di € 32.500,00 al fine di poter svolgere le attività amministrative e contabili connesse al Consorzio europeo EMSO ERIC;
- **TENUTO CONTO** della disponibilità di copertura del contratto suddetto con i fondi EMSO-MIUR il cui capitolo di bilancio è 1.03.02.99.999.01;
- su proposta del Presidente,

DELIBERA

1. l'autorizzazione per l'avvio delle procedure concernenti l'affidamento di un contratto professionale per un periodo di sei mesi avente ad oggetto le attività connesse all'espletamento delle procedure amministrative e contabili del Consorzio EMSO ERIC.
2. La spesa prevista per l'attivazione di tale contratto, pari ad € 32.500,00 per il semestre, andrà a gravare su fondi EMSO-MIUR.
3. Viene dato mandato al Direttore Generale per l'emanazione degli atti conseguenti sulla base della normativa vigente.

Letto, approvato e sottoscritto seduta stante.

Roma, 10/10/2016

La segretaria verbalizzante
(Sig.ra Silvana TUCCI)

Silvana Tucci

IL PRESIDENTE
(Prof. Carlo DOGLIONI)

Carlo Doglioni



EMSO Steering Committee (SC) Meeting

Rome, June 15, 2016

MINUTES

(EMSO_SC_Minutes_06.15.16)

Date: June 15, 2016

Venue: INGV Headquarter, Rome

Attendees: Paolo Favali, Laura Beranzoli, John Picard, Mairi Best (in telco), Paola Matera, Cristina La Fratta (INGV, Italy); Mathilde Cannat (IPGP-CNRS, France), Jean-François Rolin (in telco) (IFREMER, France); Daniel Carapau (FCT, Portugal); Juan José Dañobeitia (CSIC, Spain), Eric Delory (PLOCAN, Spain); Michael Gillooly (MI, Ireland); Richard Lampitt, Henry Ruhl (NERC, United Kingdom); Vasilios Lykousis (HCMR, Greece); Viorel Vulturescu (ANCS, Romania), Vlad Radulescu (GeoEcoMar, Romania); Aleardo Furlani, Fabio Ugolini (Innova, Italy).

Attachments: SC Meeting Agenda , draft EMSO ERIC Roadmap, Director-General (DG) position call draft text, draft 1st Assembly of Members (AoM) Meeting Agenda, Draft Implementing Rules (IR) (both master list and single Rules), Draft Budget.

Objective: The main aim of the meeting was to review the first block of the EMSO ERIC IR - Rules 1 through 11 - in view of their approval at the first AoM meeting set for September 2016.

Update on EMSO ERIC membership: Six Countries (Italy, Ireland, UK, France, Greece and Portugal) have provided their Letter of Commitment and are now qualified as Full Members. Additionally, Spain and Romania are expected to submit Letters by the end of July 2016.

MORNING SESSION

During the morning session, the SC unanimously approved the following points:

A. Roadmap:

A1. A draft EMSO ERIC Roadmap for the start-up period was approved by the SC.

B. Lead up to the 1st AoM meeting:

B1. The date and location of the 1st AoM meeting is set for 14-15 September 2016 in Rome at INGV. SC members will provide confirmation by their AoM delegates by July 15, 2016 at the latest.

B2. An updated version of the meeting Agenda will be circulated by the Interim Office by July 15, 2016.


B3. Participation in the 1st AoM meeting will be open to a single advisor per Member State as well as to representatives of Stakeholders whose attendance has been requested in advance and approved by the SC.

B4. The Implementing Rules (IR) and provisional Budget will be finalized in the coming weeks and the Business Plan (BP) will be revised (see below).

B5. The procedure for the identification of the first nucleus of the STEAC (Scientific, Technological and Ethics Advisory Committee) will be set (see below).

B6. SC members will interact with their respective AoM delegate so that full consensus is assured well in advance of the AoM meeting.

B7. As soon as the Statutes are published in the EU Official Journal, the Italian representative will issue official invitation to the AoM meeting. Should the Statutes will not be published when expected (within the end of July 2016) the meeting will take place anyway, but will have a different agenda, more focused on open discussion on the different items, without formal decisions.

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- B8. Only Member States delegates specifically indicated in the official Letter of Commitment will have the right to vote.
- B9. Short CVs of AoM delegates will be collected and circulated before the meeting as will also the names of candidates put forth for the Chair. These will be circulated by August 31, 2016 at the latest.
- B10. The AoM at its first meeting in order to formally set up the EMSO ERIC will:
- B10.a. nominate a Chair and a Vice Chair;
 - B10.b. approve the Implementing Rules (chapters 1 through 11);
 - B10.c. launch the call for the DG position;
 - B10.d. nominate the first nucleus of members (3-5 maximum) of the STEAC.
- B11. All technical documents and all documents to be approved at the first AoM meeting will be distributed to AoM delegates by August 31, 2016 at the latest.
- B12. Proposal for the Interim Support Team organisation: INGV will act as Interim Support Team (IST), and will exercise this role until the appointment of DG and CMO (Central Management Office). The IST will appoint a Spokesperson to act as technical and communication bridge with the AoM. He/she will attend the first AoM meeting. INGV will propose possible candidate(s) to the SC by July 31, 2016.
- B13. A Transition Manager (TM) will also be appointed by the SC (see details below in the minutes of the afternoon session).


C. Implementing Rules (IR) 1 through 11 - General Notes

- C1. IRs have been organized into two "Blocks":
Block 1: IR 1 through 11, is comprised of all those rules and procedures that the AoM must approve at its first meeting next September.
Block 2: IR 12-18, will be approved in later AoM sessions.
- C2. Each IR has been drafted as a stand-alone document. Following completion of the revision process, all rules will be collated into a comprehensive single document to be presented to the AoM. A glossary will be added.
- C3. The deadline for comments is July 15, 2016. The finalized document will be revised and distributed to the AoM delegates by August 31, 2016 at the latest.

The SC unanimously approved the following points regarding each IR:

IR 2: the Statutory Seat

- IR2.1. As the Statutory Seat is already defined in the Statutes and in line with a proposal from EMSO France (by July 15, 2016), the title of IR 2 will be changed to "Core Activities" and the focus to better defining who will be responsible for which activity.
- IR2.2. The Statutory Seat of EMSO ERIC will initially be headquartered at INGV. Alternative options are being considered for the future.
- IR2.3. An alternative location under consideration is the *SEA LIFE Roma Aquarium* (<https://www2.visitsealife.com/rome-en/>). The IST will prepare a cost/benefit evaluation of the

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Aquarium as a location by July 31, 2016. The final decision on location of the Statutory Seat rests with the AoM.

IR2.4. The IST will organize a short visit to the Aquarium for AoM delegates during the 1st AoM meeting.

IR 3: AoM Rules and Procedures

IR3.1. It was agreed that the Secretary of the AoM will NOT be chosen from among the AoM delegates. Candidatures will be submitted to the SC by the IST which will then inform the AoM by August 31, 2016 so that the latter can make the formal final selection.

IR3.2. If they cannot attend meetings, AoM representatives can delegate proxies.

IR3.3. Points to be added to IR 3 by SC on AoM Rules and Procedures by August 31, 2016:

- IR8.1a) guidelines for interactions between the STEAC and the AoM;
- IR8.1b) the procedure for the election of Chair and Vice Chair.

IR3.4. Appointments of AoM Chair:

- IR3.4a) candidatures will be collected by the IST until August 31, 2016 and will then be circulated ;
- IR3.3b) the SC will inform AoM delegates to this effect.

IR3.5. Cost of participation in AoM meetings: The SC position is that the ERIC will cover expenses for only one meeting a year for a single delegate or advisor per member. Final decision rests with the AoM.

IR 4: Admission of new Members and Observers

IR4.1. "Candidates" are institutes interested in participating in EMSO ERIC whose home countries still need to reach consensus on membership. To qualify as such, Candidates must send an official letter to EMSO ERIC stating that they commit to seeking membership approval in their Country within 3 years.

IR4.2. Candidates must pay an annual observer fee. They will be kept up to date on activities. They will NOT have voting rights.

IR4.3. The procedure to become Candidate will be included in IR 4.

IR4.4. The AoM will be the ultimate decision-making body to approve Candidate requests.

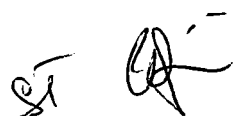
IR4.5. The institution representing a Country must be nominated by that country's Government.

IR 5: The STEAC

IR5.1. Three to five well recognized scientists/technologists at international level will be identified by the SC by August 31, 2016 and their names proposed to the AoM for approval. These will constitute the initial start-up nucleus of the STEAC, to be supplemented with additional members as the ERIC gets underway.

IR5.2. Comments and amendments to IR 5, specifically to the function of the STEAC (5.2) will be provided by SC by July 31, 2016.

IR5.3. The maximum number of STEAC members will be decided by the AoM.



IR 6: Representing Entities, Regional Facilities, Regional Teams and Service Groups

- IR6.1. The procedure for the appointment of Service Group leaders will be added to IR 6.
- IR6.2. The ownership of the Regional Nodes will be clarified.
- IR6.3. The mandate for Regional Team leader will be indefinite (without expiration).
- IR6.4. The description of each Regional Team will be added.
- IR6.5. The list of all current Regional Teams and their respective leaders will be added.

IR 7: The Director-General (DG)

- IR7.1. EMSO UK volunteered to improve the current draft DG job description. It proposes to make the position more appealing and enticing for prospective candidates.
- IR7.2. Proposed changes to the DG job description suggested by SC delegates must be submitted by July 15, 2016.
- IR7.3. The IST will propose the final DG job posting text to the AoM and will assist the AoM in the appointment process. An interviewing Committee will be appointed by the AoM. The decision will be taken by the AoM by simple majority. In case of equality of votes for two candidates the vote of the Chair will prevail. The evaluation will be based on criteria established by the AoM.
- IR7.4. SC Irish member will provide comments on section 7.1.7. (regarding the possibility of the DG appointing a Deputy) by July 15, 2016.

IR 8: The CMO

IR8.1. The following new revised CMO staffing plan was approved with fewer positions and better balancing of roles and functions between CMO officers and Service Groups leads which must work in close liaison:

IR8.1a) CMO Positions:

- Science and Operations Officer;
- Innovation, Partnership, External Relations Officer;
- Communications Officer;
- Grants/Projects and Accounts Officer;
- IT Officer (back office, virtual workspace, website, etc.);
- Secretary.

IR8.1b) Service Groups Positions:

- Data Service Group Lead;
- Science Service Group Lead;
- Engineering and Logistics Service Group Lead;
- Communications Service Group Lead.

- IR8.2. Italy will provide the CMO members for the initial period (until the DG is in place) as in-kind contribution.
- IR8.3. Both the IR and BP will be updated with the revised CMO staff organogram.

IR8.4. In the event of maternity leave, Italian law allows for hiring a replacement person paid by the Italian Social Security system. This applies also to the DG position.

IR 9: The Executive Committee

IR9.1. IR 9 on the Executive Committee was approved as it stands.

AFTERNOON SESSION

D. During the afternoon session, the SC approved the following additional items:

- D1. A Transition Manager (TM) will be appointed starting in September at the 1st AoM meeting and until the start date of the DG (foreseen by the end of March 2017 at latest). The TM will carry out financial/administrative tasks and all preparatory legal and administrative bureaucratic requirements necessary for the constitution of the ERIC.
- D2. The IST will propose possible candidate(s) for the position of TM to the SC by July 31, 2016. INGV will cover related expenses.
- D3. The TM will be proposed by the SC to the AoM before August 31, 2016. He/she will act as temporary legal representative following formal approval by the AoM.
- D4. The TM will regularly interact with the designated IST Spokesperson.
- D5. The Chair of AoM is expected to actively interact with the TM until the appointment of the DG.

E. BUDGET, CONTRIBUTIONS and PAYMENTS:

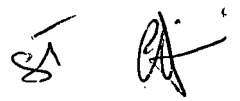
- E1. The EMSO ERIC three year Budget Plan will be reviewed on a yearly basis and will be renewed for the following three years.
- E2. Italian fiscal rules do not normally allow for the partial payment of annual fees. That said, for 2016 only, dues will be a fraction of the annual fee i.e. € 5,000 for Full Members and € 73,000 for the Host Country. In 2017 the fee will be as indicated in the annexes of the Statutes, i.e. € 15,000 for Full Members and € 220,000 for the Host Country.
- E3. Payments of fees will be due at latest by the end of month 4 of the beginning of the financial year. Fees for 2016 are due by December 31, 2016.
- E4. Provisional EMSO ERIC budget tables for 2016-2017-2018 were approved by the SC and are annexed to these minutes.

F. AUDITS:

- F1. The EMSO ERIC Balance Sheet will be certified annually by an internationally recognised Auditor..

G. BUSINESS PLAN:

- G1. The Interim Office committed to updating the BP by July 31, 2016.
- G2. The BP will be revised with the amended Budget.



H. IN-KIND CONTRIBUTIONS:

- H1. Definitions and procedures for In-kind Contributions are addressed in Annex 1 of the Implementing Rules and which will include rules on both incoming and outgoing contributions.
- H2. The deadline for finalizing Annex 1 is August 31, 2016.

I. Other points discussed:

11. Service Level Agreement (SLA) template: EMSO France (particularly IFREMER) and Bird & Bird (B&B) will draft a first version setting out SLA Principles by July 15, 2016.
12. Internal Communications: the IST, EMSO France (particularly IFREMER) and B&B will develop a new IR 13 by August 31, 2016 on Internal Communications. Issues it will cover include:
- Document management including archiving;
 - formal/informal messaging;
 - logos and formats;
 - information sharing, intranet, etc.;
 - reporting;
 - common workspace/platform;
 - groupware tools, common calendars, etc.;
 - (video)conferencing guidelines, tools, *modus operandi*.
13. User Groups: The role and purpose of User Groups in EMSO ERIC needs to be better clarified. EMSO France (particularly IFREMER) will draft a note on this subject covering also the foreseen evolution of ESONET Vi and its relationship and that of user groups in general with STEAC, CMO and the Science Service Group. EMSO France will submit this draft to SC by July 31, 2016.
14. There is considerable work to be done over the summer to finalize the second block of IR - Rules 12 through 18 - which the AoM will be asked to approve in future meetings after the first meeting in September.

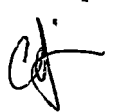
Block 2 includes a number of key Policies:

- IR 12: Intellectual Property, Industrial Liaison, Technology Transfer, and Industrial Access*;
- IR 13: Internal Communications (described above);
- IR 14: Data Policy, Access and Dissemination Policy*;
- IR15: Scientific Evaluation Policy*;
- IR 16: Ethics Policy*;
- IR 17: Users policy and Open Access*;
- IR 18: Risk and Liabilities*.

*missing. no draft exists yet.

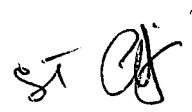
J. CONCLUDING REMARKS:

The shared folder on *Google Drive* used for the SC meeting is where we will continue to work on revising and finalizing all documents. These include: The IRs, the DG position call, the creation of first nucleus of STEAC, the draft Budget, the Statutes, and the Science and Technological Plan. The revised BP also will be posted here for comment as work progresses ahead of the July 31, 2016 deadline. The Table below summarizes main actions, deadlines and persons responsible.

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WHO DOES WHAT and WHEN

WHAT	WHEN	WHO
Confirmation of September 14-15 2016 as date of the 1 st AoM meeting in Rome	15/07/2016	SC, interaction with Funding Agencies
Updated version of 1 st AoM Meeting Agenda	15/07/2016	IST
Comments to Block 1 of the IR (Rules 1 through 11)	15/07/2016	SC
Proposed revision to IR 2 Statutory Seat	15/07/2016	EMSO France
Proposed modifications to the DG job posting advert	15/07/2016	SC, EMSO UK to fill suggestions
Comments on section 7.1.7. on election of the DG	15/07/2016	SC Irish member
Draft SLA principles	15/07/2016	EMSO France
Establish criteria for the selection of the first nucleus of STEAC members	15/07/2016	SC
Proposal of possible candidate(s) for IST Spokesperson to the SC	31/07/2016	IST
Cost/benefit analysis on the Aquarium as possible Statutory Seat site	31/07/2016	IST
Proposal of possible candidate(s) for the post of TM	31/07/2016	IST
Comments and amendments to IR 5, specifically to the STEAC function-5.2	31/07/2016	SC
Updating of BP, including with: <ul style="list-style-type: none"> ▪ the new proposal of CMO staff included in the IR; ▪ the Budget agreed to by the SC on 06/15/2016 	31/07/2016	IST
User Groups - their purpose and role in EMSO ERIC. Their relationship with STEAC and the Science Service Group. The future of ESONET VI	31/07/2016	SC, EMSO France submits a think piece
Submission of candidatures for the AoM Chair and Secretary	31/08/2016	IST, info from SC
All technical documents and documents to be approved are sent to the AoM delegates	31/08/2016	IST
Additions to IR 3 on the AoM rules and Procedures: <ul style="list-style-type: none"> ▪ guidelines for interactions between the STEAC and the AoM; ▪ the procedure for the election of Chair and Vice Chair 	31/08/2016	SC
Submission of names of 3 to 5 internationally recognized scientist/technologists as candidates for the initial nucleus of STEAC	31/08/2016	SC
Implementation of Part A.1 of Annex 1 of IR on In-kind Contributions	31/08/2016	SC
Proposal to AoM of a candidate for TM. The TM will act as temporary legal representative	31/08/2016	SC
Deadline for payment of membership dues for 2016	31/12/2016	EMSO Members



EMSO ERIC TRANSITION MANAGER

EMSO ERIC Assembly of Members meeting of 28-29 September 2016

28-09-2016

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THE EMSO ERIC TRANSITION MANAGER

At its final pre-ERIC meeting in Rome on June 15, 2016, the EMSO Steering Committee agreed to take a number of measures to ensure that key administrative and operational requirements of EMSO ERIC will be carried out effectively and efficiently during the Transition Phase going from the publication of the Statutes in the EU Official Journal to the appointment by the Assembly of Members of the Director-General. The Transition Phase is expected to last at least 6 months, from the end of September 2016 through March 2017.

One of the measures* was the Appointment of a **Transition Manager (TM)** responsible for expediting the numerous immediate administrative bureaucratic requirements having to do with constitution of the ERIC (see duties below). The TM will act as temporary legal representative following formal approval by the AoM. The TM will regularly interact with the Chair of the AoM until the appointment of the DG. The TM will work from the time of approval at the 1st AoM meeting until the nomination of the DG. Expenses related to the TM position will be covered by INGV and will not impact the EMSO ERIC Budget or Balance Sheet in any way.


Duties of the Transition Manager

Tasks the TM will be responsible for include:

- a) Administrative duties (not exhaustive):
 - constitution of the EMSO ERIC legal entity;
 - opening of EMSO ERIC Bank Account;
 - registration to Chamber of Commerce;
 - registration of accounting books;
 - appointment of the CPA (Certified Public Accountant);
 - registration with the Italian Tax Office (Agenzia delle Entrate);
 - registration with the Italian National Institute of Social Insurance (INPS);
 - Miscellaneous routine administration duties.
- b) Support to setting up the 2016 Balance Sheet and Income statement.
- c) Support to the update of the EMSO ERIC Business Plan.
- d) Reporting to the AoM in case of requests.
- e) Preliminary activities regarding EMSO-Link and possible other new projects and initiatives.

* other measures approved by the Steering Committee on 15 June 2016 were:

- the creation of an **Interim Support Team (IST)** in INGV made up of members of the former EMSO Interim Office. The IST is responsible for helping prepare EMSO ERIC governance meetings, finalizing and disseminating key documents and tending to routine operational and administrative support tasks;

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- the appointment of a **Spokesperson** in charge until the official appointment of the DG, to act as technical and communication bridge between the IST and the AoM. Candidates will be proposed by INGV;
- set-up of a **temporary CMO office at INGV** until a permanent location has been identified.

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