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D.4.3. Rules of Procedure

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Abstract

This draft document, entitled ‘Rules of Procedure’, is intended to provide the operational basis for the European Research Infrastructure for Heritage Science as a European Research Infrastructure Consortium (hereinafter referred to as E-RIHS ERIC). The Rules shall be read in conjunction with the E-RIHS ERIC Statutes

This first version of the Rules of Procedure is drafted to start the E-RIHS ERIC activities. The Rules of Procedure will be presented to the General Assembly by the Director General at the start of ERIC, to be adopted by the General Assembly according to Article 4(b) of the Statutes of E-RIHS.

This first official version will take into account the first months of operation of E-RIHS ERIC. The Rules of Procedure are to be periodically reviewed by the Director General and considered by the General Assembly as required.

DISCLAIMER:

This deliverable reflects the advancement of work reached within E-RIHS PP consortium; the negotiations are still ongoing within the E-RIHS interim General Assembly.

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Abstract (for dissemination)	The basis of the governance of E-RIHS ERIC is laid down in the Statutes. This draft document, entitled 'Rules of Procedure', is intended to provide the operational basis for the European Research Infrastructure for Heritage Science as a European Research Infrastructure Consortium (hereinafter referred to as E-RIHS ERIC). The Rules shall be read in conjunction with the E-RIHS ERIC Statutes.
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Abbreviations

E-RIHS	European Research Infrastructure for Heritage Science
ERIC	European Research Infrastructure Consortium
Ectfari	European Charter for Access, to Research Infrastructures Principles and Guidelines for Access and Related Services, 2016

References

Statutes E-RIHS d.d. 2020.09.02, version 7.0

Narrative (technical) description

The European Research Infrastructure for Heritage Science (E-RIHS) is a distributed research infrastructure that gathers facilities and researchers throughout Europe under the future legal status of a European Research Infrastructure Consortium (ERIC). Because E-RIHS aims at providing an integrating access offer to research facilities and expertise currently scattered throughout Europe, the relationship between the central European level of governance and the National Nodes (previously referred in the project to as “Hubs”) is crucial.

The governance regards the complete interaction and decision-making processes within the infrastructure. The basis of the governance is laid down in the Statutes.

This draft document, entitled ‘Rules of Procedure’, is intended to provide the operational basis for the European Research Infrastructure for Heritage Science as a European Research Infrastructure Consortium (hereinafter referred to as E-RIHS ERIC). The Rules shall be read in conjunction with the E-RIHS ERIC Statutes.

This Draft is based on Rules of Procedure used by other ERICs¹ and on several deliverables prepared by the E-RIHS Preparatory Phase project, such as the one on the access policy (D5.1 User strategy and access policies). Several topics, such as the composition and procedures regarding the representation of users, were discussed during E-RIHS meetings in the preparatory phase.

In this draft (version 15), any text placed between brackets [...], indicates that choices can be made among several available options. This draft is designed regarding the draft Statutes, version 7.0 and the Scientific and Technical Description as being updated by the interim General Assembly working group in September 2020 and previous versions.

The Rules of Procedure will need to be periodically updated with an accurate list of Members and Staff. The policies to be decided upon by the General Assembly about Access, on Intellectual Property Rights, Procurement and Human Resource Policy and Procedures (and any other policies needed) will be added as an annex to the Rules of Procedure together with the Financial Annex.

¹ ECRIN-ERIC (European Clinical Research Infrastructure Network-European Research Infrastructure Consortium)

DRAFT RULES OF PROCEDURE
EUROPEAN RESEARCH INFRASTRUCTURE
FOR HERITAGE SCIENCE
(E-RIHS ERIC)

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I. Bodies of E-RIHS ERIC

CHAPTER 1: THE GENERAL ASSEMBLY

Rule 1: General Provisions, Notice and Meeting Venues

1. The General Assembly shall meet at least once a year, but in general shall have two ordinary meetings for the approval of the annual programme and budget, of the annual activity report and for the closure of annual accounts.
2. With the exception of the constitutional meeting of the General Assembly, the rules as described in the “Table 1: Operational Procedures for the Meetings of the General Assembly” shall apply to the meetings of the General Assembly.
3. Extraordinary meetings shall be organized as required, in accordance with the “Table 1: Operational Procedures for the meetings of the General Assembly”.
4. When deciding upon proposals for Resolutions or Statutes amendments, the Chair of the General Assembly shall ensure that the General Assembly discusses such proposals at least once before these are put to vote.
5. The Chair of the General Assembly can decide whether consultation takes place by mail or by digital means.
6. The Chair of the General Assembly can decide a meeting is held using digital means, enabling participants to follow the meeting remotely.
7. The Chair ensures that the use of these digital means does not hinder the quality of the required exchanges of all participants of the meeting.

Table 1: Operational Procedures for the Meetings of the General Assembly

	Ordinary Meeting	Extraordinary Meeting	Repeated Meeting
Convening	Cf E-RIHS ERIC statutes – Article 18(3) At least once a year by the Chair of the General Assembly.	Cf E-RIHS ERIC statutes – Article 18(9) An extraordinary meeting of the General Assembly can be requested by at least half of the Members.	Cf E-RIHS ERIC statutes – Article 18(10) When an ordinary or extraordinary meeting is adjourned because the required quorum is not met.
Notice	Two (2) calendar months	One (1) calendar month	Within fifteen (15) calendar days following the adjournment. At least seven (7) calendar days before the date of the meeting.

Rule 2: Composition of the General Assembly

Cf. E-RIHS ERIC Statutes - Article 18

1. All Members and Observers at any meeting shall be present in the person of the official delegate from the institution, or should be represented by a delegate that is appointed by the official delegate or the institution. Members and Observers can nominate up to two (2) official delegates, but each Member shall have one vote.
2. Members can appoint a delegation of experts consisting of no more than two additional persons attending the meetings.
3. Apart from the delegation of Members the following people can attend meetings of the General Assembly, unless the Chair decides an agenda-item should be discussed confidentially:
 - Observer representative,
 - Director General,
 - National Coordinators [Committee of National Nodes members].
4. It is recommended to provide to the E-RIHS ERIC Head Office the name of the Member or Observer or its representative delegate at least fifteen (15) days before any ordinary meeting. The Head Office shall not prevent a participant from attending if the participant failed to register in advance.
5. Members and Observers that are unable to attend shall communicate in advance to the Head office the names of their representative delegates [and proxy] to the General Assembly.
[They shall make sure that the representative has a signed proxy at the meeting].
6. Participants who wish to attend the meeting remotely shall inquire about the availability of digital means with the Head Office.

Rule 3: Chair and Vice Chair

Cf. E-RIHS ERIC Statutes - Article 18(8)

1. The meetings of the General Assembly shall be convened by the Chair or the Vice-Chair.
2. In case of simultaneous indisposition of Chair and Vice-Chair, the General Assembly shall elect a fitting interim Chair for the meeting and the settlement of the meeting.
3. To ensure consistency and continuity, the General Assembly shall normally not end the terms of the Chair and Vice-Chair simultaneously.

Rule 4: Voting arrangements and quorum

Cf E-RIHS ERIC statutes – Article 10(5), 10(6), 10(7)

1. The General Assembly Chair shall decide on the arrangements of the casting of the votes.
2. The Chair can decide to allow voting using digital means of communication.

Rule 5: General Assembly Meeting Agenda

1. The General Assembly meeting agenda shall include the date and the place of the meeting.
2. The agenda shall be accompanied by or give the indications on how to access the relevant documents.
3. With the exception of the constitutional meeting of the General Assembly, the rules as described in “table 2: Agenda” shall apply to the agenda of meetings of the General Assembly.
4. The Chair shall communicate the agenda of a General Assembly meeting according to the following table.

Table 2: Agenda

	Ordinary Meeting	Extraordinary Meeting	Repeated Meeting
Sending the Agenda, and the documents to be discussed and approved during the meeting	At least one (1) calendar month before the date of the meeting.	At least one (1) calendar month before the date of the meeting.	At least seven (7) calendar days before the date of the meeting. The items on the agenda and documents to be discussed shall be the same as for the original meeting.
Adding agenda item	Each Member is entitled to add items and related documents to the agenda until fifteen (15) calendar days before the meeting. Any item which is not on the agenda can not be discussed or decided in the meeting, unless all Members are present or represented and no one objects.	Each Member is entitled to add items and related documents to the agenda until fifteen (15) calendar days before the meeting. Any item which is not on the agenda can not be discussed or decided in the meeting, unless all Members are present or represented and no one objects.	No item can be added.

Rule 6: Minutes of the General Assembly Meetings

1. With the exception of the constitutional meeting of the General Assembly, the rules as described in the “Table Minutes” shall apply to the meetings of the General Assembly.
2. The Chair of the General Assembly can decide when necessary and beforehand a meeting to reasonably alter the terms of “Table Minutes”, and communicate this accordingly.

Table 3: Minutes

	Ordinary Meeting	Extraordinary Meeting	Repeated Meeting
Minutes	<p>Presented fifteen (15) calendar days after the date of the meeting.</p> <p>Any comments on the draft minutes should be submitted to the Chair of the General Assembly within fifteen (15) calendar days following the circulation.</p> <p>If no comments are received, the minutes are automatically approved after fifteen (15) calendar days.</p>	<p>Presented fifteen (15) calendar days after the date of the meeting.</p> <p>Any comments on the draft minutes should be submitted to the Chair of the General Assembly within fifteen (15) calendar days following the circulation.</p> <p>If no comments are received, the minutes are automatically approved after fifteen (15) calendar days.</p>	<p>Presented fifteen (15) calendar days after the date of the meeting.</p> <p>Any comments on the draft minutes should be submitted to the Chair of the General Assembly within fifteen (15) calendar days following the circulation.</p> <p>If no comments are received, the minutes are automatically approved after fifteen (15) calendar days.</p>

Rule 7: Working Groups

1. Whenever needed, the General Assembly may decide to set up, for a limited period of time, a Working Groups to address a specific issue that requires cooperation or specific competences and advice the General Assembly accordingly.
2. The composition of the Working Groups shall be defined by the General Assembly according to the topic and needs, and can involve external experts.
3. The General Assembly shall appoint a Working Group Coordinator who shall be responsible for the organisation of the work and in particular to convene meetings (face-to-face, or remotely using teleconference or videoconference systems), organize the tasks, take minutes and write reports, and report to the General Assembly.

Rule 8: Assistance by the Head Office

1. The General Assembly shall be assisted by the Head Office, which acts as a general secretariat.
2. The Head Office shall receive the correspondence addressed to the General Assembly and shall distribute it to the Chair and to all the relevant General Assembly members.

CHAPTER 2: THE COMMITTEE OF NATIONAL NODES AND INTERNATIONAL ORGANISATIONS

Rule 9: Procedure of the Committee of National Nodes

Cf. E-RIHS ERIC Statutes - Article 20

1. The Committee of National Nodes shall be formed by all the National Coordinators.
2. Each Member shall appoint a National Coordinator according to its own rules [including the period of assignment,] and inform the Head Office accordingly. Each Intergovernmental Organization providing access may appoint a representative to participate in the Committee of National Nodes. The modalities of participation of Intergovernmental Organizations to the Committee shall be described in their written application to become a Member of the ERIC as described in Article 12 of the statutes.
3. National Coordinators shall not be employed by E-RIHS ERIC.
[With sufficient means, E-RIHS ERIC can reimburse travel expenses for National Coordinators to attend meetings of the Committee of National Nodes and International Organisations no other remuneration or reimbursement is foreseen.]
4. The Committee of National Nodes shall meet in person at least once a year. As required, further meetings may take place either in person or remotely.
5. The Committee of National Nodes shall be chaired by the Chair elected amongst the National Coordinators. Each Coordinator shall have one vote.
6. The Committee of Nodes shall favour consensual decision-making. If voting is necessary, voting shall be by simple majority. Voting shall be secret if requested.
7. [In case of a tie, the Chair has the casting vote. / In case of a tie the Advisory Board is asked for advice].

CHAPTER 3: THE ADVISORY BOARD

Rule 10: Procedure Scientific and Ethics Advisory Board

Cf. E-RIHS ERIC Statutes – Article 21

1. The Scientific and Ethics Advisory Board shall consist of distinguished experts, including expert users, from fields of cultural heritage research, including but not limited to physical or natural sciences, social sciences, arts and humanities, curation, ethics, and conservation.
2. The General Assembly shall appoint Scientific and Ethics Advisory Board members on the basis of the required diversity of expertise and shall decide on the composition and the

policy for requirements to become a member of the Advisory Board, for suspension or dismissal of the membership.

3. Members of the Scientific and Ethics Advisory Board shall be appointed by the General Assembly [for a period of five (5) years, [renewable [once]].
4. Each Member, observer, associated county, third country other than associated country and Intergovernmental Organisations and E-RIHS ERIC User Organisation may nominate potential Members or Users for the Scientific and Ethics Advisory Board.
5. The Members of the Scientific and Ethics Advisory Board shall elect amongst them a Chair for a [5 (five) /2,5 (two and a half] years period, renewable [once].
6. The Scientific and Ethics Advisory Board shall be assisted by the Head Office.
7. Members of the Scientific and Ethics Advisory Board shall not be employed by E-RIHS ERIC.
8. [The Scientific and Ethics Advisory Board does not have a budget allocation from central funds. Travel expenses for The Advisory Board Members shall be borne by the national consortium or by the home institution. No other remuneration or reimbursement is foreseen.]
9. The Scientific and Ethics Advisory Board may create Rules of Procedure of the Scientific and Ethics Advisory Board if so required, to define the tasks and procedures of the Scientific and Ethics Advisory Board [to be adopted by the General Assembly].

Rule 11: Advisory Committee

1. The Scientific and Ethics Advisory Board may decide to set up (and wind up) a [temporary] Committee to address a specific issue within its remit, requiring specialist ethical, scientific or other relevant expertise.
2. Membership of an Advisory Committee shall be determined by the Advisory Board and can involve external experts.
3. The Advisory Committee shall report to the Advisory Board.

CHAPTER 4: USER REPRESENTATION

Rule 12: Procedure for User Representation

1. The Committee of National Nodes shall ensure User representation, in order for users to be able to advise the Committee of National Nodes on issues related to but not limited to user experience and suggestions for improvements relevant to E-RIHS ERIC.
2. User representatives shall be appointed from among the users of E-RIHS ERIC, taking into account the diversity of expertise, including but not limited to physical or natural sciences, social sciences, arts and humanities, curation, ethics and conservation, with experience of diverse E-RIHS ERIC access platforms.
3. Potential User representatives shall be nominated by User Committees established by National Nodes. In case such a User Committee does not exist, the relevant National Coordinator may directly appoint a user delegate from the Nodes' pool of users.

4. Existing user organisations can be part of the E-RIHS ERIC User Representation. Their involvement shall be described in partnership agreements negotiated by the Director General and approved by the General Assembly. Their involvement shall be complementary to National Node Users Committees.
5. The Terms of reference for User representatives, including the involvement of external users associations, shall be developed by the Committee of National Nodes with the assistance of the Director General. Such Terms of reference shall be published on the E-RIHS ERIC website.
6. User representatives shall be assisted by the Head Office with meeting organisation in case international meetings of User representatives are held.
7. User representatives shall not be employed by E-RIHS ERIC.
8. [The Users Representation does not have a budget allocation from central funds. Travel expenses for User Representatives shall be borne by the national Nodes or by the User's home institution. No other remuneration or reimbursement is foreseen.]

CHAPTER 5: THE DIRECTOR GENERAL AND THE HEAD OFFICE

Rule 13: Director General Nomination procedure

Cf. E-RIHS ERIC Statutes – Article 19

1. The General Assembly shall appoint [upon recommendation of the Committee of National Nodes], the Director General based on a job description adopted by the General Assembly.
2. The General Assembly shall upon request of the Director General decide on the number of and the responsibilities of Deputy Director(s), if any.
3. In case of a vacancy of a Deputy Director, the Director General may suggest candidates for the position of Deputy Director(s) to be appointed by the General Assembly. The Director General shall delegate part(s) of the management responsibilities accordingly.
4. The Director General and a Deputy Director (if any) can serve for a term of up to five (5) years [renewable once.

Rule 14: Tasks Director General

1. The Director General shall be accountable to the General Assembly for the executive scientific, technical, financial and administrative management of E-RIHS ERIC, and for the implementation of any decisions of the General Assembly.
2. The Director General (with the assistance of Deputy Directors) shall:
 - a) prepare a draft annual Work programme and Annual budget, and submit these to the General Assembly no later than three (3) months before the beginning of each financial year (except for the first year where these documents shall be prepared immediately prior to the constitutional meeting);
 - b) prepare a provisional Work programme and Budget plan for the subsequent two (2) years

- c) prepare, with the assistance of the Committee of National Nodes and the Advisory Board, the Annual report on the work programme including financial accounts and tasks delivered;
- d) deliver, with the assistance of the Committee of National Nodes the E-HRIS-ERIC International Policy, to be approved by the General Assembly ;
- e) deliver, with the assistance of the Committee of National Nodes, the Data Management Policy [to be part of the E-RIHS ERIC Access Policy,] with the aim to ensure that research data are maintained, archived for a reasonable period, and available for review, use and reuse, to be approved by the General Assembly²;
- f) develop the E-RIHS ERIC Ethical Research Policy covering the principles of research ethics applying to all research carried out within the E-RIHS ERIC, to be approved by the General Assembly ;
- g) periodically review and update the Internal Rules of Procedure, to be approved by the General Assembly;
- h) negotiate and sign any contracts as instructed by the General Assembly;
- i) keep the list of Members and Observers updated as an Annex of the E-RIHS ERIC Statutes;
- j) hire and appoint Head Office staff according to the Work programme and Budget plan as approved by the General Assembly;
- k) take responsibility for the daily management of the E-RIHS ERIC staff.

Rule 15: Head Office

1. The Director General and Deputy Director(s) if any, shall be assisted by the Head Office.
2. The Head Office shall act as the general secretariat and shall:
 - a) provide all necessary administrative assistance to the General Assembly by way of organising, coordinating and ensuring the coherence of its operations;
 - b) assist the Advisory Board with meeting organisation;
 - c) maintain the archives of E-RIHS ERIC and keep them up-to-date;
 - d) assist the Director General and Deputy Director(s), if any, on operational and administrative level and with his or her daily operations;
 - e) assist in the delivery and implementations of policies and access provision.

² From European Charter for Access, to Research Infrastructures Principles and Guidelines for Access and Related Services, 2016 (ECfARI)

II. Members and Observers of E-RIHS ERIC

CHAPTER 6: ADMISSION AND TERMINATION OF MEMBERSHIP OR OBSERVER STATUS

Rule 16: Admission as a Member or an Observer

Cf. E-RIHS ERIC Statutes - Article 12,13

1. The General Assembly shall decide on a policy, detailing the Membership requirements and Membership application procedures, including possible exemptions for Intergovernmental organisations applying for Membership. The Membership policy shall be appended to the Rules of Procedure.
2. Membership application can be submitted at any time. When an application is approved after the 1st (first) of July, only half of the Membership contribution shall be paid for the running calendar year.
3. The General Assembly shall decide on the admission of the candidate Member or Observer, in accordance with the Membership policy. The Director General shall inform the candidate Member or Observer in writing, of the decision of the General Assembly within five (5) working days.

Rule 17: Termination of Membership or Observer Status

1. The General Assembly may terminate membership or observership status in case of a serious breach of one or more clauses of the E-RIHS ERIC Statutes or the Rules of Procedure.
2. The General Assembly shall issue a notice of the breach in writing, and shall give a period of six months to rectify the breach.
If the breach is not rectified within six months following the notice, the General Assembly shall issue an intended decision in writing to the Member or Observer and shall ask for clarification in writing within a calendar month, before reaching the final decision.
3. As a serious breach the following shall be considered:
 - a) if a Member or Observer has not paid the contribution within [3 / 6] calendar months after the contribution is due and/or
 - b) if a Member or Observer repeatedly acts contrary to the tasks and activities as stated in Article 3(2) of the Statutes, in a manner that impedes E-RIHS ERIC and/or hinders E-RIHS ERIC from successfully delivering its goals.
4. The General Assembly shall further clarify the definition of a serious breach in the Membership policy.
5. The procedure of appeal shall be clarified in the Membership policy.

CHAPTER 7: NATIONAL NODES AND INTERNATIONAL ORGANISATIONS

Rule 18: Partners

1. Each Member shall organize a National Node. A National Node is formed by or represents research entities that become E-RIHS ERIC Partners with the Member or an Intergovernmental Organisation or consortium thereof.
2. A National Node represents a Member by agreeing to the contribution provisions and agreeing to the requirements of the Access Policy to its research facilities, archives or expertise including training and dissemination.
3. Research entities on a national level, or associations/consortia thereof, shall become part of their corresponding National Node by agreeing to the contribution provisions of the National Node of E-RIHS ERIC, that the Member or the representative of the Member requires in accordance with the E-RIHS ERIC Access policy regarding Access to research facilities, archives and/or expertise including training and dissemination which forms in-kind contribution.
4. Intergovernmental Organisations can become part of a National Node of their choice by agreeing to the contribution provisions of the National Node of E-RIHS ERIC, that the Member or the representative of the Member requires in accordance with the E-RIHS ERIC Access policy regarding Access to research facilities, archives and/or expertise including training and dissemination which forms in-kind contribution.
5. The National Node shall decide the requirements for access in the frame of national E-RIHS projects, such as research scope, code of conduct including scientific integrity, open access to research results, intellectual property rights, equity and inclusivity of users, public engagement and reciprocity, as well as confidentiality.
6. The application by a research entity to become part of a National Node shall be sent to the respective National Coordinator and shall consist at least of a description of the contribution to the E-RIHS ERIC objectives and activities, as described in Article 2 of the Statutes, and how the applicant shall fulfil these obligations.

Rule 19: Intergovernmental Organisations

1. Intergovernmental Organisations applying to participate in the E-RIHS ERIC may be exempted from the obligation to organize a Node, and can, if so, participate in a National Node of choice according to the requirements of Article 18.
2. The General Assembly shall approve the nature of participation of an Intergovernmental Organisation on a case-by-case basis.
3. The Membership or the Cooperation agreement shall detail the cooperation activities, which may take the form of a list of activities, in which the Intergovernmental Organisation agrees to participate.

Rule 20: Partner Activities

1. Partners offering E-RIHS ERIC access shall adhere to E-RIHS quality criteria and policies. Services and resources contributed by a Partner to E-RIHS ERIC in-kind, shall be funded autonomously. Should a Partner not be sufficiently externally funded to meet the contractual obligations towards E-RIHS, it shall resort to own funding.
2. Partners may use the E-RIHS Label for E-RIHS ERIC in-kind work, or for work carried out in the frame of their respective E-RIHS National Node.
3. Partners may send a request to the Head Office for the use of the E-RIHS Label for own activities if such activities conform with E-RIHS quality criteria and policies, E-RIHS Training Strategy and E-RIHS ethical principles. Such activities may involve:
 - a) access to expertise, data or research facilities;
 - b) research, either as in-kind contribution or externally funded, including development of best practices, guidelines and standards. All knowledge generated in such activities shall be open access;
 - c) training and participation in activities of the E-RIHS Academy;
 - d) organisation of dissemination, promotion and engagement events;
 - e) participation in the E-RIHS Heritage Science Network.

III. E-RIHS ERIC Management

CHAPTER 8: GENERAL MANAGEMENT PROCEDURES

Rule 21: Intellectual Property Policy

Cf. E-RIHS ERIC Statutes - Article 9.

The Director General shall develop the E-RIHS ERIC Intellectual Property Policy, to be based on Open Science principles. The E-RIHS ERIC Intellectual Property Policy shall be presented to the General Assembly for approval, and become an annex to the Rules of Procedure [to be published on the E-RIHS ERIC website].³

Rule 22: Access policy and Access procedure

Cf. E-RIHS ERIC Statutes - Article 9.

1. The Director General, with the assistance of the Committee of National Nodes and on advice of the Science and Ethics Advisory Board, shall develop the E-RIHS ERIC Access Policy (including Access Procedure) to be presented to the General Assembly for approval, and become an annex to the Rules of Procedure, [to be published on the E-RIHS ERIC website].
2. The Access Policy shall describe the decision procedure on the use of services and resources is made.

Rule 23: Peer Review Panel for Access

1. [The General Assembly / Committee of National Nodes / Director General] shall establish a Peer Review Panel with the aim to evaluate and decide upon requests for Access to the E-RIHS ERIC facilities.
2. Members of the Peer Review Panel shall be appointed by the [General Assembly / Committee of Nodes / Director General] for a period of five (5) years, renewable [once].
3. [The Committee of National Nodes / Director General] shall develop the E-RIHS ERIC Peer Review Policy to cover, but not limited to, the following:
 - a) requirements to become a Peer Review Panel member ;
 - b) expected number of Peer Review Panel members and their respective fields of expertise, keeping in mind the need for diversity of such expertise in order to cover the wide remit of heritage science;
 - c) evaluation processes and evaluation criteria.

3

See https://ec.europa.eu/info/sites/info/files/research_and_innovation/knowledge_publications_tools_and_data/documents/ec_rtd_factsheet-open-science_2019.pdf

The Director General shall present the Peer Review Policy to the General Assembly for approval

[and the Peer Review Policy shall become an annex to the Rules of Procedure].

4. Peer Review Panel are not employed by E-RIHS ERIC.

[With sufficient means E-RIHS ERIC may reimburse travel expenses for Peer Review Panel members. No other remuneration or reimbursement is foreseen.]

CHAPTER 9: FINANCIAL PROCEDURES

Rule 24: Cash and In-kind Contributions from Members and Observers

The Director General shall develop the E-RIHS ERIC Financial Policy and Financial Procedures covering the rules of cash and in-kind contribution of Members and Observers of E-RIHS ERIC. The document shall be presented to the General Assembly for approval, and become an annex to the Rules of Procedure [to be published on the E-RIHS ERIC website].

Rule 25: Procurement

Cf. E-RIHS ERIC Statutes – Article 11

The Director General shall develop the E-RIHS ERIC Procurement policy, to be presented to the General Assembly for approval, and become an annex to the Rules of Procedure [to be published on the E-RIHS ERIC website.]

CHAPTER 10: DATA POLICY

Rule 26: Data Protection

Cf. E-RIHS ERIC Statutes – Article 24

All E-RIHS ERIC processes, policies and procedures shall be compliant with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation).

CHAPTER 11: HUMAN RESOURCES

Rule 27: E-RIHS ERIC Staff

1. The E-RIHS ERIC Director General and Deputy Director(s) if any, as well as Head Office staff [might / shall] be employed by E-RIHS ERIC.
2. The Director General shall develop the E-RIHS ERIC Human Resource Policy and Procedures, to be presented to the General Assembly for approval, and become an annex to the Rules of Procedure, [to be published on the E-RIHS ERIC website].
3. The Human Resource Policy shall be based on the principles of equal opportunities regardless of any personal circumstance such as nationality, origin, religion or gender. Specifically, Member contributions shall not have any role in hiring decisions.
4. E-RIHS ERIC shall promote a gender balanced workplace.
5. The Director General shall duly consider the approved work plan in all hiring decisions. All job descriptions and adverts shall be published on the E-RIHS ERIC website.

Chapter 12: Dispute Settlement

Rule 28: Dispute Settlement

Cf. E-RIHS ERIC Statutes – Article 27

1. All Members, Observers, representatives and members of E-RIHS ERIC bodies and committees, employees, users, or anyone else associated with E-RIHS ERIC shall strive to resolve in good faith any dispute related to E-RIHS ERIC activities.
2. In case of litigation among the members in relation to E-RIHS ERIC, between members and E-RIHS ERIC and over any litigation to which the Union is a party the Court of Justice of the European Union shall have jurisdiction.
3. Union legislation on jurisdiction shall apply to disputes between E-RIHS ERIC and third parties. In cases not covered by Union legislation, the law of the State where E-RIHS ERIC has its statutory seat shall determine the competent jurisdiction for the resolution of such disputes.

CHAPTER 13: ENVIRONMENTAL IMPACT

Rule 29: Environmental impact

All Members, Observers, representatives and members of E-RIHS ERIC bodies and committees, employees, users, or anyone else associated with E-RIHS ERIC shall strive to have as low as possible impact on the environment, within any activities related to E-RIHS ERIC.