

Terms of Reference of the Working Group on Future Accommodation

Objectives

The development and evaluation of options for the Centre's future accommodation require a high level of collaboration and planning from the outset to ensure that all significant factors are considered and incorporated into the final outcome. Whilst specific elements of this process can be carried out by the Council itself, or on its behalf by its various committees, there is need for an overall co-ordination of the project which may best be provided by a specific working group, dedicated to the task.

Following on from the work of the previous working group on long-term building plans and work carried out by the Centre to date, a number of high-level objectives have been identified.

These objectives are to work with the support of the Centre to provide recommendations to Council with respect to:

- the feasibility of Member States financing the future accommodation of the Centre and identifying potential funding options;
- the allocation of resources to enable the development of detailed technical and financial options for its future accommodation;
- the definition of the Centre's future accommodation requirements;
- the evaluation of all options and the development of detailed requirements;
- the renegotiation of a new Headquarters Agreement appropriate to any proposed solution within the UK;
- contingency measures that should be considered in the event that a satisfactory conclusion cannot be reached.

Roles and responsibilities

The working group will work with the support of the Centre to:

- propose priorities for action;
- consider a project plan for adoption by Council which clearly identifies the major activities of the project, the major milestones and their timing. It should also cover the resourcing and funding of the project phase as well as a risk analysis;
- report regularly to the Finance Committee and to Council on progress against the plan;
- facilitate internal and external communication between the Council, Member States and its committees on the relocation project;
- consider the use of technical, legal, financial and other relevant resources from across the Member States to assist in the project.

Membership

- the role of Chair of the working group is filled by the Chair of the Finance Committee;
- the role of Vice-Chair is filled by the Chair of the Technical Advisory Committee;
 - the working group is open to all ECMWF Member States;
 - the Chair may invite individuals with specific expertise in relevant fields, (independent of any Member State affiliation) to join in their own right;
 - the working group may propose to Council that other committees, such as the TAC or FC, undertake specific tasks on behalf of the working group and shall coordinate the various work streams into a consolidated view for presentation to Council;
 - Directors and relevant staff from the Centre attend meetings of the working group to report on progress and to provide input and expertise to the work of the group.

Working methods

The relocation working group should aim to hold regular face-to-face meetings on a frequency appropriate to the needs of the project. Members will discuss and change this schedule based on need. Between meetings, business will be conducted via email or other communication channels as appropriate.