



Rules of Procedure of the Operation Board

(as confirmed by the Governing Board at its 5th meeting on
6 November 2017)

In accordance with Art. 12.1.2 of the Operation Agreement between the European XFEL GmbH and DESY, the Operation Board adopts its following rules of procedure.

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Article 1 Function

In recognition of the prevailing governance structure, decision-making authority, and conciliation rules set out in the Operation Agreement, the Operation Board, while considering safety related aspects, coordinates the technical/scientific operation of the accelerator and other services covered by this Agreement at the operational control level. This includes especially

- Coordination of operational and service parameters, including in particular decisions required to enable continuous, seamless and efficient daily operation of the facility like, e.g. accesses, performance goals, parameters and more,
- Preparation and follow-up of schedules for user operation, other operational times, maintenances, and further developments of the facility,
- Preparation of the service catalogue (Art. 3.2 of the Operation Agreement),
- Preparation of the Machine Advisory Committee Meeting program
- Evaluation and definition of measures and activities to reach and preserve the targeted facility performance,
- Exchange of experiences and development of proposals for improvement of the facility operation,
- Preparation, formulation and follow-up of the R&D programme for the accelerator further development (Art. 8 of the Operation Agreement),
- Coordination on measures to adhere to the agreed budget, and
- Reconciliation of technique/science related differences in the sense of Art. 14.1 of the Operation Agreement between the Parties representatives on operation level (Art. 12.2 of the Operation Agreement).

Article 2 Composition

- 2.1 The Operation Board shall be composed of up to ten members with an equal number of members from the European XFEL GmbH and DESY.
- 2.2 The Operation Board shall gather main actors in the technical operation of the European XFEL accelerator complex and photon systems. The members are appointed by the respective management body of the European XFEL GmbH and DESY.
- 2.3 The Operation Board shall be composed as shown in the following table:

Accelerator (DESY)	Photon systems (European XFEL GmbH)
Accelerator coordinator	Photon systems coordinator
Accelerator coordinator deputy	Photon syst. coordinator deputy
R&D coordinator	Senior X-ray scientist
Accelerator project manager	Representative of European XFEL Controlling
Actual run coordinator	Actual run coordinator

Article 3 Meetings and communication

- 3.1 The Operation Board meetings are regular, taking place weekly. In urgent cases, additional meetings may be convened on short notice.
- 3.2 In longer intervals, e.g. monthly, the meeting shall be extended to provide time for the discussion of more strategic issues (budget, R&D projects, new schedules, MAC program, etc.). For these meetings a yearly schedule will be established.
- 3.3 The agenda for weekly meetings will be of standard character (last week, next week, forth-coming operation needs) and the one for extended meetings will be distributed no later than two working days before each meeting. Any documents necessary for deliberations at these extended meetings shall be supplied together with the agenda.

- 3.4 An Operation Board meeting requires the presence of at least one participant from each accelerator and photon systems coordination.
- 3.5 The Operation Board shall aim at unanimous decisions. If consensus cannot be achieved, the matter shall be submitted for resolution to the Governing Board (Art. 12.2 of the Operation Agreement).
- 3.6 Persons who are not members of the Operation Board may be invited to the discussion on individual items of the agenda as guests.
- 3.7 Actions authorized by, decisions on operational matters taken by and important matters addressed at the Operation Board meetings shall be recorded in results minutes, to be furnished to all members of the Operation Board. Exceptions are proposals for final approval by other bodies. For these items only the discussion shall be mentioned, but not any of the results as these are to be confirmed. The minutes shall be distributed and be approved at the next meeting.
- 3.8 Minutes of the Operation Board meetings will be accessible to all European XFEL and DESY staff and be placed on a respective website.

Article 4 Chairs and assistant

- 4.1 The meetings are jointly organized and chaired by the European XFEL photon systems coordinator and the DESY's accelerator coordinator or, if she/he is absent, by their respective deputies.
- 4.2 The European XFEL GmbH will seek to provide an assistant to the Operation Board. The tasks of the Operation Board assistant include:
 - the preparation of Operation Board meetings, including the collection of supporting documentation and drafting of an agenda, in close collaboration with the chairs, and its timely distribution in accordance with Art. 3.3, and
 - taking – in close collaboration with the chairs – minutes at Operation Board meetings.

Article 5 Language

The working language of the Operation Board shall be English.

Article 6 Relation to other Bodies

6.1 The Operation Board shall work closely together with the Administrative Board and the Governing Board.

6.2 Proposals to the Governing Board shall be submitted in written form.

Article 7 Amendments

Any amendment of these rules of procedure requires the confirmation by the Governing Board.