



European STAMP Steering Board

Charter

Version: 5
Date: 23.10.2017



Table Of Contents

Charter	3
Scope	3
1 Purpose	3
2 Structure	3
3 ESSB Roles and Responsibilities	3
3.1 General	3
3.2 Board Members	3
3.3 ESSB Chair	4
4 Opt Out Process	4
5 ESSB Meetings and Votes	4
6 Documentation and Media	4
7 Changes to this Charter	4
Appendix	5



Charter

Scope

The European STAMP Steering Board (ESSB) is established to support networking and dissemination activities of current and future STAMP related models and tools through the annual European STAMP Workshop (ESW). The primary objective of the ESSB is to ensure the continuity, quality and merit of the ESW and the maximum possible representativeness and diversity of academia and industry into this event.

Future objectives of the ESSB may include activities and initiatives around STAMP in Europe outside of the ESW context: Such as fund raising for research projects and education, contribution and participation into relevant conferences and events, etc.

1 Purpose

This Charter describes the roles, responsibilities, processes and protocols related to the forming and functioning of the ESSB in order to ensure consistency and transparency of the respective decisions and activities.

2 Structure

The ESSB is composed of a delegated person from each of the last five ESW hosts.

In some cases (see chapter 4) the ESSB may temporarily be composed of less than 5 members.

The change of the ESSB member composition is marked by the release of the running year's ESW workshop evaluation, but latest 2 month after the workshop.

3 ESSB Roles and Responsibilities

3.1 General

The primary responsibility of the ESSB is the following:

- Ensure the continuity, quality and merit of the annual European STAMP Workshops
- Possible revision of the criteria for hosting the ESW
- Call for hosts for the next ESWs
- Appoint on future ESW hosts
- Ensure the ESW website is properly maintained and up to date

The European STAMP Workshop itself, i.e. the organization, program, advertising, financing, etc. is a responsibility of the respective ESW host and not of the ESSB.

3.2 Board Members

Board Members are delegated people of the ESW hosts from the last five ESWs.

The responsibilities of Board Members are as follows:

- Participate in the ESSB meetings
- Solicit proposals for locations and hosts of future ESW and submit those to the ESSB
- Decide on the next ESW host according to the criteria for hosting the ESW
- Select the ESSB Chair from the pool of Board Members
- Review the process and criteria of membership appointment and the content of this Charter and propose to the ESSB respective changes
- Support the next ESW host in planning, preparing, and conducting the event

Board Members have full voting rights.



The participation in the ESSB in any role is voluntary, free of fees (registration fees / membership fees) and not compensated by the ESSB.

3.3 ESSB Chair

One of the Board Members holds the ESSB Chair. The ESSB Chair is elected by the Board Members (including the current ESSB chair) for a period of one year but may serve for more than one year given that he/she is re-elected.

The ESSB Chair has a full voting right in the ESSB meetings and his/her vote counts double in case of a tie.

The responsibilities of the ESSB Chair are as follows:

- Schedules of and presides at ESSB meetings
- Coordinates the development of the ESSB meeting agenda based on the suggestions of the Board Members
- Distributes the meeting agenda and all relevant supporting information prior to each meeting
- Ensures that meeting minutes are captured and distributed to all Board Members
- Monitors the progress of the decisions made during ESSB meeting
- Appoints the next ESSB Chair based on the process and criteria described in this Charter
- Leads the support to the next ESW host in planning, preparing, and conducting the event

4 Opt Out Process

Board members maintain the right to opt out at any time, preferably following a two-months' notice to the ESSB Chair.

If a Board Member opts out the ESSB continues functioning with a temporarily reduced number of Board Members.

5 ESSB Meetings and Votes

The ESSB will hold scheduled meetings twice a year. The board may additionally meet on an *ad hoc* basis.

Any Board Member can request an *ad hoc* meeting by contacting the ESSB Chair and stating the reason(s) suggesting such a meeting.

Votes can be conducted when at least half plus 1 of the total number members are present in person or electronically. Members may vote by proxy through another Member.

A decision is made on the basis of majority of the members present at the meeting.

The ESSB may invite non-ESSB persons to the meetings. However, the non-ESSB persons are not allowed to vote.

6 Documentation and Media

All documentation related to ESSB activities, including meeting minutes, are available on request from the ESSB Chair to Board Members and others. With respect to votes the ESSB may decide to vote anonymously.

When applicable, documents might be uploaded on the ESW website.

The ESSB members (including the ESSB Chair) has the right to disseminate knowledge and information across media platforms (e.g., LinkedIn, Facebook) only when those have been announced through the ESW website or been authorized for distribution.

7 Changes to this Charter

Changes to this Charter need to be approved by the ESSB according to the procedure described in chapter 5 above.



Appendix

Revision History

1	Martin Rejzek	20.04.2016	Initial Draft
2	Martin Rejzek	29.04.2016	Revised charter, incorporated review comments by ESW hosts of 2013 (René Hosse), 2014 (Stefan Wagner), 2015 (Robert Jan de Boer, Nektarios Karanikas), and Sven Krauss.
3	Martin Rejzek	30.03.2017	Incorporated comments based on discussion from 30.03.2017 at MIT STAMP Workshop in Boston.
4	Martin Rejzek	10.04.2017	Incorporated comments based on teleconference from 04.04.2017 and e-mail feedback by Robert Jan de Boer and Nektarios Karanikas.
5	Martin Rejzek	23.10.2017	Prepared PDF for publishing.