

## Deliverable 2.3: List of ACTRIS policies, internal rules and legal agreement templates

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## 1. Introduction

ACTRIS as a distributed research infrastructure requires policies, internal rules, and agreements to steer its activities. Thus, within the ACTRIS IMP project several documents have been drafted jointly by relevant Central Facility leaders and ACTRIS national representatives under the guidance of the Interim ACTRIS Council or ACTRIS ERIC General Assembly. As the ACTRIS ERIC had its first General Assembly in June 2023 only a few documents have been approved at the moment, but all documents will finally be approved by the ACTRIS ERIC General Assembly. Many documents have already been approved by the Interim ACTRIS Council, though, but still need the approval of the ACTRIS ERIC General Assembly.

The purpose of this list is to show what kind of important documents a distributed research infrastructure like ACTRIS needs, and which have been provided during the project. Where possible, a link to the documents is provided. Links to all documents cannot be provided as the General Assembly has yet to decide which documents are made actively public on ACTRIS website. Agreements with various parties are considered to contain confidential information and thus links to them cannot be provided.

## 2. List of documents

The list includes policies, internal rules for ACTRIS ERIC and ACTRIS as a whole, rules for ACTRIS ERIC bodies and agreements made between ACTRIS ERIC and other parties.

### 2.1. Policies

ACTRIS access and service policy, approved by the General Assembly  
[https://www.actris.eu/sites/default/files/inline-files/ACTRIS\\_ERIC\\_GA\\_approved\\_ACTRIS\\_access\\_and\\_service\\_policy.pdf](https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_access_and_service_policy.pdf)

ACTRIS data policy, approved by the General Assembly [https://www.actris.eu/sites/default/files/inline-files/ACTRIS\\_ERIC\\_GA\\_approved\\_ACTRIS\\_data\\_policy.pdf](https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_data_policy.pdf)

ACTRIS employment policy, approved by the General Assembly  
[https://www.actris.eu/sites/default/files/inline-files/ACTRIS\\_ERIC\\_GA\\_approved\\_ACTRIS\\_employment\\_policy.pdf](https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_employment_policy.pdf)

ACTRIS ICT policy, approved by the General Assembly [https://www.actris.eu/sites/default/files/inline-files/ACTRIS\\_ERIC\\_GA\\_approved\\_ACTRIS\\_ICT\\_policy.pdf](https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_ACTRIS_ICT_policy.pdf)

ACTRIS ethics policy, to be finalized and then approved by the General Assembly

### 2.2. Internal rules

ACTRIS Internal Financial Rules, approved by the General Assembly

Procurement rules, approved by the General Assembly [https://www.actris.eu/sites/default/files/inline-files/ACTRIS\\_ERIC\\_GA\\_approved\\_Procurement\\_rules.pdf](https://www.actris.eu/sites/default/files/inline-files/ACTRIS_ERIC_GA_approved_Procurement_rules.pdf)

Staff rules for ACTRIS ERIC, not yet approved by the General Assembly

Travel rules for ACTRIS ERIC, not yet approved by the General Assembly

### **2.3. Rules for ACTRIS ERIC bodies**

Rules of Procedure of the General Assembly, approved by the General Assembly

Ethical Advisory Board Terms of Reference, approved by the General Assembly

ACTRIS ERIC Financial Committee Terms of Reference, approved by the General Assembly

National Facility Technical and Scientific Forum Terms of Reference, to be finalized and then approved by the General Assembly

Atmospheric Simulation Chamber Committee Terms of Reference, not yet approved by the General Assembly

RI Committee Terms of Reference, not yet approved by the General Assembly

Interims Scientific and Implementation Advisory Board / in ACTRIS ERIC Scientific and Innovation Advisory Board Terms of Reference, not yet approved by the General Assembly

### **2.4. Agreements**

Agreements between ACTRIS ERIC and all the Topical Centres, template approved by the General Assembly for concluding negotiations

Agreement between ACTRIS ERIC and Data Centre, template approved by the General Assembly for concluding negotiations

Agreement between ACTRIS ERIC and JRC for JRC to join as a third party to ACTRIS, not yet approved by the General Assembly

Agreement between ACTRIS ERIC and the German funding authorities for distributing host contributions in Germany, approved by the General Assembly

Agreement between ACTRIS ERIC and the Interim Director General, approved by the General Assembly

Agreement between ACTRIS ERIC and the National Facilities, to be finalized and then approved by the General Assembly

Agreement between ACTRIS ERIC and the Italian organisations for in-kind contributions to the ACTRIS ERIC Head Office, not yet approved by the General Assembly