



Terms of Reference of the Advisory Board - LK II infrastructure Marine Stations Helgoland and Sylt:

1. Definition of the Advisory Board (AB)

The AB provides impartial advice to support the function of the marine stations Helgoland and Sylt as largescale infrastructure which underpins the interaction of the Alfred Wegener Institute Helmholtz Centre for Polar and Marine Research (AWI) with its cooperation partners from universities and non-university research institutions from all over the world. The Board's advice to the large-scale infrastructure should aim to achieve excellent science interactions and logistical support thereby enhancing capacity building in association with the AWI.

2. Members

2.1. **Nomination of members**

The members of the AB are suggested by representatives of AWI functional groups and scientific divisions of the AWI stations on Sylt and Helgoland. They are nominated by the AWI directorate. The Board should comprise representatives from universities that frequently use the AWI stations in Sylt and Helgoland, representatives from other national and international research institutes, marine stations operator of research vessels and other marine technologies and underwater observatories on a long term as well as representatives from maritime museums, exhibitions. These representatives can be scientists or administrators. The Board shall consist of a maximum of eight members.

2.2. **Membership**

The initial term of office for AB members shall be four years. That term may be extended for a second four-year term and approved by the AWI directorate. A member may resign at any time. The work of the members is honorary.

2.3. **Chairperson**

The AB shall elect a chairperson from its members. The chairperson presides over the Board meetings and functions as a contact person for all matters regarding the Board. The chairperson is elected for a four-year period and eligible for a second term.

3. Mandate

The work of the AB is focused on the optimal use of the marine stations with their facilities and services as large-scale research infrastructure. The Board's tasks are:

- to enhance the recognition of the island stations as international competitive research sites for guest researchers and for education of the young generation (pupils, students);
- to strengthen the link to school and university education via school lab, research-based courses and summer schools;
- to strengthen the use of long-term ecological research data and cooperation within the long-term ecological research (LTER) network
- to promote excellent research conditions for (visiting) scientists in collaboration with the on-site working groups;



Marine Stations Helgoland and Sylt

- to advise on applications for additional resources for international courses
- to advise on the vessels, technologies, infrastructure and services needed for research at the marine stations (vessels, mesocosms, underwater technologies, diving etc.)
- to advise the review committees for individual guest research including use of the different services (e.g. laboratories, mesocosms, scientific diving, vessels and accommodation) and requests for LTER data
- to improve the national and international visibility and image of the research stations Helgoland and Sylt.
- to advise on development of accessibility to sensors, data and services

4. Meetings

4.1. Formalities

The Board shall meet once a year, preferably between October and March. Travel expenses to the meetings will be reimbursed through the Alfred Wegener Institute, Helmholtz Centre for Polar and Marine Research. The chairperson shall preside over the agenda of the Board meetings. Except in the event of an extraordinary meeting of the Board, an invitation and agenda shall be sent out to all members no less than four weeks prior to scheduled meetings. In the event of an extraordinary meeting, the required notice period may be waived provided that every effort is made to extend invitations at the earliest opportunity. Minutes of the meetings are taken by scientific coordinator and are made available to interested parties. In addition to the nominated members of the Board, permanent guests to the Board meetings (as non-voting participants) are:

- Station managers of Helgoland and Sylt,
- Section heads of Shelf Sea System Ecology and Coastal Ecology,
- Coordinator of large-scale infrastructure Marine Stations Helgoland and Sylt
- Coordinator of guest research and education
- Coordinator(s) of long-term data series Helgoland Roads and Sylt Roads
- Coordinator of measuring systems and data flow
- Coordinator of research vessels and diving.

4.2. Decisions and presence of quorum

A quorum required for decisions needs the participation of two third of the members at the meeting and shall comprise a simple majority (i.e. half of membership plus one). Decisions of the Board shall be made on the basis of consensus.

4.3. Conflict of interests

A conflict of interest occurs when an individual involved in the assessment of a proposal for funding has a personal, professional or organisational relationship with the applicants, affecting their ability to undertake their role in an objective and unbiased way. The panel members shall be informed about such potential COIs in the assessment, take note of it and decide if a panel member has to refrain from voting.