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Concerted action for the European HPC CoEs
Project Number: 823964

D2.1 – Report on agreed General Assembly Procedures and Terms of Reference

WP2 – The HPC CoE General Assembly

Workpackage:	2	The HPC CoE General Assembly	
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List of abbreviations

Abréviation

Executive Summary

The objective of FocusCoE is to support European High Performance Computing (HPC) Centres of Excellence (CoEs) in effectively fulfilling their role as one of the three pillars of the European HPC Initiative. In aid of this goal, FocusCoE set up the European HPC CoEs General Assembly (the CoEs GA), composed of representatives from each Center of Excellence (CoE). The CoEs GA allows the HPC CoEs to collectively define an overriding strategy and collaborative implementation for interactions with and contributions to the European HPC Ecosystem.

During the inaugural meeting of the CoEs General Assembly, an official name has been decided and voted by the CoE. In what follows, the CoE General Assembly will be called HPC CoE Council with the acronym HPC3.

In this document, we first explain the purpose and objectives of the FocusCoE project and, more precisely, the objectives and tasks of Work Package 2. We then present the organization of HPC3. Finally, we provide the complete Terms of Reference (ToR) and rules for HPC3 in the Annex contained in Section 4.1.

D2.1 is a FocusCoE Month 6 deliverable that documents the agreement reached with the CoEs on the Terms of Reference and procedures for HPC3; which were used in the subsequent project periods as basis for the operation of HPC3.

In this document, we will clearly identify the modifications added subsequent to the FocusCoE M18 review by adding the "*FocusCoE Month 18 Review*" heading to all new paragraphs.

1 Introduction

The European HPC landscape is being significantly transformed with the introduction of the EuroHPC[1] initiative. European HPC CoEs have an important role to play, but their current organization as a set of distinct projects prevents them having an optimal consolidated impact on EuroHPC.

FocusCoE aims to contribute to the success of the European HPC Ecosystem and the EuroHPC Initiative by supporting the European HPC CoEs to more effectively fulfil their role within the ecosystem and initiative: ensuring that extreme scale applications result in tangible benefits for addressing scientific, industrial or societal challenges.

In order to do this, FocusCoE has defined a set of specific objectives:
- To create a platform, namely HPC3 (for HPC CoE Council), that allows all HPC CoEs to collectively define an overriding strategy and collaborative implementation for interactions with and contributions to the European HPC Ecosystem.
- To promote and concert the HPC CoEs' capabilities and services, and to develop the European HPC CoE brand, raising awareness with stakeholders, including both academic and industrial users.

1.1 FocusCoE Work Package 2

FocusCoE Work Package 2 (WP2) dealt with the establishment of the HPC CoE Council, and subsequently with its operation.

In this document, we will clearly identify the modifications added according to the FocusCoE M18 review by mentioning "*FocusCoE Month 18 Review*" heading to all new paragraphs.

FocusCoE WP2 objectives are as follows:
- Establish HPC3 and its rules of operation (develop and document the agreed membership and participation conditions in cooperation with the CoEs)
- Support the operation of HPC3: organization of meetings and any other administrative actions
- Support the concerted actions of HPC3 in collaboration with the European Commission (EC) and European HPC Ecosystem
- Provide guidance for all FocusCoE activities
- Allow the CoEs to jointly coordinate the collaboration strategy through FocusCoE

FocusCoE WP2 is therefore in charge of the following tasks:
- Supervise and coordinate the creation of the HPC CoEs Council Terms of Reference (HPC3 ToR). FocusCoE WP2 wrote and edited several drafts of the ToR and iterated with the CoEs to gather their opinions and ideas regarding the rules of HPC3. WP2 worked together with the CoEs to ensure that the final Terms of Reference document, contained in the Annex to this deliverable, consolidated their opinions and reflected their common position.
- Support the operation of HPC3 by organizing the physical and remote meetings, preparing the necessary material and the agenda in collaboration with HPC3 chair and General Secretary, also producing the minutes of the meetings. In addition, there will

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[1] https://eurohpc-ju.europa.eu/

be annual HPC3 reports prepared under the supervision of HPC3 General Secretary and HPC3 Chairman.

- Consolidate CoEs Communication to the EcoSystem: CoEs are frequently asked to provide inputs to the EC, or projects on matters concerning the European HPC Ecosystem. This will include position papers, collection of statistics, and so forth. FocusCoE WP2 will also collaborate with the CoEs to support their preparation for the comprehensive European stakeholder workshop on HPC training and skills development needs, which will be organized by Work Package 4 (WP4) along with the expected involvement of the CoEs.
- Ensure the sustainability of HPC3: The scope of HPC3 as an entity structuring the application pillar of the European HPC Ecosystem should extend beyond the FocusCoE project.

Task 2.1 of FocusCoE WP2 addresses the writing of the Terms of Reference of HPC3. In this task, FocusCoE WP2 has, in consultation with the CoEs, defined the procedures and terms of reference for HPC3, as well as its rules of operation. It clearly defines membership, operational procedures, voting rules, and so forth.

- FocusCoE WP2 has first presented HPC3 ToR concept and goal to the CoEs during the FocusCoE Kickoff meeting.
- FocusCoE WP2 has then set up a first ToR draft (as a basis for the future HPC3 ToR) in a form of multi-choices document and gathered a first input in the beginning of April from CoEs to establish the HPC CoE Council ToR.
- A second exchange has been done in late April to set up the final HPC CoEs Council ToR that has been ratified by CoEs on May the 6th 2019. This second exchange was necessary, as many CoEs did not provide any feedbacks during the first exchange, making it difficult for FocusCoE WP2 to represent CoEs opinions. FocusCoE WP2 asked for a second exchange in order to make sure HPC3 ToR would be acceptable by all CoEs. The CoEs have ratified HPC3 ToR on May the 6th 2019 in order to set up the first HPC CoEs Council meeting, which shows the success of FocusCoE WP2 to set up HPC3.

These procedures and ToR of HPC3 were formally approved during the first HPC CoEs Council meeting on May the 17th 2019 during the EuroHPC Summit Week event in Poznan, Poland.

FocusCoE Month 18 Review

In what follows, HPC3 is the general assembly of the CoEs (as described in FocusCoE DoA) and HPC3 ToR is the terms of reference that describes the HPC3 governance, rules and scope of actions.

We will let the "CoE General Assembly" or "CoE GA" term in this document only when we refer to the HPC3 ToR original text, as established and ratified for the inaugural meeting in May the 17th 2018. Note that HPC3 acronym was chosen during this meeting on May the 17th 2018, therefore, all official documents written prior this date were using the "CoE General Assembly" reference.

1.2 HPC3 Terms or Reference

1.2.1 The HPC3 objectives

HPC3 is a key vehicle to ensure that the European HPC CoEs have an appropriate presence in the European HPC Ecosystem and the EuroHPC initiative. The objectives of HPC3 are the following:

- Identify European HPC CoEs common interests:
    - HPC3 is the mechanism to achieve the coordination of activities and service offerings for the CoEs projects.
    - This coordination is based on the collaborative definition of an overall (cross-CoE) strategy and the identification of joint activities for either all CoEs or sub-groups of CoEs (depending on the themes and relevance for the parts of the user communities addressed).
- Represent the CoEs in the current European HPC landscape:
    - Allow each CoE to more effectively position itself within the overall HPC ecosystem and in the EuroHPC initiative. Thus, each CoE will have a vested interest to participate.
    - The common strategy will ensure that the CoEs can more effectively take up their role as the 3rd pillar of the European HPC Ecosystem and that the use of HPC, by key application communities, is adequately represented in the EuroHPC initiative.
    - HPC3 will provide a mechanism for European Technology Platform for High Performance Computing (ETP4HPC) and PRACE to reach out to, and interact with, the whole set of CoEs
- Be a representative body for the European HPC users:
    - HPC3 is a forum in which the HPC application communities, represented by their CoEs, can develop common strategic positions, identify commonalities in infrastructure and HPC research requirements and jointly voice their needs, capabilities and value offerings.

1.2.2 The HPC3 organization

What is HPC3 (FocusCoE Month 18 Review)
> HPC3 congregates all European HPC CoEs, with a representative assigned from each CoE and also from FocusCoE. A European HPC CoE becomes a member of HPC3 by agreeing to the HPC3 ToR.
> The HPC3 ToR contains the statutes and rules regarding HPC3.

HPC3 membership (FocusCoE Month 18 Review)
> HPC3 has well-defined rules for membership: One office and two levels of participants at HPC3 meetings (namely, HPC3 observers and members, detailed below):
> - *Observers*: Observers can be invited to HPC3 meetings under conditions described in the HPC3 ToR (please see the Annex). This possibility has been created in order to manage the collaboration and exchanges between HPC3 and other European HPC entities such as PRACE, ETP4HPC.
> *Member:* This statute is designed for all active European HPC CoEs and FocusCoE. Only European HPC CoEs and FocusCoE can be members of HPC3. A member has a voting right, meaning there is one vote per CoE and one vote for FocusCoE.
> *HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):*

> GA members can be:
> - The CoEs: Each CoE is a member and each CoE is represented by their representative and deputies.
> - FocusCoE: FocusCoE is a member of the GA and is represented by its representative and deputies.
>
> Eligible members among CoEs:
> - Any CoE with an active grant agreement (as of May 17th 2019) is a de-facto member of the GA. Its admission as member is realized by the CoE agreeing to the GA ToR.
> - A CoE created after the date of May 17th 2019 can be a GA member. Its admission is given when the CoE representative (and deputies) agree to the GA ToR.
> - Discontinued CoEs (id est CoEs whose grant agreement will be renewed for sure and in a near future) can be GA members: A CoE member of the GA whose activities are discontinued may stay on as a GA member.

- *The HPC3 Office:* it is the administrative and coordinating body of HPC3. This office can be composed of CoE members, exclusively for the Chairman and Vice-Chairman positions, while the General Secretary position can be extended to CoEs HPC3 Members and FocusCoE representatives. FocusCoE is part of the HPC3 Office through its representative. It is stated that only the leader of the project FocusCoE can be the representative for FocusCoE in HPC3 Office. However, its deputies can be only FocusCoE members, with no specific leadership position in FocusCoE.

  HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

> The GA is an operational and coordinating entity for the GA.
>
> The office is composed of:
> - General Assembly Chair person (elected by GA members)
> - General Assembly Vice-Chair person (elected by GA members)
> - General Assembly General Secretary (elected by GA members)
> - FocusCoE leader and its deputies
>
> GA Chair person, Vice-Chair person can be chosen among CoEs representatives only. The General Secretary can be chosen among CoE representatives or FocusCoE representative.

FocusCoE WP2 scope of actions *(FocusCoE Month 18 Review)*

FocusCoE WP2 provided the impetus, drive and support for launching HPC3 and continues to support the operation of HPC3

FocusCoE supports both the activities of the HPC3 Office as well as the operation of HPC3 as a whole, with activities that include:
- Supporting HPC3 with logistics and administrative tasks (meeting scheduling and organisation including hosting meetings, preparation of meetings), deliver propositions and alternatives regarding HPC3 operations and needs
- Driving and developing HPC3 meeting's agenda
- Facilitates the collaboration between CoEs in the context of HPC3 (and indeed outside that context through the other FocusCoE actions)
- Following HPC3 actions and getting inputs from CoEs
- Provide mailing lists and document repositories for HPC3

- Support interactions with the HPC ecosystem through participation in, and co-organisation of, additional meetings
- Participate in working groups and facilitate links to other FocusCoE activities – such as training for CoEs – for working groups as and when appropriate
  Both the HPC3 Chairman and General Secretary are also members of FocusCoE WP2, which ensures a close cooperation between FocusCoE WP2 and HPC3.

FocusCoE is a member of HPC3 (therefore has a voting right) and is part of the office, therefore FocusCoE assists to all HPC3 meetings.

HPC3 aims at promoting the HPC application in the European ecosystem, through CoEs who are developing applications. FocusCoE is not responsible to develop any applications; therefore, we exclude the possibility for FocusCoE to candidate for the HPC3 Chairman or Vice-Chairman position.

HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

GA Chair person, Vice-Chair person can be chosen among CoEs representatives only. The General Secretary can be chosen among CoE representatives or FocusCoE representative.

HPC3 Office responsibilities and duties *(FocusCoE Month 18 Review)*:
- HPC3 decisions making process:
  - Decisions are taken collectively based on a simple majority rule and under the meeting quorum;

HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

Vote statutes:
The voting rules are established as follows:
- Decisions are taken based on a simple majority.
- Meeting quorum: 2/3 of members must be present.
- In case of absence at a meeting, members may place vote by sending an email to the Chair person prior to the meeting or nominate a proxy to vote on his behalf.

- All HPC3 members have voting rights (each member having a single vote), in case of tied votes, the HPC Chairman having a casting vote ;

HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

Vote statutes:
The voting rules are established as follows:
- Each member has one vote.
- The GA Chair person has a casting vote in case of a hung vote.

- The HPC3 Office has a specific role regarding HPC3 structure:

The chairperson and vice chairperson are in charge to moderate and initiate HPC3 activities and discussions.

HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

General Assembly outputs:
- GA is responsible to produce the following documents:
  - Documents related to the interaction between the CoEs and the HPC European ecosystem.
  - The GA office reports from GA meetings.

> • The GA office gathers reports from GA working groups.

We list below some activities managed by the HPC3 Chairperson:
- Collect CoEs inputs for HPC3 strategic orientation
- Consult with all CoEs concerning the completion of HPC3 position papers
- Interact with the European HPC Community to support applications at the European level: The HPC3 Office is the external contact to represent the European HPC application ecosystem.

We list below some activities managed by the HPC3 Vice-Chairperson:
- The Vice chairperson has the responsibility to support and deputize for the HPC3 Chairperson. The Vice chairperson has the same responsibilities than the HPC3 Chairperson.

We list below some activities managed by the HPC3 General Secretary:
> • The General Secretary is in charge to provide all HPC3 documents and assists the chair in the collection of CoEs' inputs and in the consolidation for any paper or document to be produced in name of HPC3.

HPC3 working groups management *(FocusCoE Month 18 Review)*

- The creation of working groups are discussed between HPC3 members. The creation of a working group is submitted to a vote.
  HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

  > ***Scope of actions:***
  > CoE Interactions
  > > o The GA members needs to vote on the creation of a working group and its composition.

- Participation in working groups is thus open to all members, but the decision on whether or not to participants depends on individual members and whether or not a specific working group is relevant to their particular aims and objectives.
  HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

  > ***Scope of actions:***
  > CoE Interactions
  > > o The GA members needs to notify the GA office about the creation of any working group and its composition.
  > > o Every member of the GA can ask for a creation of a working group
  > > o Working groups can be composed of either GA members and GA observers. The working group Chair person must come from a CoE.

- The working groups send their results and investigations to HPC3 Office, and related topics are discussed during HPC3 meetings. The HPC3 Office is in charge, jointly with FocusCoE, to follow up on the results of these working groups.
  HPC3 ToR reference (from HPC3 inaugural meeting, May 2018):

  > ***General Assembly outputs:***
  > • GA is responsible to produce the following documents:
  > > • The GA office gathers reports from GA working groups.
  > ***Scope of actions:***
  > CoE Interactions
  > > o The GA coordinates activities that develop the CoEs shared interests and conveys the identified CoE shared interests.

> - o The GA manages the collaborative definition of an overall (cross-CoE) strategy and the identification of joint activities for either all CoEs or sub-groups of CoEs
> - o The GA establishes working groups between CoEs
> - o The GA members needs to notify the GA office about the creation of any working group and its composition.

2 Conclusion

The HPC3 ToR provides the operational rules for HPC3, whereas HPC3 itself aims to organize the European HPC CoEs and manage their collaboration and communication with the European HPC ecosystem.

The HPC3 ToR is the reference document for HPC3 operational procedures and the HPC3 Office is the contact point for external/third parties to communicate and collaborate with the set of CoEs.
This document can only be changed by agreement of the HPC3 members : Any change is submitted to a vote by the HPC3 members, according to the rules defined in the HPC3 ToR provided in the annex in Section 4.1 (please see the section "ToR changes" in the annex).

Key aspects regarding the agreement on the HPC3 ToR are:
- Agreement from CoEs regarding the HPC3 ToR proposition made by FocusCoE WP2
- ToR ratification by all CoEs
  - o All CoEs have ratified by email the CoE HPC3 ToR before the inaugural meeting.
  - o Agreement from CoEs to attend the first CoEs HPC3 meetings:The inaugurating CoEs HPC3 meeting on Friday, May the 17th, 14:00 to 16:00.
    - ▪ This meeting was set up in order to elect the HPC3 Chairman, Vice-Chairman and General Secretary.
    - ▪ The CoE HPC3 has voted first changes for the CoE HPC3 ToR, such as:
      - An official name for the CoE HPC3 which is now referred as HPC CoE Council
      - The HPC CoE Council office period of office rules
      - The rules regarding deputies for the HPC CoE Council members
- CoE engagement in the finalisation of the HPC3 ToR *(FocusCoE Month 18 Review)*:
  - o CoEs discussed about the HPC3 ToR during a meeting gathering CoEs on Monday, May the 13th, 17:00 to 19:00.
    - ▪ This meeting was set up in order to fix the last points and questions regarding HPC3 objectives, scope of actions and the ToR.
    - ▪ Minor points were discussed (such as the CoE HPC3 Office mandate election, the official name of the CoE HPC3 and the deputies' rules for the CoE HPC3 members). CoEs decided to change these minor points and take them into consideration in the CoE HPC3 ToR during the HPC3 inaugural meeting on 17th May.
    - ▪ Important points included the eligibility rules for CoEs (in order to be member of the CoE HPC3) and rules for observers. These points still required further discussion, FocusCoE WP2 proposed to continue the

process of using multiple-choice propositions in order to vote on those points in a future CoE HPC3 meeting.

3 References

[1]   FocusCoE project, http://www.focus-coe.eu/
[2]   FocusCoE Deliverable D1.2, "Management Report", Project Month 19 (June 2020)

4 Annexes

4.1 HPC3 Terms of Reference

The following CoEs HPC3 ToR corresponds to the version provided by FocusCoE WP2 in agreement with the European HPC CoEs at May the 6th 2019 and therefore is the reference for the inaugural meeting that took place on May the 17th 2019.

Center of Excellence General Assembly Procedures and Terms of Reference

Structure:

The present Term of Reference (ToR) defines the Centers of Excellence (CoE) General Assembly (GA) statutes and rules.
The CoEs become members of the General Assembly by agreeing to the terms of the GA ToR, which will be ratified in the inaugural meeting of the General Assembly.

GA members:

A member of the General Assembly is an entity who is assigned voting rights.

- GA members can be:

    - The CoEs: Each CoE is a member and each CoE is represented by their representative and deputies.

    - FocusCoE: FocusCoE is a member of the GA and is represented by its representative and deputies.

- Members to the GA will respect the following rules wrt nomination of representation:

    - Each member nominates one representative. The representative have to be explicitly named. Each member has a maximum of three deputies, which deputies do not have to be explicitly named.

    - The representative and deputies represent the member in the GA.

    - Changing member representative and/or deputy :

- If a particular member has its representative elected to one of the GA office positions, then the member can provide a new representative. The corresponding CoE has still only one vote.

- A member can change at any time its representative and/or its deputies. The representative change is sent by the representative or deputy(ies) member to the GA office, by an email notification.

- Eligible members among CoEs:

  - Any CoE with an active grant agreement (as of May 17th 2019) is a de-facto member of the GA. Its admission as member is realized by the CoE agreeing to the GA ToR.

  - A CoE created after the date of May 17th 2019 can be a GA member. Its admission is given when the CoE representative (and deputies) agree to the GA ToR.
  - Discontinued CoEs (id est CoEs whose grant agreement will be renewed for sure and in a near future) can be GA members: A CoE member of the GA whose activities are discontinued may stay on as a GA member.

GA (non-voting) observers:

A non-voting observer to the General Assembly (hereinafter referred to as observer) is an organization representative or individual person who may attend General Assembly meetings under the conditions described below, with no voting rights but with authorization to contribute and participate to discussions and debates.

- GA observers must agree to any confidentiality process introduced by the GA office.

- The GA office develops and maintains a list of "approved GA observers". This list can be modified by any GA members and changes are submitted to vote.

- The identified GA observers can attend GA meetings by invitation of the GA office: Invitations to GA observers are subject to the approval of the GA and submitted to a vote amongst the GA members.

- The Chair person can invite guests to specific meetings or parts of meetings: The presence of observers has to be announced with the agenda and GA members can veto their participation.

GA meetings:

- Member representatives and deputies can attend all General Assembly meetings.

  - A member can assist to GA meetings with a maximum of 3 deputies.

  - The General Assembly meeting will take place two times per year: at least one of the annual meetings must be a face-to-face meeting.

- GA Office must send GA meeting notices to the GA members at least 4 weeks before the meeting

- GA Office must send GA meeting agenda to the GA members at least 2 weeks before the meeting.

- Additional meetings can be called by the GA Chair person if needed. The notification must be sent at least 4 weeks before the meeting.

GA office:

The GA is an operational and coordinating entity for the GA.

The office is composed of:
- General Assembly Chair person (elected by GA members)
- General Assembly Vice-Chair person (elected by GA members)
- General Assembly General Secretary (elected by GA members)
- FocusCoE leader and its deputies

GA Chair person, Vice-Chair person can be chosen among CoEs representatives only. The General Secretary can be chosen among CoE representatives or FocusCoE representative.

The General Assembly office roles are defined as below :

- GA Chair person :

  - Period of Chair person is for a maximum of 3 years

  - The Chair person coordinates and leads the GA office

  - Chair person is responsible to call for GA meetings: Chair person announces and initiates the invitation for GA meetings.

  - Chair person is responsible to handle calls for GA meetings: Chair person has to respond to requests for meetings from the membership

  - The Chair person is responsible to chair GA meetings.

  - The Chair person represents the GA.

  - The Chair person supervises (with the support of the General Secretary) the preparation and the delivery of documents related to the interaction between the CoEs and the HPC European ecosystem.

  - General Assembly meetings are not considered quorate without the presence of the General Assembly Chairman or Vice-Chairman.

  - A CoE representative may be elected as Chair person a maximum of two times.

- A CoE representative may be elected as Chair person a maximum of two consecutive Chair person ships.

- Election of GA Chair person can happen any time and is achieved by a decision of the GA via voting.

- GA Vice-Chair person:

  - Period of vice-Chair personship is for a maximum of 3 years, unless the vice-Chair person is elected during the Chair person period. In this case, vice-Chair person ship will end at the same date of Chair person ship.

  - A CoE representative may be elected as Vice-Chair person a maximum of two times.

  - A CoE representative may be elected as Vice-Chair person for a maximum of two consecutive vice-Chair person ships.

  - Election of GA Vice-Chair person can happen any time and is achieved by a decision of the GA via voting.

- GA General Secretary:

  - Period of office of General Secretary is for a maximum of 3 years, unless the General Secretary is elected during the Chair person period. In this case, General Secretary period of office will end at the same date of Chair person ship.

  - General Secretary supports the Chair person.

  - General Secretary is responsible for the GA meetings' reports (preparation and delivery).

  - General Secretary supervises the preparation and the delivery of documents related to working groups of the GA.

  - General Secretary supervises the preparation and the delivery of documents related to the interaction between the CoEs and the HPC European ecosystem.

  - A GA member representative may be elected as General Secretary a maximum of two times.

  - A GA member may be elected as General Secretary for a maximum of two consecutive missions.

  - Election of GA General Secretary can happen any time and is achieved by a decision of the GA via voting.

- Members of FocusCoE:

  - FocusCoE representative and deputies participate in the GA office in order to support GA operations.

- General Assembly office election process:

  - Any change in the elected members of the General Assembly office can happen any time. The change is voted by General Assembly members.

  - Any position for General Assembly office is submitted to the following voting rules: If no candidate secures an absolute majority (including blank ballots) of votes in the first round, a second round is held between the two candidates who received the most votes.

Vote statutes:

The voting rules are established as follows:

- Each member has one vote.

- The GA Chair person has a casting vote in case of a hung vote.

- Decisions are taken based on a simple majority.

- Meeting quorum: 2/3 of members must be present.

- In case of absence at a meeting, members may place vote by sending an email to the Chair person prior to the meeting or nominate a proxy to vote on his behalf.

ToR changes:

A new ToR must be produced with the voted changes and agreed by GA members. Any prior ToR then becomes obsolete.

Any change in the ToR must happen during a GA meeting.

Any change in the ToR must be submitted to vote by the GA members, under the voting rules of the GA ToR.

General Assembly outputs:

- GA is responsible to produce the following documents:

  o The GA office is responsible to maintain the GA members list.

  - Documents related to the interaction between the CoEs and the HPC European ecosystem.

  - The GA office reports from GA meetings.

  - The GA office gathers reports from GA working groups.

Scope of actions:

- CoE Interactions:

    o The GA coordinates activities that develop the CoEs shared interests and conveys the identified CoE shared interests.

    o The GA manages the collaborative definition of an overall (cross-CoE) strategy and the identification of joint activities for either all CoEs or sub-groups of CoEs

    o The GA establishes working groups between CoEs

    o The GA members needs to notify the GA office about the creation of any working group and its composition.

    o Every member of the GA can ask for a creation of a working group

    o The GA members needs to vote on the creation of a working group and its composition.

    o Working groups can be composed of either GA members and GA observers. The working group Chair person must come from a CoE.

    o The GA coordinates activities to enhance cross-CoE collaborations and promote the service offerings for the set of CoE projects

- European visibility:

    GA manages a common strategy to ensure that the CoEs can more effectively take up their role as the 3rd pillar of the EU HPC Ecosystem and that the use of HPC, by key application communities, is adequately represented in the EuroHPC initiative.

    GA shall serve as a contact point for the interaction between CoEs and GA observers.

External representation of the GA:

The GA members can provide an official name or acronym to refer to the GA (for external representation). The proposed name/acronym is submitted to vote.

The GA Office handles the external representation of the GA.

Agreement procedure:

For the ToR to be ratified, all GA members have to agree to it. The agreement process is as follows:

The CoE representative on behalf of the CoE agrees to the GA ToR by sending an email to the GA office[2]: "Representative *name,* on behalf of the CoE *name,* agrees to the GA ToR".

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[2] For the time before the GA office is officially established, FocusCoE WP2 will act as temporary GA office.