

## Mandate for the Collaboration Board Chair

### Introductory comments:

The role of the International Collaboration Board and its Chair - from the Collaboration Memo of Collaboration (MoC) and the Muon Collider Governance document – is described as:

*“An International Collaboration Board (ICB) whose mandate is to oversee the MC Study and channel contributions from the Participants. Each Participant shall have one representative in the International Collaboration Board. The ICB shall elect its Chair and can invite representatives of institutes that have not signed this Memorandum to participate in the discussions, without the right to vote.”*

*“The ICB role is to provide a forum for participants to examine ongoing activities, assure appropriate, well directed use of contributions and ensure a balanced portfolio of engagements. The ICB makes recommendations to the Steering Board. The chair of the ICB is elected by its members (simple majority). The ICB consists of one representative of each participating institute that has signed the MoC.*

*The ICB invites the following representatives as members with no voting rights:*

- *the Steering Board representatives of the host organisation,*
- *representatives of institutes that signed a letter of interest,*
- *the Study Leader and Deputies.*

*In addition, the ICB chair can invite other participants if deemed useful.”*

### Initial mandate:

The following initial mandate of the International Collaboration Board (ICB) chair is kept brief and relatively open, with the understanding that it will be updated as the collaboration is growing and the associated EU design study is becoming operational.

The ICB chair is elected by the International Collaboration Board for a term of 2 years renewable twice , with the following main duties:

- Call the Collaboration Board normally twice a year and prepare the agenda for these meeting.
- Review and, if necessary, clarify rules for representation, ex-officio participation, voting and invitations in and to the ICB. Strive to reach decisions by consensus.
- Foster strengthening of the collaboration by additional contribution of the present members and encourage and promote participation of new collaboration members.
- Define, in consultation with the study leader and steering group chair, the procedure for including new members in the collaboration.
- Work together with the study leader and steering board chair, to update as needed the rules and mandates for the main committees of the collaboration, currently CC, SB and IAC. This information should be kept updated in the Governance document.
- Ensure the ICB endorse or nominate members to these committee in the cases where the ICB are responsible, currently the IAC and the SB.
- Bring matters of importance to the ICB, for endorsement and if necessary for decisions. Such matters can brought to the ICB by the project management or other collaboration stakeholders.

It is expected that the ICB chair in his/her duty strive to consult with the project management and steering group and the ICB itself, as appropriate for the matter under consideration.

This mandate should be discussed, adapted and improved by the ICB as needed to follow the evolving nature of the collaboration and its governance structures.

**Glossary:**

ICB: International Collaboration Board

Project Management: Study Leader and Deputies

CC: Coordination Committee

SB: Steering Board

IAC: International Advisory Committee

Governance document (with more details on these abbreviations):

[https://indico.cern.ch/event/1209681/contributions/5086782/attachments/2525464/4343529/Muon\\_Collider\\_Governance.pdf](https://indico.cern.ch/event/1209681/contributions/5086782/attachments/2525464/4343529/Muon_Collider_Governance.pdf)