



# UK Centre for the Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET)

## COMET Executive Committee

### Terms of Reference

The UK Centre for the Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET) Executive Committee is the decision-making body for COMET, oversees the management and delivery of the COMET science programme and develops proposals for future National Capability (NC) Science to be considered by the British Geological Survey (BGS). The Executive will remain alert to new opportunities, whilst ensuring that all COMET activities contribute towards the objectives stated in the approved COMET programme.

COMET activities will continue to include components that are both NC and non- NC (funded by linked research grants, for example). The delivery of all COMET activities will be overseen by the COMET Executive Committee, and the NC components will be governed by a contractual arrangement with the BGS.

### Membership

The Executive Committee will consist of:

- COMET Director(s) (Chair/Co-Chairs)
- COMET Research and Events Officer (Secretary)
- COMET Manager
- Two BGS Representatives
- Three HEI representatives from different HEIs, where possible, to represent COMET's primary themes:
  - (1) Earth Observation
  - (2) Earthquakes and Tectonics
  - (3) Volcanism

The usual term of membership for BGS and HEI representative members is 3 years. After a term of membership ends, the committee will request expressions of interest for the position from COMET Scientists. A replacement committee member will be appointed by the existing committee after applications have been reviewed. Members may apply to sit on the committee for up to 3 consecutive terms.

Committee members must be able to commit to attending at least 3 COMET Executive Committee meetings per annum.

### Meetings

Meetings will ordinarily be held 4 times per year.

Meetings will be arranged by the committee secretary. They will normally be held online, but meetings may be arranged in-person (where appropriate) at the COMET annual meetings or student meetings.

To be quorate, the meeting must be attended by one half of the total membership including the Chair (or a designated representative) and one BGS representative.

### **Duties**

The COMET Executive Group will:

- Manage, deliver, and develop the COMET science programme to ensure its effective progress, quality, value, and fit to Natural Environment Research Council (NERC) science;
- Review progress towards COMET programme objectives and deliverables;
- Make recommendations to BGS concerning proposals for future allocations and priorities for COMET NC funding. Proposals covering 5-year periods of COMET's NC activities will be refreshed on fixed dates every 5 years. These proposals will be co-developed by COMET scientists in a consultative process led by the COMET Executive;
- Develop necessary amendments to the strategic objectives and priorities of the COMET science programme to ensure that it is effectively delivered, with support of the COMET Advisory Board. Where a need is identified, the Executive will make final decisions on changes to the COMET programme, taking advice from COMET staff, scientists, the advisory board and BGS, as appropriate;
- Receive and review annual reports from the independent COMET Advisory Board;
- Monitor the finances of the COMET NC science programme and review quarterly finance reports. Any carry-over of approved COMET NC funds from one grant year to another or any reallocation of COMET NC funds should be proposed by COMET Scientists to the COMET Executive Committee for review and approval;
- Monitor the staffing of the COMET science programme. A COMET Executive Committee member should sit on the recruitment panel for any staff scientist positions that are directly funded by the COMET NC science programme;
- Review the objectives and progress of all COMET staff scientists annually to ensure coherence in COMET activities delivered by our staff;
- Review the COMET membership list annually;
- Ensure that all research outputs emerging from the COMET science programme include appropriate credits and acknowledgements;
- Identify and monitor all risks to maintaining effective delivery of the COMET science programme in an appropriate risk register;
- Maintain effective collaboration between COMET and BGS, ensuring adherence to the terms set out in the BGS-COMET Transition Plan;
- Consider the wider activities of COMET and BGS to ensure joined-up delivery of the collective NC science programme;
- Assist in the development of relevant components of the overall BGS strategy and in the development of the proposals for BGS NC funding, of which COMET activities will form a part. Review and comment on any relevant components of draft BGS strategic plans;
- Report COMET activities, finances, outputs etc, through BGS reporting mechanisms to the BGS CEO, represented by the BGS Chief Scientist (Multihazards and Resilience).