

Terms of Reference EMS Committee on Meetings

Based upon existing series of meetings and conferences, and taking into account EMS activities and other activities from the community, the Committee on Meetings will identify meetings of interest for EMS and propose relevant involvement to the EMS Council.

In particular, the Committee on Meetings will:

- take a strategic view on requirements for developing the EMS Annual Meeting to serve the meteorological community;
- identify and propose to Council the themes, topics, location, date of forthcoming EMS Annual Meetings and other conferences;
- identify and propose to Council a Programme and Science Committee for each Annual Meeting and conference;
- recommend a suitable organisational framework.

Such conferences may be separate meetings or part of the EMS Annual Meeting, European or International. Conferences may be co-organized in Europe or outside Europe by the EMS and other Societies, national EMS Member Societies, EGU and AMS directly or through the EMS Secretariat, with the aim of avoiding overlapping and competing dates.

The Committee will have the overall responsibility for the development of individual meetings within the budget set by Council, making sure that the Programme and Science Committees work in close co-operation with the organizers. The Committee on Meetings will also have to keep its attention on practicality and feasibility aspects of EMS' conference activities and to the business side.

The Committee will act as an information resource for the EMS community. In particular conference pages will be set up and maintained.

Rules of procedure

Members of the Committee on Meetings, including a chair, are designated by EMS Council for a period of two years. They shall be eligible for one or more subsequent terms. The Committee shall include at least one EMS Councillor. The Committee may propose new Members to Council.

The Committee on Meetings works mainly through telecommunications.

The Committee on Meetings shall report to the EMS Council.

The Committee on Meetings may propose to EMS Council a revised set of Terms of Reference in the light of experience.

**approved by the 19th Session of the EMS Council
28 September 2008**