

“Under One Sky”
Netherlands Astronomy Equity and Inclusion Committee (NAEIC)
Terms of Reference Adopted by the Astronomy Council

Version: 200916

1. General

- a. NAEIC is a committee of the Astronomy Council (RvdA).
- b. The mission of NAEIC is to promote equity and inclusion in the Netherlands astronomy community in the broadest sense.
- c. To fulfil its mission, NAEIC will
 - i. Establish and maintain a Code of Conduct and, where needed, practical guidelines for equity and inclusion (E&I);
 - ii. Advise the RvdA on matters of E&I;
 - iii. Facilitate access to confidential advisors for individual community members;
 - iv. Review and report on the state of affairs relating to E&I in the community biannually;
 - v. Have a membership from all participating institutes;
 - vi. Use any other reasonable and manageable means.
- d. For the purpose of NAEIC, the Netherlands astronomy community is defined as all those who work or study at, or are visitors of or affiliated with, ASTRON, JIVE, SRON, and the astronomical institutes of the Netherlands’ universities.

2. Code of Conduct and Guidelines

- a. The RvdA shall adopt a uniform Code of Conduct, on advice of NAEIC.
- b. NAEIC will prepare specific guidelines for promoting E&I in various types of activity, such as meetings and collaborations.

3. Advisory role

- a. In matters of E&I, the RvdA will act on advice of NAEIC.
- b. The RvdA will motivate any deviations from solicited advice provided by NAEIC.
- c. NAEIC may provide unsolicited advice to the RvdA.
- d. The RvdA will provide a response to unsolicited advice from NAEIC.

4. Confidential advisory role

- a. Each institute will have (a) confidential advisor(s) available to its members, according to the rules and customs of that institute.
- b. NAEIC will ensure that its members can act as low-threshold access portals to official confidential advisors; they will be available to all members of the Netherlands astronomy community regardless of institutional origin.
- c. NAEIC, in consultation with the RvdA, will establish procedures for its confidential advisory role. NAEIC members cannot give legal assistance.

5. Review and report

- a. Once per two years, NAEIC will report to the RvdA on the state of affairs related to E&I in the Netherlands' astronomy community.
- b. In its report, NAEIC will
 - i. Provide statistical information on diversity in the community, insofar as it is possible and legal to collect this;
 - ii. Report on major developments in the area of E&I in our community in the preceding biennium;
 - iii. State its major goals and recommendations for the next biennium;
 - iv. Not report on actions related to specific people or incidents, but summarize on types of incidents and actions insofar as this can be done in an anonymised way.
- c. NAEIC reports are public.

6. Membership and procedure

- a. Membership
 - i. Each institute in 0.d will provide one member of NAEIC and one alternate member, in concert with the NAEIC chair, taking into account proper expertise in and diversity of NAEIC
 - ii. The term of NAEIC membership is four years and is renewable once.
 - iii. Membership of NAEIC ends at the end of term, or by resignation.
 - iv. Members are independent and sit primarily for the community as a whole rather than as representatives of their institution's interests.
 - v. The RvdA appoint a chair and secretary, on advice of NAEIC; the chair may be an additional member to those in 5.a.i.
 - vi. The chair of NAEIC participates in RvdA meetings, as observer.
 - vii. A member of the RvdA participates in NAEIC meetings, as observer.
- b. Procedure
 - i. NAEIC will meet at least twice per year, phased with RvdA meetings to optimise its advisory role.
 - ii. Dates of regular meetings are normally set at least three months in advance, and the agenda and invitation are sent one week in advance. Remote participation will be facilitated.
 - iii. For urgent matters, NAEIC may discuss issues via email or telecon, with reasonable effort made to ensure broad participation and support for any conclusions.
 - iv. NAEIC meetings will have agendas and minutes; the agenda will be public, and minutes will be available to the RvdA.
 - v. Matters related to individual people or events will not be minuted, but statistical or well-anonymised information on these will be included in the biannual reports.
 - vi. NAEIC as a rule decides by consensus of the members in attendance. If a matter must be voted on, adoption requires a two thirds majority.

7. Transition and Startup

- a. RvdA has established a proto-NAEIC, tasked with drafting these ToR.
- b. In the first meeting after receipt of a draft ToR, RvdA will decide on the ToR and, in so doing, establish NAEIC.
- c. In that same meeting, the RvdA will decide on the initial membership of NAEIC and, on advice of proto-NAEIC, its chair and secretary.
- d. To provide continuity of expertise, half of NAEIC's members will be appointed for a first term of two years.
- e. NAEIC will propose a Code of Conduct to the RvdA for decision as soon as possible.

Current membership:

- Independent chair: Samaya Nissanke (4y)
- ASTRON: Koos Kegel (primary, 2y), Zheng Meyer (deputy)
- JIVE: Ilse van Bemmelen (primary, 4y), Harro Verkouter (deputy)
- SRON: Frank Helmich (primary, 2y), Elisa Costantini (deputy)
- Amsterdam: Jean-Michel Désert (primary, 4y), Anna Watts (deputy)
- Groningen: Jake Noel-Storr (primary, 4y), Pratika Dayal (deputy)
- Leiden: Pedro Russo (primary, 4y), Marijn Franx (deputy)
- Nijmegen: Marijke Haverkorn (primary, 2y), alternate Andrew Levan
- Observer from RvdA: Ralph Wijers