

“Under One Sky”

Netherlands Astronomy Equity and Inclusion Committee (NAEIC) Terms of Reference Adopted by the Astronomy Council

Last Update: 2025-04-16
Approved by RvdA: 2026-04-24

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, diversity and inclusion (EDI);
 - ii. Advise the RvdA on matters of EDI;
 - iii. Facilitate access to confidential advisors for individual community members;
 - iv. Provide the RvdA with regular reporting on EDI issues in the community;
 - v. Have a membership from all participating institutes;
 - vi. Use any other reasonable and manageable means consistent with these terms of reference.
- d. For the purpose of NAEIC, the Netherlands astronomy community is defined as all those who work or study at, are visitors of, or are otherwise affiliated with, ASTRON, JIV-ERIC, SRON, and the astronomical institutes of the Netherlands' universities.
- e. NAEIC will engage and work with institutional EICs and related bodies, but it is not charged with acting as a supervisory body to them, or as an escalation route for members of the community with grievances against them.

2. Code of Conduct and Guidelines

- a. The NAEIC will work with the RvdA to develop, promulgate and maintain a code of conduct that will apply across the Netherlands astronomy community.
- b. NAEIC will publish specific guidelines for promoting EDI in various types of activity, such as meetings and collaborations.

3. Advisory role

- a. The RvdA may request advice from NAEIC on specific EDI issues.
- b. NAEIC may provide unsolicited advice to the RvdA on EDI issues at any time.
- c. The RvdA will consider the advice of NAEIC.

- d. The RvdA will provide timely reports to NAEIC on the actions taken in response to the advice provided. The RvdA is not obliged to act on advice, but whether or not they act, they will provide a written response to NAEIC explaining what happened and why (or why not). The reports will specifically highlight cases where the actions taken deviate from those that were advised.

4. Confidential advisory role

- a. NAEIC will advocate for, and report to the RvdA on, the availability of official confidential advisors at each institute.
- b. NAEIC members will act as points-of-contact to ensure that members of the wider community can easily access official confidential advisors, regardless of their home institute.

5. Review and report

- a. The NAEIC will present a brief report on its activities regularly at meetings of the RvdA.
- b. Once per year, the NAEIC will present an extended report on the state of EDI in the Netherlands astronomy community to the RvdA.
- c. 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 EDI in our community over the previous two years;
 - iii. State its major goals and recommendations for the next two years;
 - iv. Without direct reference to specific people or events, provide a summary of types of major EDI incidents and actions, insofar as this can be done in an anonymised way.
- d. These reports will be made public.

6. Membership and procedure

- a. Membership
 - i. Each institute in 1.d will nominate two members of NAEIC from its own staff.
 - ii. Potential NAEIC members will be agreed by the NAEIC chair, taking into account the need for proper expertise in and diversity of NAEIC itself.
 - iii. The term of NAEIC membership is four years and is renewable once.
 - iv. Membership of NAEIC ends at the end of term, or by resignation.
 - v. Members are independent and sit primarily for the community as a whole rather than as representatives of their institution's interests.
 - vi. A member of the RvdA will attend NAEIC meetings as an observer.
- b. Executive

- i. The RvdA will appoint a Chair, based on the advice of the NAEIC membership.
 - ii. The Chair will act independently of their home institution, and will not count towards that institution's contribution to regular NAEIC membership.
 - iii. The Chair will coordinate the business of the NAEIC, and will represent the NAEIC to external stakeholders and in formal events.
 - iv. The Chair will attend RvdA meetings as an observer.
 - v. The NAEIC membership will appoint a secretary.
 - vi. The Secretary will be drawn from the existing NAEIC membership, and will count towards their home institution's contribution to regular NAEIC membership.
 - vii. The Secretary will facilitate smooth operation of the NAEIC by organizing meetings, keeping records, and undertaking other tasks as needed.
 - viii. The RvdA will appoint an EDI Officer.
 - ix. The EDI Officer will coordinate with the Chair and the Secretary to ensure that NAEIC meetings and other activities are appropriately organized to properly support the EDI Officer's role.
 - x. The members of the NAEIC Executive are empowered to act on behalf of NAEIC when, in their judgement, immediate action is required. The Executive will include the membership in decision making wherever possible. Actions taken by the Executive will be reviewed and confirmed at the next regular NAEIC meeting.
- c. Procedure
- i. Regular NAEIC meetings will be convened approximately every month as videoconferences.
 - ii. NAEIC will meet in-person at least once per year.
 - iii. 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.
 - 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 periodic reports.
 - vi. The agenda will identify in advance topics for which decisions are required at the meeting. Decisions are then made by consensus of those attending the meeting. At their discretion, those present at the meeting can call for vote among the full NAEIC membership.
 - vii. If a matter must be voted on, adoption requires a two thirds majority.

Current membership: [see membership list](#)

Founding members dd 16 september 2020:

- Independent chair: Samaya Nissanke (4y)
- ASTRON: Koos Kegel (primary, 2y), Zheng Meyer (deputy)
- JIVE: Ilse van Bommel (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