

Terms of Reference of the CASCA/ACURA TMT Advisory Committee

Preamble

The goals of the CASCA/ACURA TMT Advisory Committee (CATAC) are to:

- Provide advice to CASCA and ACURA on the current state of the TMT project.
- Act as a conduit for consulting with and informing the Canadian Astronomical community about the state of the TMT project;
- Advocate and advance Canadian participation in the TMT project;
- Encourage Canadian scientific participation and leadership in the TMT;
- Advise on strategic development of technology for the TMT in Canadian Industry;
- Provide technical assistance to the 2020 (and subsequent) CASCA Long-range Plan Committees.

While the main emphasis of CATAC will be to provide science-based advice, CATAC will also participate in the articulation of technical and strategic goals for Canada's role in the TMT and advise ACURA and CASCA on their substance and means of attainment.

1. Terms of Reference and Procedures

In order to achieve the above broad goals, the CATAC will:

- 1.1. Meet regularly to advance Canadian participation in the TMT;
- 1.2. Invite representatives of NRC to its meetings to ensure coherence in the messaging and provide feedback to NRC;
- 1.3. Review and discuss TMT construction activities, and facilitate the establishment of working groups or other internal collaborative initiatives as necessary;
- 1.4. Facilitate the participation of industrial partners in the Canadian TMT program;
- 1.5. Promote the TMT to national stakeholders and the public;
- 1.6. Identify potential resources to support all elements of the Canadian TMT program.
- 1.7. Organize regular community town-halls (or their electronic equivalents, e.g. Webex) to inform and solicit feedback from the community;

2. Governance of the CATAC

The activity of the CATAC will be guided by priorities defined by the LRP Implementation Committee. The chair of CATAC will be chosen by the President of CASCA and the Executive Director of ACURA acting in consultation. The CATAC chair will provide a formal written report to each end-of-year meeting of the CASCA and ACURA Boards (and additionally as the Chair deems necessary or as requested by the Boards), containing: (i) a summary of CATAC meetings since the last report to the Board; (ii) updates on Canadian and international TMT developments; and (iii) advice reflecting the astronomy community's views on positions ACURA and CASCA should take on matters relating to Canada's engagement in the TMT.

3. Membership of CATAC and of Other Related Committees

- 3.1. The appointment process for service on the committee should strive for an appropriate scientific diversity and balance in geography and gender, in accordance with the make-up of the communities from which members are selected.
- 3.2. ACURA and CASCA may each appoint up to three other members, in addition to the chair.
- 3.3. CASCA appointments will be made by the CASCA board of directors in consultation with the LRP Implementation Committee and the Ground-based Astronomy Committee.
- 3.4. ACURA appointments will be made by the Executive Director in consultation with the ACURA Board of Management
- 3.5. If not already appointed as voting members of CATAC as described above, the following individuals (or their designates) may serve ex officio on CATAC:
 - a. the General Manager of NRC-HAA (non-voting member)
 - b. the Executive Director of ACURA (non-voting member)
 - c. the President of CASCA (non-voting member)
 - d. the 'Science' Governor for Canada on the TIO Governing Board (non-voting member).
- 3.6. NRC will be invited to send up to three observers, including the General Manager, to each meeting of the CATAC, to participate in all discussions except any "in camera" sessions.
- 3.7. CATAC may appoint a Vice-Chair from amongst its voting members to act in place of the Chair when the Chair is absent.
- 3.8. Initial appointments of voting members to the Committee will have staggered end dates to ensure gradual turnover. Subsequent terms of all members of the Committee will be three years, renewable.

4. Decisions of CATAC

The CATAC is expected to normally reach a consensus on motions, nominations, and recommended actions to be undertaken by its members. In cases where a recorded vote is requested by a Committee member or deemed desirable by the Chair, the following rules will apply:

- 4.1. Each member of the Committee will have one vote. The Chair will vote only to break a tie amongst the other voting members.
- 4.2. To pass, a motion requires a majority vote, either by a quorum of voting members present at meetings of the Committee, or by electronic written vote.
- 4.3. A quorum of the CATAC will be half the voting members.

5. Meetings

- 5.1 By invitation of the Chair, additional observers may attend meetings of the CATAC as non-voting participants.
- 5.2 Notwithstanding the above, the Chair may declare portions of any meeting to be restricted to CATAC members only.
- 5.3 CATAC will meet as required, but no less than twice per year, one meeting of which is normally in proximity to the CASCA Annual General Meeting and the Board and Institutional Council meetings of ACURA.

6. Community Engagement

- 6.1 CATAAC shall establish and maintain a web page on the CASCA web site to serve as a portal and repository of public CATAAC TMT activities and other relevant information. An internal site for archiving of confidential information will also be maintained..
- 6.2 CATAAC shall post public summaries of its meetings to the CASCA email exploder and archive its reports on the CASCA website.