

## Terms of Reference

# Advisory Committee

Approved: March 2025

## Purpose and duties of the Advisory Committee

The Advisory Committee is a broad consultative group which helps COUNTER Metrics gain insight into the challenges and wishes of its membership, as part of our strategic objective to maintain, develop and extend the COUNTER Code of Practice as a foundation for normalised, community-defined usage metrics. The role of the Committee is two-fold:

- To generate and discuss suggestions for new features or changes to the COUNTER Code of Practice and its associated technologies and policies, for evaluation by the Code Team, with due reference to the breadth of publishing activity across different types of output and licensing models;
- To set up Best Practice Working Groups and generate guidance for report providers and report consumers on specific topics of interest to the membership, with the support of the Executive Director and/or the Communications and Engagement Manager.

## Composition of the Advisory Committee

- The Advisory Committee consists of up to one representative per full member of COUNTER, representing the breadth of the COUNTER community;
- New members are nominated by the COUNTER membership and appointed by the Executive Committee for a fixed term of three years. One further term of three years may be served upon re-appointment;
- The Committee will have at least two sub-groups, for report providers and report consumers, with other sub-groups set up at the discretion of the Co-Chairs in consultation with the Executive Committee;
- The Co-Chairs of the Advisory Committee may ask members of the Committee who are inactive to step down.
- The Chairs of other COUNTER committees may elect to attend Advisory Committee meetings at their discretion.

## Co-Chairs of the Advisory Committee

- Up to three Co-Chairs should help the Committee to exercise its responsibilities and ensure the receipt of timely and sufficient information to enable the Committee to perform its role;
- The Co-Chairs are responsible for ensuring meetings are conducted in an atmosphere conducive to constructive and open dialogue;
- The Co-Chairs will be nominated from within the membership of the Committee for ratification by the Executive Committee;

- The Co-Chairs will serve for a term of three years. One further term may be served upon re-appointment;
- The Co-Chairs will be required to work with and support the Executive Director outside of formal meetings of the Committee.

## **Meetings of the Advisory Committee**

- The Committee will meet in full twice per year;
- Each sub-group will have one independent meeting per year;
- Meetings of the Committee will usually be held online, unless previously agreed by a simple majority of the Committee;
- The Committee agenda will be set by the Co-Chairs advised by the Executive Director;
- The Executive Director will prepare any supporting papers in consultation with the Co-Chairs and will circulate these at least three working days before a meeting of the Committee;
- The Executive Director will retain digital copies of the Committee papers for a minimum of seven years and ensure these are available to Committee members on request.

## **Quorum**

- The quorum for the transaction of the business of the Committee is one third of the members, unless otherwise specified by the Committee;
- If the numbers of votes for and against a certain proposal are equal, the Co-Chairs have a casting vote.

## **Communications**

- The Executive Director shall maintain an email list which facilitates easy communication by Committee members.