



European Quantum Flagship Community Organization

Terms of Reference

Draft

§ 1 GENERAL

- (1) The European **Quantum Flagship (QFS)** initiative, as laid out in the report of the Quantum Technologies Flagship High-Level Steering Committee¹, is a long-term and large scale research initiative of the European Commission driven by an ambitious vision. It tackles major science and technology challenges expected to result in “game changing” impacts that benefit economy and society and pave the way to the technological and industrial leadership of the EU².
- (2) The underlying **Quantum Flagship Community Organization** is a voluntary, informal group of stakeholders in the field of quantum technology in Europe engaging primarily industrial enterprises and research institutions with the aim of supporting the Quantum Flagship in achieving its mission and generating maximum impact.
- (3) The Quantum Flagship Community Organization has been founded on [TBD] through the formation of the initial Strategic Advisory Board, Quantum Community Network Board, Science and Engineering Board and Work Group Chairs from leading organizations directly or indirectly involved with quantum technology research and development in Europe.
- (4) The Quantum Flagship Community Organization is not registered as an independent legal entity. No individual, no group of individuals and no legal entity may engage in legal or financial transactions or responsibilities on behalf of the Quantum Flagship Community Organization, nor may the Quantum Flagship Community Organization or any of its participants be held responsible or liable for any such activities. The Quantum Flagship Community Organization holds no assets or possessions of any kind.
- (5) Participants of the Quantum Flagship Community Organization or of its bodies act on voluntary basis.

¹ <https://ec.europa.eu/digital-single-market/en/news/quantum-flagship-high-level-expert-group-publishes-final-report>

² <https://ec.europa.eu/digital-single-market/en/fet-flagships>



§ 2 MISSION OF THE QUANTUM FLAGSHIP

- (1) The **mission** of the Quantum Flagship is to
 - Consolidate and expand European scientific leadership and excellence in quantum research, including training the relevant skills;
 - Kick-start a competitive European industry in quantum technologies to position Europe as a leader in the future global industrial landscape;
 - Make Europe a dynamic and attractive region for innovative research, business and investments in QT, thus accelerating their development and take-up by the market.
- (2) To this end, the Quantum Flagship Community Organization will support the development and implementation of a European strategy in quantum technologies by determining common industrial, scientific, technical, political, social and economic objectives and agree on actions to be taken in order to achieve them. It will also support the coordination with non-EU activities in the field of quantum technologies.
- (3) The Quantum Flagship Community Organization, through its Strategic Advisory Board, advises the European Commission and the EU Member States / Associated Countries on relevant research and innovation priorities and is instrumental to build up the community of professionals in the field of quantum technologies in Europe.
- (4) These objectives and actions are reflected in a **Strategic Research and Innovation Agenda (SRA)** and the prioritization within this SRA. Within the Quantum Flagship Community Organization, the SRA is developed and decided in accordance with the decision-making process as set out in Annex [TBD] to these Terms of Reference. This process may be changed if deemed necessary upon approval by the Strategic Advisory Board.

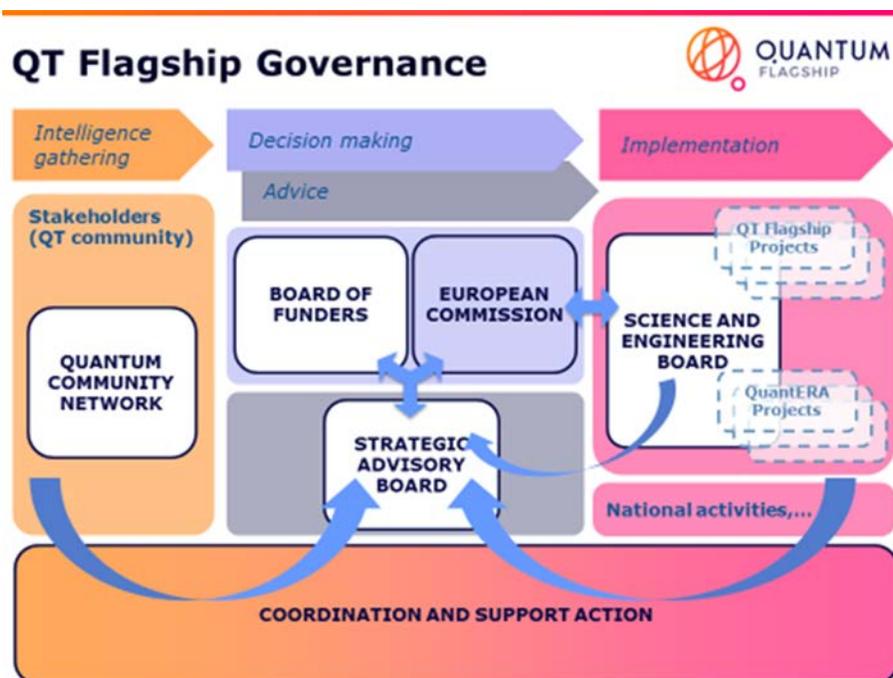
§ 3 QUANTUM FLAGSHIP COMMUNITY ORGANIZATION STRUCTURE

(1) The Quantum Flagship Community Organization is composed of its participants on the one hand and the following bodies and organizations on the other hand:

- European Commission (EC) and Board of Funders (BoF)
- Strategic Advisory Board (SAB)
- Science & Engineering Board (SEB)
- Quantum Flagship Secretariat (QFS Secretariat)
- Quantum Community Network Board (QCN)
- Work Groups (WGs).

The role of these bodies in the governance of the Quantum Flagship and, if applicable, their constitution, function, responsibilities, internal way of working, is described in two different documents:

- Quantum Flagship Terms of Reference describing the role and responsibilities of the EC, BoF, SAB, SEB and the QFS Secretariat
- Quantum Flagship Community Organisation Terms of Reference (this document) describing the role and responsibilities of the QCN and the WGs





§ 4 QUANTUM FLAGSHIP COMMUNITY ORGANIZATION PARTICIPANTS

- (1) The **Quantum Flagship Community Organization Participants** form the basis of the Quantum Flagship Community Organization. Participation is open to all individuals, concerned with, and active in, research and innovation in the field of quantum technologies in Europe on a professional basis, as well as to representatives of special interest groups of consumers, end-user industries, European cluster organizations and/or other European entities, being stakeholders in the development in the field of quantum technologies in Europe. All herein in short are referred to as “Quantum Flagship participants”.
- (2) Participation can be obtained by submitting an application to the Quantum Flagship Secretariat³.
- (3) Members of the Strategic Advisory Board (SAB), the Science and Engineering Board (SEB), and the QFS Secretariat are automatically QFS Community Organization Participants.
- (4) Participation is for an undefined period of time. It ends by a written notice of resignation by the participant to the Quantum Flagship Secretariat. Participation also ends by (a) death, (b) in case the Quantum Flagship Community Organization participant no longer fulfils the criteria to be a participant (as set out in § 5(9)), or (c) by exclusion (as set out in § 4(9)).
- (5) Participation in the Quantum Flagship Community Organization is free of charge. Participants shall bear their own expenses arising from their participation in activities of the Quantum Flagship Community Organization.
- (6) Participants contribute to the mission and to the activities of the Quantum Flagship. This is done particularly by participating in the Work Groups. Each Quantum Flagship participant is assigned to at least one Work Group according to his/her preference.
- (7) Assemblies of the Quantum Flagship participants (or the Quantum Flagship Community Organization) will generally be held at least once a year upon invitation by the SAB Chair and the EC.
- (8) A complete list of all Quantum Flagship participants is publicly available on the Quantum Flagship website at www.qt.eu. When submitting their participation application the applicant will indicate the Work Group(s) of their preference and agree to have their names and, if applicable, their affiliation listed, and in general agree with and, to the extent relevant, will comply with all provisions of these Terms of Reference. Each Quantum Flagship participant has to provide an e-mail address that contains the domain name of its affiliation or special interest group, if applicable. This e-mail address will not be published on the publicly available list of Quantum Flagship participants.
- (9) Exclusion from Quantum Flagship Community Organization participation is possible on the basis of a “Severe Cause”. Severe Cause includes, but is not limited to violation of the regulations of these Terms of Reference, activities against the mission of the Quantum Flagship, and any actions or activities that impair the public standing of Quantum Flagship. A participant can be excluded with immediate effect through written notice from the SAB Chair.

³ e.g. using the online form on the Quantum Flagship website at www.qt.eu



§ 5 QUANTUM COMMUNITY NETWORK BOARD

- (1) The **Quantum Community Network Board (QCN)** represents the quantum technology communities of EU Member States / Associated Countries in the Quantum Flagship Community Organization.
- (2) The responsibility of the QCN is to:
 - Identify, motivate, engage and involve relevant national stakeholders in their respective country in the Quantum Flagship;
 - Represent these stakeholders towards the Quantum Flagship;
 - Collect and share information and/or best practices on activities relevant to quantum technologies in their country;
 - Endorse the Quantum Flagship's SRA to ensure alignment with national community activities;
 - Help coordinate the interaction and programme harmonization between the Quantum Flagship and national initiatives;
 - Act as the contact person for questions related to the Quantum Flagship and requests in their national community;
 - Make proposals to the SAB on the creation or discontinuation of Work Groups of the Quantum Flagship Community Organization.
- (3) The QCN reports on the fulfilment of its responsibilities (according to (2)) to the SAB, the EC and the BoF at least twice per year.
- (4) The QCN may establish its own rules and procedures.
- (5) The QCN is composed of one member and one deputy member per EU Member State / Associated Country respectively. QCN members are high-profile experts in quantum technologies with a large network in the respective national quantum technology community. Members of the SEB or SAB cannot be QCN members at the same time.
- (6) Every fourth year, each of the EU Member States / Associated Countries determine new QCN members.
- (7) The QCN membership ends
 - a) at the end of the four-year period referred to above, unless the QCN member is re-elected immediately,
 - b) by a written notice of resignation by the QCN member or deputy member to the Quantum Flagship Secretariat,
 - c) by exclusion in accordance with § 4(9).
 - d) in case a QCN member becomes a member of the SEB or SAB.



In the cases b), c), d), a replacement from the respective EU Member State / Associated Country will be sought

- (8) The QCN has a Chair and a Vice Chair.
- (9) The QCN elects its Chair and Vice Chair for a term of four years, re-election is possible. The election takes place as soon as the determination of QCN members (as set out in (10)) is completed.
- (10) Voting rules for QCN Chair and QCN Vice Chair:
 - The election is moderated by a neutral partner, e.g. the Quantum Flagship Secretariat.
 - For each election, at least 50% of all QCN members have to present (or represented by a proxy) and give their vote. If less than 50% are present, the election cannot take place.
 - Each QCN member has a voting right. Only QCN members which are present at the election, or which have sent a proxy, can carry out their voting rights.
 - Each QCN member which is present at the election, or which has sent a proxy, can volunteers a candidate.
 - Sending a proxy is possible only if the Quantum Flagship Secretariat has been noticed at least one week before the Election Date.
 - Prior the voting procedure, the candidates have to confirm that they candidate and that they have accepted the rules of the election and that they will act as QCN Chair or QCN Vice Chair according to the terms of references, in case they win.
 - A first secret ballot elects the QCN Chair. The candidate with most votes wins.
 - A second secret ballot elects the QCN Vice Chair. The candidate with most votes wins.
 - If several candidates share the maximum number of votes, a further election has to be done to decide between them. If the second election also results in a tie, the Quantum Flagship Secretariat will draw lots to decide.
 - The result will be announced immediately at the end of the election.
- (11) Determination of QCN members:
 - a) Up to four QCN candidates per EU Member State / Associated Country will be elected by the Quantum Flagship participants from the respective country (as set out in (12)). From this list, the Board of Funders (BoF) national ministry representative(s) will select the respective QCN member and deputy member. A QCN member has to represent its country and the interests of academic and industrial stakeholders from its country.
 - b) In case a QCN member or deputy member becomes SEB member (and therewith is automatically excluded from the QCN), the BoF member(s) from the country is asked to select another QCN member or deputy member from the list of four as a replacement. The term of the replacement of a QCN member or deputy member starts with its nomination.



(12) Voting QCN candidates. Up to four QCN candidates per EU Member State / Associated Country will be elected by the Quantum Flagship participants from the respective country.

Voting rules for QCN candidates:

- a) Eligible Voters for a particular EU Member State / Associated Country are all persons registered as Quantum Flagship participants with residence in the country 45 days before the Election Day.
- b) Each Eligible Voter has one vote.
- c) Voting will take place electronically, through a web-based election tool.
- d) Per country, the four QCN candidates with the most votes will be considered elected. If two or more candidates receive an equal amount of votes and in order to admit a clear ranking of candidates, the Quantum Flagship Secretariat will draw lots between these candidates.

Voting procedure for QCN candidates:

- e) All Eligible Voters will receive notice of the Election Day no later than three months before the Election Day.
 - f) The Proposal Phase starts with the notice of the Election Day and ends 45 days before the Election Day. In the Proposal Phase, Eligible Voters can propose election candidates with a letter of nomination to the Quantum Flagship Secretariat. An election candidate nomination will always contain the name of the election candidate and the Member State / Associated Country. A letter proposing an election candidate shall be written in English and shall contain a description of the activities of, and information about the benefit and contribution of the election candidate to the QCN.
 - g) No later than four weeks before the Election Date, the Quantum Flagship Secretariat will send the Voting Notice to each Eligible Voter. The Voting Notice contains (a) list of QCN election candidates, (b) the information received in that respect under sub-paragraph f) above, (c) the login details for casting that particular vote, and (d) the date when the election tool is open for voting.
 - h) A vote can only be cast in the Voting Phase, which starts two weeks prior to the Election Date and ends on the Election Date itself (including the latter).
- (13) The QCN members commit themselves to taking an active part in the endeavours of the Quantum Flagship, to comply with the responsibilities of the QCN and to attend all meetings of the QCN (to the extent possible). In the case of being unable to be present, a QCN member may transfer the vote to his deputy or by proxy to another QCN member upon written prior notice to the Quantum Flagship Secretariat.

In case a QCN member has not been present, either in person or represented through proxy, in two consecutive meetings of the QCN, he/she will, unless absence was due to special circumstances, be assumed to have resigned from the QCN of which written notice will be given by the QCN Chair. In



case such assumption is not accepted by the relevant QCN member, he/she can object to the exclusion and explain its position to the QCN who may reconsider.

- (14) Meetings of the QCN will be held up to four times a year upon invitation by the QCN Chair, as more frequent as the QCN Chair deems necessary. The SEB Chair and Vice Chair are invited to attend the QCN meetings as „guests“, without having any voting right. Any convocation of a meeting of the QCN shall take place at least three weeks before such meeting is held, and shall include the agenda of such meeting. Decisions of the QCN are made at these meetings and require the presence or representation of more than the half of the QCN members.

Decisions of the QCN members are taken by simple majority vote unless otherwise stated herein. An abstention or an invalid vote are considered as not voting. Each QCN member, including the QCN Chair, has one vote. Decisions by the QCN may also be taken through electronic means, such as e-mail, on-line voting and the like.



§ 6 WORK GROUPS

- (1) The **Work Groups (WGs)** of the Quantum Flagship Community Organization are the centre of activity with regard to strategy development.
- (2) The responsibility of the Work Groups is to:
 - Prepare the Quantum Flagship's Strategic Research and Innovation Agenda (SRA) involving the whole quantum technology community (through Quantum Flagship participants) in Europe.
- (3) Work Groups can be established or discontinued by the SAB, after consultation with the QCN.
- (4) Each member of the Quantum Flagship Community Organization is member of at least one but usually not more than two Work Groups (as set out in § 4(6)).
- (5) Each Work Group has two Chairs, one representing industry, one representing academia. Exceptions to this rule are possible, if a Work Group does not cover industrial aspects, and need to be approved by the QCN.
- (6) Every other year, there will be an election for new Work Group Chairs. Work Group Chairs are elected for a period of two years, re-election is possible.
- (7) Voting Work Group Chairs. For each Work Group, one Work Group Chair representing academia and one Work Group Chair representing industry are elected.

Voting rules for Work Group Chairs:

- a) Eligible Voters for a particular Work Group are all persons registered as Quantum Flagship participants and associated to the particular Work Group 45 days before the Election Day.
- b) Each Eligible Voter has two vote, one for the Work Group Chair representing academia, and another one for the Work Group Chair representing industry.
- c) Voting will take place electronically, through a web-based election tool.
- d) The candidate for the Work Group Chair representing academia with the most votes will be considered elected. In case two or more candidates receive an equal amount of votes, the Quantum Flagship Secretariat will draw lots between these candidates.
- e) The candidate for the Work Group Chair representing industry with the most votes will be considered elected. In case two or more candidates receive an equal amount of votes, the Quantum Flagship Secretariat will draw lots between these candidates.

Voting procedure for Work Group Chairs:

- f) All Eligible Voters will receive notice of the Election Date no later than three months before the Election Day.
- g) The Proposal Phase starts with the notice of the Election Day and ends 45 days before the Election Date. In the Proposal Phase, Eligible Voters can propose candidates with a letter of nomination to the Quantum Flagship Secretariat. A candidate nomination will always contain



the name of the candidate and if the candidate would represent academia or industry. A letter proposing a candidate shall be in English and shall contain a description of the activities of, and information about the added value and contribution to the Work Group.

- h) No later than four weeks before the Election Date, the Quantum Flagship Secretariat will send the Voting Notice to each Eligible Voter. The Voting Notice contains (a) the list of candidates for the Work Group Chair representing academia, (b) the list of candidates for the Work Group Chair representing industry, (c) the information received in that respect under sub-paragraph e) above, (d) the login details for casting that particular vote, and (e) the date when the election tool is open for voting.
 - i) Votes can only be cast during the Voting Phase, which starts two weeks prior to the Election Date and ends on the Election Date itself (including the latter).
- (8) The Work Group Chairs, the SEB Chair and Vice Chair and the QCN Chair and Vice Chair, jointly form the **SRA Editor Group**. The SRA Editor Group coordinates the input of the individual Work Groups, proposes and prepares SRA chapters on specific aspects to areas covered by Work Groups like national activities, infrastructure or other. In case of conflicts on content in SRA WGs, the SRA Editor Group has the final decision about the SRA draft (which later is to be endorsed by the SAB). Decisions in the SRA Editor Group are taken by majority vote.



§ 7 PROVISIONAL CLAUSE

The Quantum Flagship Community Organization is established by its founding members. Members of the founding bodies are listed in the Annex of these Terms of Reference. The provisional terms of the individual bodies start at the date when the organization is established and will end as follows:

- Founding QCN members term – March 2021
- Founding Work Groups Chair term – Oct 2020