

The Quantum Coordination Board (QCB)

Terms of Reference

1. Mandate of the Quantum Coordination Board (QCB)

The role of the QCB is to

- coordinate and align the activities of the European Commission funding initiatives in the field of Quantum Technologies, including but not restricted to the Quantum Flagship;
- follow and report on the progress made towards the European Union objectives in the field of Quantum Technologies (QT);
- identify collaboration opportunities, joint developments, and relevant shared infrastructures among projects.

In this respect the main responsibilities of the QCB are to:

- Coordinate and align the Quantum Flagship Research and Innovation project activities together with QT-related initiatives and projects from complementary EU programmes and Institutions in Horizon Europe, Digital Europe, CEF2. This includes e.g. EISMA, EuroHPC JU, Chips JU, EuroQCI. A shared online repository will be provided for information exchange.
- Identify cross-cutting topics and challenges and propose common solutions.
- Interact with the other bodies of the Quantum Flagship in all the areas of activity of the relevant EU actions as listed above, including the Flagship Coordination Office (Coordination and Support Action), and report to the Quantum Flagship Strategic Advisory Board (SAB)¹ and to the European Commission.

Duration and composition of the QCB:

The QCB is established for the duration of the Quantum Flagship initiative. Every Quantum Flagship project is automatically a member of the QCB during the duration of project. Furthermore, quantum projects from complementary EU funding programmes are members of the QCB on a voluntary basis. Projects shall be represented by their coordinators.

2. Structure and Tasks of the Quantum Coordination Board

The expected size of the QCB is between 80 and 100 representatives. As shown on the figure below, the QCB is formed by three groups structured as concentric circles:

Core Group: The inner circle is the Core Group, with representatives of Quantum Flagship project coordinators (including FPAs/SGAs) and project coordinators from other EC programs. The Core Group is limited to 25 members to allow for an efficient operation while guaranteeing broad representation. The members of the Core Group are elected by the General Assembly for a term limited to the duration of their European project, and renewable each year by explicit mutual agreement. Each quantum technology pillar, Communication, Computing, Simulation, Sensing & Metrology, as well as including cross-cutting activities such Basic science, Engineering & enabling technologies, Education & workforce development, Industrial aspects, should be represented by at least two projects to ensure broad representation. Moreover, best efforts shall be made to ensure a good balance of the different programmes in the Core Group.

¹Quantum Flagship Strategic Advisory Board: [Register of Commission expert groups and other similar entities \(europa.eu\)](https://ec.europa.eu/easip/en/register-of-commission-expert-groups-and-other-similar-entities)

Tasks of the Core Group:

- Serve as first point of contact for EU quantum technologies programme/project coordination activities and represent the QCB at external meetings.
- Serve as first point of contact for the European Commission for enquiries about overall progress report, and about future EU programme priorities or strategic roadmaps - to be coordinated with the other circles of the QCB (see below).
- Identify blind spots in EU programmes and project coordination and make proposals to address them.
- Monitor the progress of the Quantum Flagship projects against the Flagship SRIA.
- Monitor the level of coordination between the Flagship and other QT initiatives.
- Make proposals to improve cooperation between the different EU initiatives and projects.
- Validate the establishment or dissolution of the thematic committees (see below).

The Core Group elects a Chair and Vice-Chair, with modalities defined in Section 3. It receives logistical support from the Flagship Coordination Office CSA to fulfill its tasks.

General Assembly (GA): The external circle is set as a General Assembly (GA). All QT projects, funded by the European Commission across all programmes, are GA members, represented by their project coordinators. It serves to build a community of quantum projects funded by the Commission and is set up as an open platform. The General Assembly relies on the self-organisation and voluntary commitment of its members.

Task of the General Assembly:

- Representation of all EU-funded quantum projects across all programs
- Information sharing about activities and challenges with relevance to the sector
- Implementation of the EU quantum policy objectives across different programmes

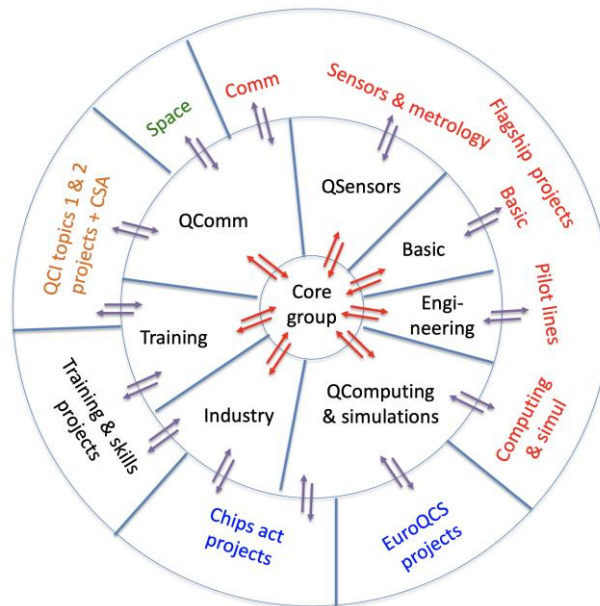
The Chair and Vice-Chair of the Core Group are also the Chair and Vice-Chair of the GA. Representatives from related EU QT industry associations (QuIC), and EU quantum initiative governance bodies (Flagship QCN and SAB) and the Commission, are invited observers in the GA.

Thematic Committees: Between these, there is an intermediate circle of thematic committees, appointed by the Core Group. These committees are arranged by thematic objective (see figure), with a good balance avoiding overrepresentation of some subgroup. They are transversal with respect to the funding programmes, in order to ensure synergies between the different QT actions. It is important to have bidirectional links, connecting on one side to the outer GA, and on the other side to the inner Core Group (see figure). The purpose of the thematic committees is to involve all participant project coordinators, based on their interests, in order to build a community, permitting cross-project fertilization, exchange of information and the creation of collaboration opportunities. They may also propose new directions of research, for possible support in future workprogrammes. The thematic committees should make available to all QT project coordinators the agenda of the meetings, the cross-cutting questions, and any opportunities to collaborate.

Tasks of Thematic Committees:

- Provide a cross-programme exchange and collaboration platform for quantum technologies projects on specific subjects
- Foster cooperation on to ensure alignment of activities across different programmes
- Identify needs of access to infrastructures across programmes
- Identify challenges and blind spots in a given thematic area that need intervention by the community or the Commission.

Thematic Committees rely on the self-organisation and voluntary commitment of their members, and the Core Group members are required to participate to at least one Thematic Committee to insure appropriate links. A view of this scheme is presented below; the represented topics are for orientation purposes and can be changed to include any other relevant, under the propositions of the GA and the supervision of the Core Group.



3. General provisions

Meetings and decision making

QCB members commit themselves to taking an active part in implementing the EU's quantum strategy, to comply with the responsibilities of the QCB and to attend, to the extent possible, all meetings of the QCB. In the event of being unable to attend, a QCB member may – in exceptional cases – be represented by a substitute from his/her project. The participation of a project coordinator in the Core Group is mandatory and cannot be delegated.

The meetings schedule will depend on the circle:

1. The core group meets typically every one or two months, according to internal rules. Meetings will be held online (one physical meeting per year).
2. The Thematic Committees meet according to the needs of the committee. Each committee is free to define its organization, meeting rules and schedules. Meetings are held online unless otherwise agreed.
3. The General Assembly (GA) will take place once a year, either online or physically as part of the European Quantum Technology Conference.

Decisions by the QCB bodies and thematic committees must be taken with a quorum of at least half of their members being present. All bodies should make any effort to achieve consensus. If consensus cannot be reached, decisions are taken by simple majority vote. Each QCB member has one vote.

Chair and Vice-Chair

The Chair and Vice-Chair are common to the GA and Core Group, and they warrant the smooth overall operation of the QCB, with the logistics support of the CSA. Their tasks are:

- Being in charge of setting up the rules and procedures of the QCB
- Organising and chairing meetings and moderating the discussions in the Core Group and GA
- Reporting to the European Commission
- Representing the QCB at external meetings

The Chair and Vice-Chair shall be elected by the Core Group members, as soon as the group is established, and after the renewal of members in the following years. The term of office of the Chair and Vice-Chair are left open, but must be agreed on by the Core Group before electing them.

A possible mandate shall be two years, with the elected Vice-Chair acting as Vice-Chair the first year and becoming Chair the second year. Then a new Vice-Chair is elected each year, and the first Chair is elected with a one-year mandate. Longer terms are possible, to be decided by the Core Group.

In case of absence of the Chair, the Vice-Chair shall be in charge of the tasks of the Chair. The Vice-Chair may also assist with the tasks of the Chair.