



European Quantum Flagship structure

Terms of Reference

(v2.0, 2024-06-26)

(...)

§ 6 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 Organization.
- (2) The responsibility of the QCN is to:
 - a) Identify, engage and involve relevant national stakeholders in their respective country in the Quantum Flagship;
 - b) Represent these stakeholders towards the Quantum Flagship;
 - c) Collect and share information and/or best practices on activities relevant to quantum technologies in their country;
 - d) Promote the alignment of the Quantum Flagship's SRIA with national community activities;
 - e) Help coordinate the interaction and programme harmonization between the Quantum Flagship and national initiatives;
 - f) Act as the contact person for questions related to the Quantum Flagship and requests in their national community;
 - g) Make proposals to the SAB on the creation or discontinuation of Work Groups of the Quantum Flagship.
- (3) The QCN reports on the fulfilment of its responsibilities (according to § 6(2)) to the SAB and to the EC at least twice per year.
- (4) The QCN may establish its own rules and procedures.
- (5) Every fourth year, each of the EU Member States / Associated Countries determine new QCN members.
- (6) Determination of QCN members:
 - a) A QCN member has to represent its country and the interests of academic and industrial stakeholders from its country.



- b) The QCN is composed as a rule of two members of different gender per EU Member State / Associated Country. Countries where meeting the gender balance criterion is challenging, due to a limited size of the national quantum community, will have one member only.
- c) When a QCN member needs to be nominated, the existing QCN members will initiate a consultation process within their national community to identify candidates supported as broadly as possible. They will report about the process in a QCN meeting. Upon validation of the process the chosen candidates, will be proposed to the national ministry for appointment.
- d) In case a QCN member becomes QCB or SAB member (and therewith is automatically excluded from the QCN), the country is asked to select another QCN member, in observance of § 6(7d). The term of the replacement of a QCN member starts with their nomination.

(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 to the QCN Secretariat;
- c) by exclusion in accordance with § 4(8);
- d) in case a QCN member becomes a member of the QCB or the SAB.

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

(8) The QCN has two Co-Chairs of different gender and country. The two Co-chairs are both present in the meetings, but they chair alternatively during the year to ensure gender balance. Once they are elected, they cease the country representation, and another person will take their place as country representative, maintaining the gender balance and in accordance with § 6.c.

(9) The QCN elects its Co-Chairs for a term of four years. Re-election is possible for a second term. The election takes place as soon as the determination of QCN members (as set out in § 6(6)) is completed.

(10) Voting rules for QCN Co-Chairs:

- a) The election takes places in a dedicated QCN meeting, chaired by QCN oldest member supported by the FCO;
- b) For each election, at least 50% of all QCN members have to be present (or represented by a proxy) and give their vote. If less than 50% are present, the election cannot take place;
- c) Each QCN member participating in the dedicated meeting has a voting right. (One vote per country) Only QCN members who are present at the election, or who have sent a proxy, can carry out their voting rights;
- d) Each QCN member which is present at the election, or which has sent a proxy, can propose a candidate;
- e) Sending a proxy is possible only if the QCN Secretariat has been notified at least one week before the election date;



- f) Prior the voting procedure, the candidates have to confirm that they are running and that they have accepted the rules of the election and that they will act as QCN Co-Chairs according to the terms of references, in case they win;
 - g) A first secret ballot elects one QCN Chair. The candidate with most votes wins;
 - h) A second secret ballot elects the other QCN Chair. The candidate with most votes wins;
 - i) If multiple candidates receive the highest number of votes in a secret ballot, a runoff election will be held to determine the winner. If the second election also results in a tie, the Quantum Flagship Secretariat will draw lots to decide;
 - j) The result will be announced immediately at the end of the election.
- (11) According to the requirement of gender diversity as stated in § 6(7), each country's two members will alternate their attendance in QCN meetings to achieve balanced participation within every calendar year. The effectiveness of these guidelines in promoting gender balance and diversity within the QCN will be periodically reviewed and evaluated, with adjustments made as necessary to achieve the stated objectives.
- (12) 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 by proxy to another QCN member upon written prior notice to the QCN 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 CO-Chairs. 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.
- (13) Meetings of the QCN will be held up to four times a year upon invitation by the QCN Co-Chairs, as more frequent as the QCN Co-Chairs deems necessary. The QCB and SAB 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 one week 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 Co-Chairs, has one vote. Decisions by the QCN may also be taken through electronic means, such as e-mail, on-line voting and the like.