



Statutes for the European School on Magnetism

Purpose and format of the School

The European School on Magnetism (ESM) is a biyearly non-profit event organized by the European Magnetism Association. The mission of ESM is higher education of young European scientists in the field of Magnetism, while promoting networking and creating effective links between academics and industry.

Each session of the European School on Magnetism aims at providing a thorough understanding of the fundamentals of Magnetism. It is open to young scientists (mostly PhDs, but also post-doctoral fellows and other early-stage carrier scientists). It consists of approximately ten days of training combining lectures with additional various activities. A large part of the School is devoted to fundamentals of Magnetism, while more specialized lectures are provided on an up-to-date topic assigned to each School.

Activities include the following (see separate document for more details).

- A special topic selected for each school, associated with a foundation of basic lectures.
- Lectures providing a step-by-step understanding of Magnetism, which are interactive and include useful references. Slides are made available on the web site.
- Practicals, which may include blackboard exercises, computer practicals, experiments, small group work on projects etc.
- Question sessions (approximately 6h).
- Library containing a large selection of books dedicated to Magnetism.
- Poster session for the participants to present their work and promote networking.
- Possibility of industrial participation: scientific slides, forum, discussion, daily work in industry

Steering Committee

PURPOSE

- The Steering Committee (SC) of ESM is a small group of people willing to dedicate time to keep the School on track. It should remain reasonably small to allow for an efficient work (typically 5-8 persons). It is responsible for maintaining the budget, defining topics for future Schools, identifying host locations, coordinating the definition of the scientific program of Schools, making links with related institutions (IEEE and JEMS) and partners, and communicating about the school. The Steering Committee proposes and decides possible changes about the organization of the School and the structure of its committees.
- The committee may decide that special tasks are coordinated by one of its members (officers), such as budget, communication, school program, school site.
- The Steering Committee elects a president among its members. The President is in charge of coordinating the action of the committee, and ensuring that all necessary tasks are being tackled.
- There should be a slow renewal of the Steering Committee, with pace balanced between the constraints of keeping the memory and spirit of the school, and bringing in new ideas. The new members will be proposed by the committee itself, after gathering all necessary suggestions.

PRACTICAL TASKS

- Determine sites for hosting the School (may be coordinated by the school-site Officer). The SC should stimulate members of their community (topical or geographical) to propose hosting places meeting the requirements of the School (see separate document). The most convincing proposals should be gathered and discussed in a face-to-face meeting. This should be based on a written (or slide-show) document from each proposer, addressing the issues mentioned by the Steering Committee (including access, local



facilities, and budget etc., see separate document). Ideally the proposer or a representative should be present.

- Determine topics and lists of lectures for future Schools (may be coordinated by the program Officer). This task benefits from a feedback from the Scientific Advisory Committee.
- For each School:
 - The SC works jointly with the chair of the School for all aspects pertaining to the session, which includes the items below.
 - Ascribes lecturers to each topic, based on the input of the scientific advisory committee. This may be coordinated by the program Officer.
 - Selects the students offered to attend the School, out of those having requested participation. This may be coordinated by one member of the SC.
 - Monitors the budget (may be coordinated by the treasurer) for each School, and of the series of Schools.
- Reports to and acts in coordination with the European Magnetism Association.
- Communicates to the Magnetism community with the same objectives as the School: education, careers and networking. This is handled in particular through the web site and newsletter of EMA. This may be coordinated by the communication Officer.

MEETINGS AND DISCUSSIONS

- The committee tries to meet face-to-face when possible, for example yearly at a major conference on Magnetism held in Europe (JEMS, ICM, InterMag etc.).
- Video conferences may be organized between these events whenever needed
- Information will be exchanged through Email on a regular basis.

Scientific Advisory Committee

- The task of the Scientific Advisory Committee (SAC) is to provide advisory input to the steering and local committees for the scientific aspects of the School. The main task is to suggest names for lecturers fitting the program proposed by the Steering Committee. Comments to adjust the list of lectures are also welcome.
- The SAC is kept informed on a regular basis about the key information concerning the ESM: budget, conclusion on past schools, plans for future schools, renewal of Steering Committee etc.
- The SAC consists of a core group of roughly twenty persons. Extra members can be invited for the duration of one School, if required for a specific topic.
- The duration of service is typically eight years, with the renewal based on nominations by the Steering Committee itself. Members that are leaving may make a suggestion for their replacement. Reasonable balance of the members should be sought as follows:
 - Part of the new members should be sought among recent lecturers or school chairs to keep the spirit of the School and part of the new members should be external persons to help bring in new ideas.
 - Most members are expected to be European. A geographical balance between different countries should be sought.
 - Topical balance to cover a large spectrum in Magnetism
 - Reasonable gender balance, age balance etc.
- Members that have not been able to contribute for two consecutive schools will be replaced.
- Members of the Steering Committee cannot be members of the scientific advisory committee.



Organizing Committee

- The Organizing Committee consists of the scientific chair of the School plus the local organizers. The scientific chair is appointed by the Steering Committee and may be one of the local organizers.
- The Organizing Committee prepares and runs the practical aspects of the school consistent with the guidelines provided by the Steering Committee, particularly adhering to the guidelines for pedagogical content and budget.
- The scientific chair:
 - Works jointly with the Steering Committee on the School to be chaired.
 - Is involved, among other activities, in the program, the choice of lecturers and the selection of the attendees.
 - Is a member of the Steering Committee during the period up to the next School, so that the experience gained is smoothly passed on from the previous session.

Timing

- The School takes place at least every other year.
- In the event of a continuing rise in the number of requests for participation, and if manpower is sufficient based on the availability of local organizers, an increase of frequency may be discussed. The School may then, for example, be held every 18 months.
- The school should seek alternation with IEEE Schools held in Europe.