VirgoLab 2025/xxx

**rules of procedure**

**of the VirgoLAB resource review**

The Rules of Procedure of the VirgoLab Resource Review aim to define the framework in which the Resources of VirgoLab are received, allocated and monitored. After adoption, this procedure is binding for all VirgoLab Members and their Oversight Organisations.

**Rule 1**

**Resource Coordinator**

For the preparation of all the bookkeeping and planning documents, VirgoLab should designate a Resource Coordinator.

As most of the financial resources of VirgoLab are allocated through EGO, it would be preferable if the Resource Coordinator is part of EGOs administrative staff or supported by a dedicated person among EGOs administrative staff.

All members of VirgoLab engage to provide the relevant information to the Resource Coordinator upon request.

The Resource Coordinator is nominated by EGO Council for a fixed mandate, which can be renewed.

The Resource Coordinator ensures that the Resource Review Procedure is followed, with the support of the EGO Council, the EGO Director and the VirgoLab Executive Board.

**Rule 2**

**Resource Review Procedure**

The proposed schedule of the resource review procedure in the year n looks as following:

During the **July session** of EGO Council in the year n:

1. The Resource Coordinator presents to Council the executed resource plan of the year n-1 for approval after having received the opinions presented by the AFC and the STAC.

The executed resource plan contains:

* The contributions from the EGO budget allocated to VirgoLab in the year n-1 and their executed spending.
* The comparison of the resources pledged and provided by the Member Labs

1. Assessment of the pledged deliverables and in-kind contributions transferred to VirgoLab The Resource Coordinator presents the budget of the year n with possible updates for information and the AFC and the STAC present their opinions:

* The part of the contributions from the EGO budget and the Common Fund allocated to VirgoLab for the year n and the current spending
* The resources pledged by the Member Labs
* The deliverables and in-kind contributions to be received by VirgoLab

1. The Resource Coordinator presents to Council the prevision of the resources needed for the year n+1 for comments and the AFC and the STAC present their opinions:
   * The resources required for the functioning of VirgoLab;
   * The foreseen part of the contributions from the EGO budget and the Common Fund to be received by VirgoLab in the year n+1 for VirgoLab and their planned spending;
   * The foreseen resources pledged by the Member Labs;
   * The deliverables and in-kind contributions foreseen to be received by VirgoLab;
   * The matching of the required resources with the foreseen resources;
   * The plans to mitigate any missing resources;

These presentations are also given to the Board of PIs.

During the **December session** of EGO Council in the year n:

1. The Resource Coordinator presents the executed budget of the year n with possible updates for information and the AFC and the STAC present their opinions:

* The part of the contributions from the EGO budget and the Common Fund allocated to VirgoLab for the year n and the current spending;
* The resources pledged by the Member Labs and the resources currently received,
* The deliverables and in-kind contributions planned and currently received by VirgoLab

1. The Resource Coordinator presents to Council the prevision of the resources for the year n+1 for approval after having received opinions presented by the AFC and the STAC:
   * The resources required for the functioning of VirgoLab;
   * The foreseen part of the contributions from the EGO budget and the Common Fund to be received by VirgoLab to be received in the year n+1 and their planned spending;
   * The foreseen resources pledged by the Member Labs;
   * The deliverables and in-kind contributions foreseen to be received by VirgoLab;
   * The matching of the required resources with the foreseen resources;
   * The plans to mitigate any missing resources;
2. The Resource Coordinator presents to Council the budgetary strategy for the upcoming three years for information. The AFC and the STAC are presenting their opinions.

These presentations are also given to the Board of PIs.

**Rule 3**

**Document of Resource Pledges**

* + For the December Council Session, the Resource Coordinator prepares a document summarizing the resources pledged for the year n+1 by EGO and each of the Member Labs. The summary document is based on the data contained in individual resource pledge documents for each Member Lab, which specify the persons involved in VirgoLab and their foreseen SVAC, the financial resources pledged by the group and the expected deliverables.
  + The numbers given in these documents must be extracted from or inserted in a collaboration-wide database (e.g. Virgo Members Database), such that summary reports can be created covering all labs.
  + The documents relevant for each Member Lab are signed by the EGO director, the Oversight Organisation of the Member Lab and the PI.
  + The resource pledge documents for each country’s labs are collected by the country’s national coordinator, who submits them to the competent Oversight Organization for approval/signature before forwarding them to the Resource Coordinator.
  + The documents are the basis for the monitoring of the resource allocations by the Resource Coordinator.
  + In case of any shortfall, the Resource Coordinator should be informed on the shortest possible notice and mitigation strategies should be elaborated by the EB upon proposal of the relevant project.
  + Non-compliance with the Resources pledged may result in sanctions including restrictions on voting rights and/or authorship of the concerned group or individuals.

**Rule 4**

**Resource Loading**

* The final authority for the resource loading lies with the EGO director.
* The EGO director together with the members of the Executive Board are responsible for establishing the resource planning of VirgoLab.
* The EGO director together with the members of the Executive Board initiate and lead the discussions with the Oversight Organisations, the National Liaisons and the Member Lab PIs to establish the resource planning.
* The Resource Coordinator is involved in these discussions and duly informed on all relevant aspects concerning the resource allocation and execution.

**Rule 5**

**Additional Council, AFC and STAC Sessions**

* If considered necessary, the EGO Director may request an additional Session of the Council, the AFC and the STAC, in particular upon proposal of the Resource Coordinator.