**Mandate for the Search committee of the VirgoLab Programme Officer**

The Council endorsed the mandate for the search committee of the VirgoLab Programme Officer.

**A. BACKGROUND**

The VirgoLab Organisation foresees the position of Programme Officer, as described in the VirgoLab Framework Agreement and the VirgoLab Rules of Procedure. The Search Committee is established by the Council to identify, evaluate, and recommend qualified candidates. The profile of the Programme Officer is provided to the Search Committee and attached to this mandate for reference.

**B. MANDATE**

* Establish selection criteria reflecting the requirements of the position and the strategic priorities of the organization, as indicated in the attached profile;
* Decide on the way to announce the position, through an open call or a targeted search or a combination of both, using appropriate channels to ensure a diverse and qualified pool of applicants;
* Receive, review, and evaluate all applications submitted in response to the call, based on motivation letters and CVs provided to the Committee along the requirements of the position;
* Submit to the Council a shortlist of candidates, accompanied by a summary of their qualifications, experience, and suitability for the role.

**C. COMPOSITION**

The Search Committee is composed of:

Rosemarie Aben (NL),

Marco Grassi (IT),

Viola Sordini (FR),

Jürgen Van Gorp (BE).

The committee elects a chairperson from among its members. The first meeting shall be chaired by Rosemarie Aben.

**D. REPORTING**

* The Committee shall provide interim updates to the Council as requested by Council;
* The final report to the Council shall consist of a shortlist of recommended candidates, accompanied by the Committee’s rationale for their inclusion;
* The Council retains the sole authority to make the appointment.

**E. DECISION MAKING**

The Search Committee strives for consensus. In cas this is not possible, indicative votes can be held by the chair of the committee, and divergent views shall be reported.

**F. TIMESCALE**

The Search Committee will be established at the EGO Council meeting on 24 October 2025. The Committee will present their search procedure and progress made at the EGO Council meeting in at the EGO Council meeting on 11 and 12 December 2025. The Council aims to appoint a Programme Officer by March 2026.

**G. CONFIDENTIALITY**

All members of the Committee shall declare any conflict of interest and, where appropriate, recuse themselves from deliberations. All proceedings and deliberations of the Committee shall remain strictly confidential.