



5.2 Formal set up of LDAC Bureau/management/steering team

Article XXIV.- Steering Committee

The Steering Committee shall be composed of the Chair and Vice-Chairs of the General Assembly, Executive Committee and Working Groups, **as well as the Secretary General**. It shall also include the participation of the LDAC Secretariat team in support and coordination tasks.

The Steering Committee shall meet virtually or in person on a regular basis, at least once a month. The Secretariat shall be responsible for organising the meetings and ensuring their smooth running, as well as following up on the actions agreed upon.

The work of the Steering Committee will focus on following the LDAC's work priorities, preparing and reviewing draft agendas for the meetings of the Working Groups, Executive Committee and General Assembly, and any other administrative, financial or disciplinary matters deemed worthy of discussion, as well as matters related to the LDAC's representation at external meetings and cooperation among Advisory Councils (Inter-AC).

In those exceptional cases where quick action by the LDAC is required within a timeframe shorter than the minimum urgency period established (8 calendar days) for justified reasons, such as inter-AC cooperation, this Steering Committee may resolve specific actions or take decisions on behalf of the Executive Committee with the latter's explicit and individual authorisation.

The members of the Executive Committee shall be informed of the actions/decisions taken by the Steering Committee. The decisions made by the Steering Committee will be adopted by consensus among the present members with a quorum of at least 50% of the members, excluding any possibility of voting.