



## Terms of Reference of the FACCE-JPI Scientific Advisory Board (SAB)

### 1. Background

The Joint Programming Initiative on Agriculture, Food Security and Climate Change ([FACCE-JPI](#)) was launched in 2010. It brings together 24 countries<sup>1</sup> that are committed to promote greater alignment of their national research programmes and activities in order to tackle more effectively the societal challenges of sustainable agricultural development and food security in the face of climate change.

On 9<sup>th</sup> February 2012, FACCE-JPI member countries adopted the permanent governance structure of FACCE-JPI. It is composed of the FACCE-JPI Governing Board (GB), the Scientific Advisory Board (SAB), and the Stakeholder Advisory Board (StAB), all of which are supported by the FACCE-JPI Secretariat.

The FACCE-JPI Scientific Advisory Board (SAB) engages and participates in the JPI by giving advice and input to scientific matters and contributes to implementation of actions instigated under the JPI. The SAB has the responsibility for elaborating a common scientific vision for the JPI, in line with clear global priorities and based on the proposals and recommendations coming from the GB and StAB.

### 2. Roles of the Scientific Advisory Board

The roles of the FACCE-JPI Scientific Advisory Board are to:

- Provide advice to the FACCE-JPI GB on the alignment of JPI activities to the JPI Strategic Research Agenda and its subsequent updates.
- Provide scientific advice on identification, evaluation and impact of the FACCE-JPI activities.
- Review the scientific outputs of FACCE-JPI.
- Individually act as ambassadors for FACCE-JPI, representing the JPI at external events of scientific and strategic importance upon request of the FACCE-JPI GB through the FACCE-JPI Secretariat in discussion with the FACCE-JPI SAB Chair.

---

<sup>1</sup> Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Ireland, Italy, Hungary, Latvia, Lithuania, the Netherlands, New Zealand, Norway, Poland, Romania, Spain, Sweden, Switzerland, Turkey, and the UK

### 3. Activities of the Scientific Advisory Board

The SAB will engage and participate in the JPI by giving advice and input to scientific matters. In particular, the SAB will contribute to the JPI implementation and further progress by:

- Contributing actively to the continuing development and updating of the FACCE-JPI Strategic Research Agenda (SRA) and its core themes. This includes the identification of what it considers to be the scientific priorities. Additional experts may be commissioned by the SAB to assist if deemed necessary.
- Proposing topics for joint actions within the framework of the SRA, to be included in the FACCE-JPI Implementation Plan (IP).
- Providing advice on the implementation aspects of FACCE-JPI SRA, e.g. training, capacity building, infrastructures, and knowledge transfer.
- Making recommendations to the GB regarding potential candidates for membership in the SAB.
- As SAB body, providing advice and input, as required, for the elaboration of the scientific aspects of the JPI joint actions, the scoping of transnational calls, and related meetings, and the evaluation of FACCE-JPI joint actions, once implemented.
- As individuals, by involving 1-2 SAB members or associate-member representatives in the scientific assessment of projects under FACCE-JPI joint actions, at pre-proposal and/or full proposal stage, as necessary and as part of a larger Evaluation Committee set up for this purpose.
- Giving advice about the design of any bibliometric or other analyses, as required.
- As individuals, attending international conferences and major events related to the scientific aims of FACCE-JPI at the request of the FACCE-JPI GB through the Secretariat.

### 4. Composition of the Scientific Advisory Board

The FACCE-JPI SAB consists of 14 members, with at least 4 (and up to 6) coming from outside Europe (where Europe is defined as the Member States and Associated Countries) and/or having an international affiliation.

FACCE-JPI is also open to a selected number of associate members that provide scientific and strategic advice for better orientation of FACCE-JPI with European science and strategy. An associate member is an organisation that is affiliated to European Commission or its official bodies. The associate members nominate a representative to the FACCE-JPI SAB.

The members of the SAB and associate-member representatives shall fulfil the following criteria:

1. Outstanding academic record and international visibility and reputation;
2. Recent and active participation at international level, e.g. IPCC, ICSU panel;
3. Broad vision of the challenges facing agriculture, food security and climate change;
4. They should cover a diversity of disciplines within the scope of FACCE-JPI.

## **4.1 Membership of the SAB**

The members of the SAB are elected by the Governing Board. Members of the SAB act in an individual capacity, independent of national or institutional affiliation.

### ***4.1.1 Nomination and election of members***

The members of the SAB are elected by the GB from a list of potential candidates nominated by the FACCE-JPI GB. Candidates recommended by the SAB are also considered by the GB.

The Secretariat is responsible for compiling and, as appropriate, shortlisting the list of nominations and preparing the voting procedure. In addition to the criteria laid out in 4, gender balance and balance of geographical representation are important factors considered in the nominations.

The election of new members is performed by voting of the GB and coordinated by the Secretariat. The SAB Chair and Vice-Chair(s) are consulted in the process. The candidates with most votes are elected as the new members.

### ***4.1.2 Membership renewal***

The SAB membership will be reviewed every year, with changes to membership depending on current members' term length and members' availability.

## **4.2 Associate membership of the SAB**

Associate membership of the SAB is at the institutional rather than individual level. The representatives of associate-member organisations shall have an overview of scientific approach and thematic direction of EU science and strategy, in addition to fulfilling the criteria laid out in 4.

### ***4.2.1 Nomination and appointment of associate members***

Organisations invited to be an associate member of the SAB are suggested and approved by the GB. The Secretariat is responsible for liaising with the approved organisation to designate the individual who will represent the associate member on the SAB. The GB and SAB Chair and Vice-Chair(s) are consulted in the process.

### ***4.2.2 Associate membership renewal***

The associate membership is reviewed periodically by the GB, with changes to associate membership depending on GB suggestion, current associate-member representatives' term length and availability.

## 5. Chair and Vice-Chair(s) of the Scientific Advisory Board

The SAB will elect a Chair and up to two Vice-Chairs from its members.

- The Chair will lead and conclude the meetings of the SAB, with a Vice-Chair assuming this responsibility in the event of the Chair being unable to attend.
- The Chair may initiate and direct discussions and activities to be carried out by the SAB electronically between meetings, in liaison with the Secretariat.
- The Chair and/or Vice-Chair(s) will liaise with the Secretariat to ensure the JPI's representation at external events of scientific and strategic importance upon request of the FACCE-JPI GB.
- The SAB will report directly to the GB through the SAB Chair or Vice-Chair(s).
- To ensure cross representation between the boards at their respective meetings, Chair or a Vice-Chair of the SAB is expected to attend GB and StAB meetings. The SAB Chair and Vice Chair(s) can nominate another SAB member to attend these meetings depending on the availability and required expertise for the GB and StAB meeting agendas.

## 6. Terms of office

The members of the SAB and associate-member representatives are elected for 3 years as standard. They can be re-appointed for 1-2 additional years on recommendation of the SAB Chair, with approval from the GB. If a member or associate-member representative of the SAB should leave before completion of their term, the Secretariat will set up a new election, or seek appointment of new representative in case of associate membership.

The Chair and Vice-Chair(s) are elected for a 3-year term. The Chair and Vice-Chair(s) can be re-appointed for 1-2 additional years upon approval of the GB.

The GB will be informed regularly of any changes in the composition of the SAB.

## 7. Meetings of the Scientific Advisory Board

### 7.1 Meeting frequency and attendance

- The SAB will meet at least twice and up to three times a year at the invitation of the Secretariat. Depending on the circumstances, virtual meetings can replace physical meetings and are deemed of equal importance. Additionally, the SAB may be convened by the Chair and/or the GB if special circumstances necessitate such a meeting.
- Regular attendance to meetings is expected and will be a consideration in the renewal process.
- Meetings of the SAB are organised and attended by the Secretariat, and by a representative of the GB and StAB.
- The SAB, through the SAB Chair and Secretariat, may invite experts to attend SAB meetings where their attendance would facilitate discussion.

## **7.2 Preparation of meeting and meeting documents**

- Meeting dates will be proposed by the Secretariat to ensure that SAB and StAB activities are coordinated well with GB expectations.
- The Secretariat will prepare an agenda in liaison with the SAB Chair and Vice-Chair(s) taking into account GB priorities and guidance. The meeting documents will be sent to the SAB members at least 10 working days prior to each SAB meeting.

## **7.3 Meeting minutes**

- The Secretariat will produce written minutes of each meeting which shall be the formal record of all discussions and decisions taken. The Secretariat will send these electronically in draft form to all of its members within 15 working days after the meeting.
- The draft minutes will be considered as accepted, if, within 10 working days, no member has suggested amendments in writing to the Secretariat in respect to the accuracy of the draft of the minutes.
- The minutes will be formally approved at the beginning of the next SAB meeting.

## **8. Decision-making process**

- Quorum: The SAB has a quorum of two-thirds, either in person or by video/telephone conference, in order to be able to make decisions.
- Voting: The SAB makes decisions by consensus.

### **8.1 Conflict of Interest (Col)**

- SAB members or associate-member representatives will not participate in any decisions or any joint action evaluation committees where a situation or circumstance of personal or professional nature has the potential to compromise their ability to make decisions in the interest of best performing their role in the SAB.
- In case of a potential conflict of interest, such SAB member or associate-member representative will raise the issue with the Chair. The SAB is informed and decides, as a panel, on whether or not the SAB member or associate-member representative can participate in the discussion. The SAB will make this decision outlining the situation(s) considered as conflict of interest.
- Before the detailed scientific scoping of a call text for a FACCE-JPI joint action or call for research projects is due to take place, members of the SAB and associate-member representatives intending to apply for funding shall indicate their intention to the Chair, the Vice-Chair(s) and the Secretariat. The Secretariat shall then inform the other SAB members about the arising conflict of interest, as well as the Call Office. SAB members and associate-member representatives with conflict of interest will not participate any further in the preparation of the respective joint action. As a second step, and based on best practice in national and transnational peer review

procedures, it is expected that funding partners involved in the call will verify and determine any additional CoI by potential SAB members or associate-member representatives applying to FACCE-JPI joint calls.

## **9. Expenditure and travel expenses**

The members and associate-member representatives of the SAB work in an honorary capacity and are not employed by FACCE-JPI to undertake this role.

SAB members and invited experts are reimbursed for their travel expenses related to FACCE-JPI activities. Associate members are responsible for bearing the expenditures and travelling expenses of their representatives to SAB meetings and related activities.

END

March 2021

FACCE-JPI Secretariat (AB/LR)