



Terms of Reference of the FACCE-JPI Stakeholder Advisory Board (StAB)

1. Background

The Joint Programming Initiative on Agriculture, Food Security and Climate Change (FACCE-JPI) was launched in 2010. It brings together 24 countries¹ 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 9th 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 Stakeholder Advisory Board (StAB), all of which are supported by the FACCE-JPI Secretariat.

The FACCE-JPI Stakeholder Advisory Board (StAB) serves as the key forum for stakeholder organisations to interact with the JPI. Interactions with the StAB go beyond mere consultations, as StAB members' perspectives and expertise are integrated **in the entire work cycle** of the JPI in view of enhancing the value and impact of its work for all stakeholders.

2. Roles

The roles of the StAB are to:

- Provide advice to the FACCE-JPI Governing Board on ways to increase the **relevance** of the JPI joint actions and other activities in light of stakeholder needs.
- Suggest ways to enhance the **dissemination, valorisation and impact** of FACCE-JPI joint actions for stakeholders.
- Act as **ambassadors** for FACCE-JPI, by representing the JPI at external events of strategic interest, at the request of the Governing Board, in coordination with the Secretariat.

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

3. Activities

The StAB will support the operation of the JPI by:

- Contributing actively to the continuing development and updating of the FACCE-JPI Strategic Research Agenda and its core themes.
- Proposing topics and issues for joint actions within the framework of the SRA to be included in the FACCE-JPI Implementation Plans.
- Providing advice on the implementation aspects of FACCE-JPI SRA, e.g. training, capacity building, infrastructures, and knowledge transfer.
- Taking part in the development, implementation and evaluation of relevant JPI joint actions, in light of specific StAB members' expertise, interests and capacities.
- Attending international conferences and major events related to the aims of FACCE-JPI, at the request of the Governing Board. (Such requests should be channelled via the FACCE-JPI Secretariat, with the StAB Chair in copy).

4. Composition

The StAB consists of a minimum of 15 European or international organisations or initiatives, themselves often representing a great number of other (national/regional) stakeholder organisations active in the food, environment or agricultural sectors.

StAB member organisations come from five broad categories:

- Civil society organisations (e.g., NGOs and consumer organisations)
- Farmer organisations
- Industry organisations
- European Technology Platforms (ETP)
- Other international and European (scientific) initiatives and organisations

Each StAB member organisation should nominate one point of contact. To the extent possible, the **same representative** should attend StAB meetings in order to provide continuity to the process. At the same time, representatives should act / make decisions not in the personal capacity but on behalf of their organisation and with their consent.

The Governing Board will be informed regularly of any changes in the composition of the StAB.

4.1 Membership review, nomination and election

- If a StAB member organisation is not represented at 3 meetings in a row without extenuating circumstances and without notifying the Secretariat, it will be contacted for clarification, and if participation rate is not considerably improved the member organisation in question will be considered as resigned from the StAB.

- The Secretariat reviews the StAB membership annually and if the expertise required is not sufficiently represented e.g. due to membership withdrawals, the Secretariat will call an election. For this:
 - All FACCE-JPI boards and the Secretariat nominate candidates
 - The Secretariat approaches all proposed candidates to gauge their interest and availability
 - The Secretariat prepares a booklet with the shortlisted candidates' profiles.
 - The Governing Board is then invited to vote for their preferred candidates (via written procedure).
 - Criteria that need to be considered during the vote include: (i) the relevance of the organisation for FACCE-JPI; (ii) how active it is in the food, agriculture and/or environmental sectors; (iii) the diversity of stakeholders in the StAB (balance between categories), and (iv) the ability of future member organisations to commit to and provide personnel to the StAB.
 - Once this process is complete, the Secretariat notifies all boards of the outcomes, and communicates the final list of new StAB members.

5. Chair and Vice-Chairs

- The StAB will elect a Chair and up to 2 Vice-Chairs from its members.
- The Chair will lead and conclude the meetings of the StAB, with the Vice-Chair(s) assuming this responsibility in the event of the Chair being unable to attend.
- Through the Secretariat, the Chair may initiate and direct discussions and activities to be carried out by the StAB between meetings .
- 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.
- To ensure cross-representation between the boards at their respective meetings, the StAB Chair or Vice-Chair(s) are expected to attend Governing Board and Scientific Advisory Board meetings. The StAB Chair and Vice Chair(s) can nominate another StAB member to attend these meetings depending on the availability and required expertise for the Governing Board and Scientific Advisory Board meeting agendas.
- The Chair and Vice-Chair(s) are elected for a 3-year term. The Chair and Vice-Chair(s) can be reappointed for 1-2 additional years upon approval of the GB.

6. Meetings

6.1 Meeting frequency and attendance

- The StAB will meet **at least twice and up to three times a year** (virtual meetings are possible in lieu of physical meetings) at the invitation of the Secretariat. The Secretariat will attempt to enable meeting attendance for all StAB member e.g. via video link. Additionally, the StAB may be convened by the Chair and/or the Governing Board if special circumstances necessitate such a meeting.
- As and when required, the StAB will work in close collaboration with the Scientific Advisory Board and will have joint meetings with the SAB.
- Regular attendance to meetings is expected and will be a consideration in the membership renewal process.
- Meetings of the StAB are organised and attended by the Secretariat, and by a representative of the GB and the SAB.
- The StAB, through the StAB Chair and Secretariat, may invite external experts to attend StAB meetings where their attendance would facilitate the discussion.

6.2 Preparation of meetings and meeting documents

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

6.3 Meeting minutes

- The Secretariat will produce written minutes of each meeting that 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 StAB meeting.

7. Decision-making process

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

8. Expenditure and travel expenses

- The members of the StAB are not employed by FACCE-JPI; hence they are not paid to participate in the StAB meetings.
- They are not reimbursed for their travel expenses related to StAB meetings taking place in Brussels.
- However, when asked to attend other meetings related to FACCE-JPI activities on behalf of the StAB **outside of Brussels** (e.g., joint action working group meetings, exploratory workshops, board meetings etc.), their travel-related expenses will be reimbursed by the FACCE-JPI Secretariat.

9. Conflict of Interest (Col)

- StAB members 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 StAB.
- In case of a potential conflict of interest, such StAB member will raise the issue with the Chair. The StAB is informed and decides, as a panel, on whether or not the StAB member can participate in the discussion. The StAB will make this decision outlining the situation(s) considered as conflict of interest.
- Before the detailed scoping of a call text for a FACCE-JPI joint action or call for research projects is due to take place, members of the Stakeholder Advisory Board intending to apply for funding shall indicate their intention to the Chair, the Vice-Chair and the Secretariat. The Secretariat shall then inform the other StAB members about the arising conflict of interest, as well as the Call Office.
- StAB members 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 Col by potential StAB members applying to FACCE-JPI joint calls.

END

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FACCE-JPI Secretariat (AB/LR)