

**EUROPEAN FOREST INSTITUTE**

**SCIENTIFIC ADVISORY BOARD**

**RULES OF PROCEDURE**

ADOPTED BY THE BOARD OF THE EUROPEAN FOREST INSTITUTE

24 April 2017

AMENDED BY THE BOARD OF THE EUROPEAN FOREST INSTITUTE

22 April 2020

## **RULE 1 PURPOSE AND GUIDING PRINCIPLES**

- 1.1. The Scientific Advisory Board (“SAB”) of the European Forest Institute (“EFI”) has been established to contribute to research and policy support activities of EFI.
- 1.2. The work of the SAB shall be guided by the following principles:
  - **Quality:** contribution to the quality of EFI’s research and policy support activities and outputs
  - **Transparency:** contribution to the enhancement of processes at EFI
  - **Networking:** helping to mobilize the EFI network
  - **Pro-activeness:** striving to identify, at early stage, important areas of engagement within EFI’s strategic framework.

## **RULE 2 MEMBERS AND CHAIR**

- 2.1. SAB shall have seven members, all appointed by the Board of EFI (“Board”), for a period of three years. A member can be appointed for a second period of three years.
- 2.2. Members of the SAB shall be appointed as the need therefore arises. Appointments are decided in ordinary meetings of the Board unless otherwise necessary due to extraordinary circumstances.
- 2.3. The members of the SAB shall be high level experts in their fields, committed to the work of the SAB.
- 2.4. The members of the SAB shall be appointed based on the following criteria – as required by the work and the existing composition of the SAB:
  - I. Scientific competence and policy support experience
  - II. Gender balance
  - III. Geographical balance
  - IV. Diversity of research fields

The Board shall decide on calls for applications for appointment as member of the SAB. Before the Board’s decision on the call the SAB shall provide its opinion as to the desired profile of new members of the SAB.

Following a call published through the appropriate channels, any person, with exception of EFI staff members, shall be allowed to apply.

Applications shall be submitted to the Secretariat of EFI (“Secretariat”) and shall, to be considered eligible, include a letter of interest and commitment signed by the candidate and the curriculum vitae of the candidate.

A committee, consisting of three SAB members, will examine the eligibility of all applicants and prepare a preliminary order of preference of the eligible candidates. The preliminary order shall be accompanied by a brief reasoning for that order. The reasoning shall also address the reason for finding any candidate not eligible.

SAB shall decide on the final order of preference of the eligible applicants. The order of preference, including a reasoning for that order, and the letter of interest and curriculum vitae of all eligible candidates shall be sent to the Board.

Members of the SAB serving their first term shall, instead of applying according to the above, notify the Board and the Chair of SAB in writing of their willingness to serve for a second period.

- 2.5. The SAB shall elect one of its members to be Chair and one of its members to be Vice-Chair.

The SAB Secretary (see article 8.1) will invite the SAB members to nominate themselves to be the Chair or Vice-Chair, as applicable. It is only possible to vote for an SAB member having thus been nominated.

Voting for Chair and Vice-Chair will normally take place during a meeting of the SAB, but can exceptionally take place through a written procedure.

Where the votes are tied, the decision will be made by lot.

Deadlines related to nominations and written procedure are decided by the SAB Secretary, observing the following:

- The time provided for nominations must not be less than 14 calendar days or more than 21 calendar days. Nominations must be made no later than 14 calendar days before the meeting.
- A written procedure must not be conducted during less than 5 calendar days or more than 10 calendar days.

- 2.6. The Chair and the Vice-Chair shall serve for a period of one year. To ensure continuity in the work of the SAB, the Chair and Vice-Chair can be re-elected. A member can serve a maximum of three years as Chair or Vice-Chair.
- 2.7. The Chair shall convene each meeting of the SAB, declare the opening and closing of these meetings, preside at all meetings of the SAB, declare outcome of voting, and ensure observance of these Rules, as well as to decide all questions of order raised at meetings of the SAB subject to the right of any SAB member to request that any such ruling by the Chair shall be submitted to the SAB for decision by vote. The Chair shall be the main liaison with the Board.
- 2.8. In the absence of the Chair, the Vice-Chair shall perform the functions of the Chair.
- 2.9. The Board shall decide on remuneration for the Chair.
- 2.10. A member of the SAB can resign following a written and signed statement to the Board Chair and the Chair of the SAB. Resignation will take effect immediately upon the Board Chair having received the statement.
- 2.11. The Board may dismiss any member of the SAB for breach of the obligations as a member, such as non-participation in the work or breaching the code of conduct in rule 10. The Board shall consult the SAB before any such decision is made.

### **RULE 3      TASKS**

3.1.    The SAB supports the following tasks:

- 1) Advise on EFI Policy support activities
  - Participation in the identification of policy support relevant topics and activities
  - Advising the Policy Support coordinator on selection of study team members and reviewers
  - Participation in the review of EFI policy support publications, when appropriate
- 2) Advise on EFI Research activities
  - Identification of relevant future research topics
  - Participation in the review of internal EFI funded studies
  - Participation in panels for evaluation of EFI research fund funded proposals
  - Participation in EFI Short Scientific Visit grants application evaluation
  - Participation in the identification of EFI Conference scientific seminar topics
- 3) Other tasks, when requested by the Board or the Secretariat
  - Participation in EFI tender processes
  - Participation in the recruitment processes for EFI senior researchers
  - Participation in the evaluation of EFI network instruments for regional or thematic interaction with the Associate Members
  - Participation in Steering Committees related to EFI's work

3.2.    When appropriate the SAB can adopt opinions, reports, conclusions and recommendations. This can take place in meetings or through exchanges in writing.

3.3.    The SAB shall annually prepare a work plan and report to the Board on its activities.

3.4.    Any Member of the SAB shall appear at Board meetings and other meetings at the request of the Board and the Secretariat.

3.5.    The SAB may establish subsidiary bodies as it may deem necessary for the study of, and reporting on, any item on its agenda. The Secretariat shall arrange for instructions to be set up for the proper functioning of a subsidiary body thus established.

### **RULE 4      ADMINISTRATIVE SUPPORT**

4.1.    The Secretariat shall provide administrative support for the preparation, organisation and implementation of activities of the SAB.

4.2.    The administrative support shall be provided through an EFI staff member appointed by the Director of EFI ("Director").

- 4.3. Any communication by the members of the SAB acting in that capacity, other than communication between SAB members, shall only be made through the EFI staff member appointed to provide administrative support. The Secretariat shall be kept informed of all communication between SAB members acting in that capacity, unless otherwise necessary due to extraordinary circumstances.

## **RULE 5 MEETINGS**

- 5.1. The SAB shall meet in an ordinary meeting at least once every year.
- 5.2. At each ordinary meeting, the preliminary date and place for the next ordinary meeting shall be decided, to be finally decided by the Chair. The Secretariat shall send a notification of the meeting to the SAB members no later than 60 calendar days before the opening day of the meeting.
- 5.3. An extraordinary meeting of the SAB shall be convened at any time as decided by the Chair, or at the request of any other SAB member provided that such a request is approved by a simple majority of the SAB members. If not otherwise decided by the SAB, time and place of the extraordinary meeting shall be decided by the Chair.
- 5.4. Meetings may be held by teleconference or videoconference.
- 5.5. The meetings of the SAB shall be held in private, unless the SAB decides otherwise. However, the Director or one or more staff members designated by the Director may participate in the meetings if not otherwise decided by the SAB. The Director and the designated staff members may make oral or written statements concerning any question under consideration.

## **RULE 6 AGENDA AND SUPPORTING DOCUMENTATION**

- 6.1. The Secretariat shall in consultation with the Chair draft the provisional agenda for the meetings of the SAB.
- 6.2. Items may be placed on the provisional agenda at the request of the Board, a SAB member, or the Secretariat.
- 6.3. The Secretariat shall prepare the supporting documentation for SAB meetings.
- 6.4. For an ordinary meeting, the provisional agenda and the supporting documentation shall be made available by the Secretariat to the SAB members at least fourteen calendar days before the ordinary meeting.

To be considered at the SAB meeting, any supporting documentation shall be received by the Secretariat not later than twenty calendar days before the opening day of the meeting. The Chair may decide that background documentation submitted later than this but before the provisional agenda and supporting documentation is made available to the SAB members shall be considered at the SAB meeting.

After submission of the provisional agenda, supporting documentation may only be submitted during the meeting.

- 6.5. For an extraordinary meeting, the provisional agenda and, to the extent possible, the supporting documentation shall be made available by the Secretariat to the SAB members with the request for the convocation of an extraordinary meeting.
- 6.6. At the beginning of each meeting the SAB shall adopt the agenda. During meetings the SAB may revise the agenda by adding, deleting, deferring or amending items.
- 6.7. Supporting documentation submitted during a meeting may, with the consent of all SAB members present, be considered at the meeting.

#### **RULE 7 VOTING**

- 7.1. The SAB shall aim at consensus in its decision-making. If a decision cannot be made by consensus, the decision shall be made by voting.
- 7.2. The members present constitute a quorum for voting when the Chair, and in his/her absence the Vice-Chair, and three other SAB members are present.
- 7.3. Decisions shall be taken by a simple majority, with each SAB member having one vote. In the event of a tie, the vote of the Chair shall be decisive.
- 7.4. Voting shall be conducted openly, unless secret ballot is called for by any of the SAB members.
- 7.5. Between meetings of the SAB decisions may be taken by a written procedure. Quorum is reached when the Chair and three members have thus voted.

#### **RULE 8 MINUTES**

- 8.1. The Director shall appoint a staff member to be the Secretary of the SAB.
- 8.2. The Secretary shall produce written minutes of each meeting which shall be the formal record of all decisions taken. The draft minutes shall be made available to all SAB members within 14 calendar days of the meeting.
- 8.3. The minutes shall be considered as accepted if, within 14 calendar days from having been made available, no SAB member or the Director has objected in writing with respect to the accuracy of the draft minutes.
- 8.4. The Secretary shall make the accepted minutes available to all the SAB members.
- 8.5. Any SAB member, and the Director or the designated staff member, may request that the views he expressed at a meeting is recorded in the minutes thereof.

#### **RULE 9 COMMUNICATION AND DISCLOSURE OF DOCUMENTATION**

- 9.1. The Secretariat shall make the minutes available after the meeting.
- 9.2. All supporting documentation for a meeting shall be made available after a meeting unless otherwise decided by the SAB.

## **RULE 10      CODE OF CONDUCT**

### General conduct

- 10.1. In carrying out their duties, the members of the SAB shall perform their duties in a manner to maintain and enhance the confidence and trust in the integrity, objectivity and impartiality of EFI and the SAB, and act in the best interest of the scientific advisory process.
- 10.2. SAB members shall represent the position of the SAB. If having to express a personal opinion, it shall be clearly indicated that the opinion is personal.
- 10.3. Having represented the SAB, the members shall report back to the SAB on all matters of importance.

### Conflict of interests

- 10.4. A SAB member may not participate in any preparations, discussions, deliberations or decision-making where he is subject to a conflict of interests or is likely to become subject to a conflict of interests.
- 10.5. A conflict of interests exists where the impartial and objective exercise of a SAB member's function is compromised for reasons involving family, political or national affinity, economic interest, other shared interest with another party, or for a similar reason.

### Confidentiality

- 10.6. A member of the SAB who in his or her duties is provided with confidential information shall not disclose such information or use it for his or her own, or any third party's benefit.

## **RULE 11      RULE 11      LANGUAGE OF THE SAB**

- 11.1. The working language of the SAB shall be English.

## **RULE 12      RULE 12      AMENDMENTS TO THE RULES OF PROCEDURE**

- 12.1. These Rules of Procedure may be amended by the Board.

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**TRANSITIONAL RULES**

1. Any member serving on the SAB 24 April 2017 shall with derogation from rule 2.1. serve for the period of his or her appointment. If only having served one term, the member may be appointed for a second term, of three years.
2. The current interim SAB Chair 24 April 2017 shall continue until the new SAB members are appointed and new SAB Chair is elected in 2018.