

Terms of references for the Advisory Board

Updated in June 2025

Preamble:

The Advisory Board and Enlarged Stakeholder Board are part of the governance of the Project (Figure 1). The Advisory Board is composed of scientists and stakeholders.

Together with the Enlarged Stakeholder Board and direct collaboration with key collaborators, this allows stakeholders to engage throughout the different activities of the Project.

The General Assembly will be informed about the work of the Advisory Board and Enlarged Stakeholder Board mostly during General Assembly meetings, but also in between, as needed.



Figure 1: Governance structure for the Project. Three levels of engagement of stakeholders will be used: (i) engagement with a broad range of stakeholders through the Enlarged Stakeholder Board, allowing two-way exchanges and information and mobilization of a large number of stakeholders; (ii) higher involvement of a range of stakeholders for surveying the activities of the Project and providing advices through the Advisory Board; and (iii) direct collaboration with a few major stakeholders (when relevant through establishment of sub-contracts, i.e. 3rd parties in the figure).

I. Mission statement

The role of the Advisory Board is to ensure that a broad range of views from academic and non-academic stakeholders in the field of biodiversity, ecosystem services and Nature-based solutions research and innovation are carefully accounted for, reinforce the relevance and added-value of the Biodiversa+ activities and promote the uptake of its outputs.

The Advisory Board provides advice and suggestions on the strategy and main activities of Biodiversa+, including inputs regarding possible flagship programmes for consideration by Biodiversa+ Parties. It also channels advice and suggestions from the Enlarged Stakeholder Board to increase the relevance of Biodiversa+ activities in light of stakeholder needs.

It is consulted on the main documents produced by Biodiversa+, reviews outputs and impacts of Biodiversa+, and suggests ways of improvement.

It contributes to the dissemination of information related to Biodiversa+ towards relevant scientific bodies and stakeholders.

The Advisory Board is composed of scientific members and stakeholder representatives. The Chair and six stakeholder representatives (including the vice-Chair) of the Advisory Board attend the General Assembly as advisors (see sections II and III of the present Annex).

II. Roles and specific responsibilities

The Advisory Board shall:

- Make suggestions for the update of Biodiversa+ Strategic Research and Innovation Agenda, and the establishment of Flagship programmes and yearly work plans, by suggesting research and innovation priorities based on major research needs, major societal issues and knowledge needs from policy, practice and business. This will also account for recommendations from the Enlarged Stakeholder Board;
- Review outputs and impacts of Biodiversa+ (including academic impacts and stakeholder specific products generated by Biodiversa+ and funded projects);
- Provide advice on future Biodiversa+ activities and approaches, and suggest ways for improvement;
- Help identify potential collaborators of relevance to the activities of Biodiversa+;
- Help define and refine communication activities of Biodiversa+ towards a wider spectrum of scientists and stakeholders;
- When relevant, disseminate information on Biodiversa+ and its activities towards scientific bodies, institutes and networks or societies, as well as stakeholders and stakeholder organizations or networks. The representatives of the Advisory Board will also have a particular role to inform the members of the Enlarged Stakeholder Board about Biodiversa+ and its activities.

The Chairs and more generally the members will be supported in all their tasks by the Biodiversa+ Operational Team and in particular by the Operational managers and the Stakeholder Engagement Officer.

III. Composition and nominations

Composition

The Advisory Board is composed of:

- 6 scientific members: top-scientists in scientific fields and disciplines relevant for research on biodiversity, ecosystem services and Nature-based solutions. Candidates to these positions are gathered through a consultation of the Parties. The Executive Board then proposes a shortlist of candidates based on these suggestions, for formal approval by the General Assembly. Through this process, both the General Assembly – through its proposals – and the Executive board – through its shortlist – will seek to ensure as far as possible a balanced representation of scientific fields and disciplines relevant to research on biodiversity, as well as gender balance and geographical representation.
- 6 stakeholder members and 6 alternates: these members will be the representatives of colleges of the Enlarged Stakeholder Board, with one representative and one alternate per college, elected by the Enlarged Stakeholder Board amongst its members (see Annex 8 – Terms of References of the Enlarged Stakeholder Board). The colleges are as follows:
 - Habitat, species and nature conservation
 - Economic and industrial activities
 - Relations with the public
 - Wild and domestic genetic resources
 - European policy makers
 - Boundary organisations (science/policy)

The representative is expected to attend Advisory Board meetings, as well as General Assembly meetings (as observers), and can be replaced by their alternate if needed.

Membership and chairmanship

All positions in the Advisory Board (both for scientific and stakeholder members) are nominative.

Mandates of both scientific and stakeholder members have a duration of 3.5 years. The Advisory Board scientific members are renewed every 3.5 years ensuring continuity and representativity.

The Chair of the Advisory Board is a scientific member. The candidate/s for the Chair position is/are proposed by the Project Executive Board, in concertation with the identified candidate/s. The Chair is then agreed upon by the General Assembly.

The Vice-Chair of the Advisory Board is a stakeholder member, and more specifically the Chair of the Enlarged Stakeholder Board.

The Chair and vice-Chair mandates last 3.5 years.

Members may request to interrupt their mandate, upon written notification and discussion with the Project Coordination Team, the Chair and Vice-Chair of the Advisory Board. In addition, significant changes in the affiliation, nature or sector of activity of a given member must be notified to the Project Coordination Team and Chair and Vice-Chair of the Advisory Board and may require, upon decision of the General Assembly, for a re-appointment either by the General Assembly (scientific members) or Enlarged Stakeholder Board (stakeholder members).

IV. Meetings and working principles

The Advisory Board meets at least twice a year and works only by consensus.

The Advisory Board Chair and Vice-Chair are responsible for the organization of the meetings – with support from the Operational Team and in particular the Operational managers and the Stakeholder engagement Officer . This includes proposing topics and agendas, chairing the meeting and checking the records of the meetings prepared by the Operational Team.

V. Code of conduct and conflicts of interest

A member of the Advisory Board shall not participate in any discussion or decision where a situation or circumstance of personal or professional nature can compromise his/her availability to decide in the interest of best performing his/her objectives and tasks, and must leave the room on this particular agenda point. If the member of the Advisory Board considers himself/herself to be in a situation of potential conflict of interest, he/she should raise the issue with the Chair and/or Vice Chair of the Advisory Board, who in turn informs the members of the Advisory Board. The Advisory Board shall decide on whether the member potentially in conflict of interest may participate in the discussion.

All members of the Advisory Board attending the General Assembly (Chairs, and the six representatives from the Enlarged Stakeholder Board) shall respect strict confidentiality on discussions of the General Assembly. Membership in the Advisory Board, as well as participation of its members to the General Assembly as observers, does not a priori prevent to be involved as financial beneficiaries of the Project, including but not limited to calls for research proposals, calls for tenders and subcontracting launched by the Project, or as members of evaluation committees.

Model code of conduct to be signed by the Members of the Advisory Board

By signing this code of conduct, I hereby confirm that I accept to be appointed Member of the Advisory Board of the European Partnership on Biodiversity for 3.5 years, starting in March 2022, and that I:

- Understand the mission of the Advisory Board, agree to fulfil the roles and specific responsibilities related to the Advisory Board Members, and agree to the meeting and working principles of the Advisory Board as listed below (Annex I);
- Have read and agree with the Conflict of interest, confidentiality and non-disclosure policy (Annex II) and to date show no major conflicts that could potentially compromise my duty to the Advisory Board;
- Agree to notify the Chair or Vice-chair of the Advisory Board any changes of personal or professional nature and conflicts of interests that may appear during my mandate, compromising my availability to contribute to this Board;
- Agree on respecting strict confidentiality on discussions happening within the scope of the Advisory Board;
- Understand that if I apply and am nominated as Chair or Stakeholder member of the Advisory Board and thus attend the Biodiversa+ General Assembly as observer, I shall respect strict confidentiality on discussions of the General Assembly, and cannot be involved as financial beneficiary of the Partnership, including but not limited to calls for research proposals or calls for tenders launched the Partnership.

Full name and position

Date

Signature