



Milestone MS17 Rules of Procedure for TETTRIs Advisory Boards

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TETTRIs

Transforming European Taxonomy through Training, Research, and Innovations

TETTRIs related product

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Abstract: This document gathers the main features of the governance structure set up for the project, regarding the two advisory bodies that will support TETTRIs implementation, namely the Strategic Advisory Board (SAB) and the Community Implementation Board (CIB), including its composition, the roles and responsibilities of its members and the processes that they will follow in implementing the advice and guidance around TETTRIs-related work.

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Rules of procedure, advise, guidance, advisory boards, members, roles, responsibilities, governance.

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TETTRIs

1. Introduction

1.1 External Advisory Boards

As per Consortium Agreement Art 6.8 (signed by all parties on 22 December 2022. TETTRIs will count on two advisory boards, external to the project consortium (the Consortium), that aim to provide advice and guidance on major issues related to 1) the strategic positioning of the project in the European landscape and identify strategic actions to be undertaken to consolidate and expand expected outcomes from the project (**Strategic Advisory Board-SAB**); and 2) the effective, smooth and successful implementation of the so called Third Parties Projects (3PPs) that will be instrumental to validate the products and results achieved throughout the lifetime of the project (**Community Implementation Board-CIB**).

Same article 6.8 indicates that the members of both external Advisory Boards shall be selected based on their recognized scientific or technical merit in relation to the content their advice is required for. The Technical Coordinator, with the support of the Project Management Team, in consultation with the project Coordinator and members of WP9 (Royal Belgian Institute of Natural Sciences-RBINS, Botanic Garden Botanic Museum, University of Berlin-FUB-BGBM, and Natural History Museum of Denmark-NHMD), has developed a process to compile a list of potential members among WP leaders and opened a period for nominations (here the [link](#) to the document in the CETAF shared Google drive)

The list is still not finalized and remains open as of 18.01.2023) since Consortium partners started to nominate candidates recently and consultation with potential members is still undergoing. The final list shall be put forward on a single slate produced by the Executive Board and submitted for voting by the General Assembly (GA) in an extraordinary meeting. To that end, the Executive Board will meet virtually on 30 January 2023 and decide on the proposed date to call for the extraordinary GA for approving the composition of the TETTRIs Advisory Bodies.

The Technical Coordinator and the Coordinator, supported by the Project Management Team (PMT), will run the organization and functioning of the following advisory bodies as specified in grant Agreement (art 6.8.1).

2. Rules of Procedures, roles, and responsibilities of the Advisory Boards (ABs)

The Advisory Bodies will individually have their own responsibilities and therefore, the profiles of their members should be adequate to the topics they will advise on. Moreover, basic principles shall be taken into consideration when approving final membership, including geographical spread, discipline coverage, gender and diversity balance.

2.1. The Strategic Advisory Board (SAB)

The SAB will be formed as an external body of maximum 8 high-qualified experts to support the evaluation and strategic development of the project and the overall project

management specifically on those matters raised by the Coordinator and Technical Coordinator as well as the EB, and to provide recommendations for its improvement when necessary. Additional actions could arise from the GA, as the SAB will report directly to the governing body of the project.

The SAB will be instrumental to outreach outside the taxonomic community and open and consolidate strategic partnership with relevant stakeholders to the project. Equally, the SAB will facilitate understanding of the current and foreseen trends and challenges in the field of natural sciences, taxonomy and biodiversity at large, and will meaningfully contribute to channel further efforts beyond the project lifetime. Its advice might be requested by the EB and/or the Technical Coordinator and the Coordinator on an ad-hoc basis.

2.2. The Community Implementation Board (CIB)

The Community Implementation Board (CIB) will be formed by maximum 8 representatives of non-partners of the project to ensure wide coverage, uptake of the outcomes by the community and leverage on other complementary initiatives to TETTRIs.

The CIB is meant to be composed of individuals who represent key institutes and organizations throughout all societal sectors that are relevant to TETTRIs and its partnership. They will ensure a holistic understanding of taxonomy across the project and provide advice on how to connect with external stakeholders better and most efficiently during project implementation. Their contributions will also be relevant to perform qualitative analysis of the progress of pilots and projects that are to be funded under TETTRIs using the third-party funding programme.

The members of the CIB will have in-depth knowledge on the critical areas where support is needed on current initiatives related to broadly biodiversity-related challenges and be able to help prioritize the scientific and technical focus of the Consortium as to enable 1) inclusiveness and spread of activities across geographical areas, multidisciplinary of actions undertaken, and diversity of actors involved; and 2) smooth transfer of knowledge from the scientific community to societal actors. The Consortium members could eventually contact experts from: LERU (League of European Research Universities), CESAER (the Consortium of European universities of science and technology), EOSC (European Open Science Cloud), EEA (European Environmental Agency), Biodiversa+, ENVRI (Environmental Research Infrastructures), DiSSCo (Distributed System of Scientific Collections) and other Research Infrastructures (RIs), as well as other relevant initiatives to participate in the CIB.

2.3. Preparation and organization of meetings of the Advisory Boards

2.3.1. Convening meetings

The Technical Coordinator, with the support of the Project Manager, will invite the selected members of both, the SAB and the CIB, as proposed by the Executive Board and approved by the extraordinary meeting of the General Assembly, for a first meeting to be run virtually, separately whilst preferably close to each other in timing. In each of those meetings, the members of that Advisory Board will designate a chairperson for future meetings, mostly to be held virtually.

During those initial first meetings, the members of the corresponding Advisory Board will sign a “Mutual-nondisclosure agreement (NDA)” as per the Consortium Agreement (CA)

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where the NDA template is enclosed in Attachment 5. The agenda of the meeting will be drafted by the Technical Coordinator and circulated on time to provide the members with content and supporting documentation to substantiate their envisaged work.

Additionally, during the first meeting the Technical Coordinator in agreement with the Coordinator and, with the support of the PMT will introduce the present Rules of Procedure and will open the discussion on possible complementary terms of reference for each of the Boards, should this be deemed necessary by the respective membership. In such a case, the Chair of the AB will lead the internal procedure and will inform both the EB and the GA by sharing the final document through the PMT. The final document will be uploaded in the Teamwork Platform

The chairperson of an Advisory Body will convene meetings of that Advisory Body, Those ordinary meetings shall take place as indicated in the CA at least once a year for the SAB and at least twice a year by the CIB. Other meetings may be convened as agreed by the corresponding membership. A Calendar of agreed meetings will be uploaded in the Teamwork Platform Calendar by the Project Manager.

To ensure correct alignment and through contributions to the development of the project, the Technical Coordinator (or anyone else in whom to delegate) will take part of the AB meetings.

2.3.2. Notification of a meeting

The chairperson of an Advisory Body, via the Teamwork Platform or e-mailing, will give notice of a meeting to each Member of that Advisory Body and informed the Technical Coordinator and the PMT, no later than the minimum number of days preceding the meeting as indicated below:

Ordinary meeting	
SAB	30 calendar days
CIB	14 calendar days

2.3.3. Agenda of the meeting

The chairperson of an Advisory Body will prepare and send each to each member of that Advisory Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below:

SAB	14 calendar days
CIB	7 calendar days

Any Member of an Advisory Body may add an item to the original agenda by sending an email to all of the other Members of that Advisory Body up to the minimum number of days preceding the meeting as indicated below:

SAB	7 calendar days
CIB	2 calendar days

2.3.4. Minutes of a meeting

The Technical Coordinator (or by delegation, the Technical Coordinator or a member of the Project Management Team) will write the minutes of the meetings and upload it in the Teamwork Platform to make them available to the GA and also to the EB that will channel the information to the project members, to its best consideration.

2.4. Reporting of the Advisory Bodies

Both Advisory Bodies will report directly to the GA and on an *ad-hoc* basis to the EB and/or the Project Coordinator and the Technical Coordinator in case their advice is required to tackle specific topics.

They will participate in the GA (with voice but no voting rights). The communication between the Advisory Boards and the General Assembly is facilitated by the Technical Coordinator and the PMT, who acts as intermediate guaranteeing proper communication and reporting.

APPENDIX 1: List of candidates, as of 17 January 2023

Strategic Advisory Board - SAB

	Full Name	Affiliation	Email	Gender	Country	Expertise	Other comments
1	Assoc. Prof. Maria Alexiou Chatzaki	Current residence: Homburgerstrasse 37, 4052 Basel, Switzerland; Permit B holder	maria.chatzaki@gmail.com, mchatzak@mbg.duth.gr	Female	GREECE	Systematics, taxonomy, toxinology, molecular ecology araneae (spiders), university teacher, adult tutor (also in DEST)	Associate Professor and Lab Head in the Dpt of Molecular Biology and Genetics of Democritus University of Thrace, Greece. Member of global advisory boards and research councils, passionate science teacher, educator, and advisor. Excellent project management skills, team building/coordination, and strategic planning. Inspired and inclusive leadership, creative mindset, and collaborative attitude.
2	Dr. Dagmar Triebel	Menzinger Straße 67, 80638 München, Germany. Phone: +49 89 17861-252	triebel@snsb.de	Female	Germany	Taxonomy, regional checklists, technical interoperability of checklists, IAPT nomenclatural committee for fungi; http://www.snsb.info/staff_tribebel.html	Head of the SNSB IT Center, Deputy Director of the Botanische Staatssammlung München, Speaker of G&B Germany Subunits Group and active/member in many other committees and commissions
3	Prof. Dr. Karsten Wesche	Senckenberg Museum für Naturkunde Görlitz, Am Museum 1, 02826 Görlitz; Phone +49 3581 476063-00	karsten.wesche@senckenberg.de	Male	Germany	Plant ecology, nature conservation, biogeography, flora of Central Europe, botanical collections	Head of Botany division, head of Section Phanerogams I, Senckenberg Museum of Natural History Görlitz and professor for Plant Biodiversity at Technische Universität Dresden
4	Prof. Michael T Monaghan	Leibniz Institute for Freshwater Ecology and Inland Fisheries, Müggelseedamm 301, 12587 Berlin	monaghan@igb-berlin.de	male	Germany	molecular ecology, evolution, biodiversity, phylogeny / rivers, streams, lakes	Professor at Freie Universität Berlin, and group head at the Leibniz Institute for Freshwater Ecology and Inland Fisheries
5	Prof. Michelle J. Price	Conservatoire et Jardin Botanique de la ville de Genève, Geneva (CH), Ch. de l'Impératrice 1 CH-1292 Chambésy. Phone + 41 788996209	michelle.price@ville-ge.ch	female	Switzerland	Botanist, biodiversity, systematics, phylogenetics, phylogeography and evolution of plants and fungi, strategic vision	Head of Science at CJB Geneva, adv Chair of CETAF for the last 8 years
6	Ana Isabel Gonzalez Martinez	CBD	ana.gonzalezmartinez@un.org	female	Canada	Consultant on Invasive Alien Species and Taxonomy	Consultant at the Secretariat of the CBD

The Community Implementation Board - CIB

	Full Name	Affiliation	Email	Gender	Country	Expertise	Other comments
1	Maria Alexiou Chatzaki	Current residence: Homburgerstrasse 37, 4052 Basel, Switzerland; Permit B holder	maria.chatzaki@gmail.com, mchatzak@mbg.duth.gr	Female	GREECE	Systematics, taxonomy, toxinology, molecular ecology, araneae (spiders)	Associate Professor and Lab Head in the Dpt of Molecular Biology and Genetics of Democritus University of Thrace, Greece, since 2007. Member of global advisory boards and research councils, passionate science teacher, educator, and advisor. Excellent project management skills, team building/coordination, and strategic planning. Inspired and inclusive leadership, creative mindset, and collaborative attitude.
2	Prof. Dr. Aletta Bonn	German Centre for Integrative Biodiversity Research (I-Div) Puschstraße 4 04103 Leipzig	aletta.bonn@idiv.de	female	Germany	Biodiversity and ecosystem service trend analysis Telecoupling of ecosystem service interregional flows in socio-ecological systems Biodiversity - ecosystem services - human health links Citizen science for biodiversity and ecosystem service research	Head of Department of Ecosystem Services, Helmholtz Centre for Environmental Research Prof. at Friedrich Schiller University Jena
3	Prof. Jorgos Sbokos		sbokosjorgos@gmail.com	male	Greece	Environmental lawyer specialized in criminality in protected areas, hotspots and biodiversity protection	
4	Hilde Eggermont	Belgian Science Policy Office. Phone: +32-473-613675	h.eggermont@biodiversity.be	female	Belgium	Strategic Partnership, biodiversity challenges, funding grants implementation	BiodivERTA+ Coordinator, Strategic Coordinator Belgian Biodiversity Platform, Chair & Coordinator Biodiversa+ (European Biodiversity Partnership), Belgian Focal Point IPBES, IUCN Vice President and Councillor
5	Prof. Kurt Deketelaere	KU Leuven. Minderbroedersstraat 8 - Leuven, Belgium	info@leru.org	male	Belgium	Kurt Deketelaere is a Belgian academic and president of the League of European Research Universities. He is a professor of law in environmental law at the KU Leuven	LERU Secretary General. Kurt Deketelaere is a Belgian academic. He is a professor of law in environmental law at the KU Leuven
6	Sarah Jones	GEANT. Hoekenrode 3, 1102 BR Amsterdam The Netherlands T: +31(0)20 5304488 F: +31(0)20 5304499		female		Open Science, research data services in the higher education sector, consultancy and training.	EOSC members of BoD- FAIR data WG

Note:

- Following the extraordinary General Assembly to be held on February 24th 2023, the final composition of both Advisory Boards will be agreed upon.
- Link to updated Lists in CETAF shared Google Drive: [LINK](#)

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APPENDIX 2 – Reference to related documents

ID	Reference or Related Document	Source or Link/Location
1	Grant Agreement	<u>LINK</u>
2	Consortium Agreement	<u>LINK</u>



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