



GLOBAL BIODIVERSITY INFORMATION FACILITY

Terms of Reference for the Science Committee

Approved by the Governing Board at GB20, Berlin, Germany, October 2013,
and inter-sessionally by the Executive Committee, November 2014

Preamble:

Article 7.2 of the Rules of Procedure of the Governing Board states:

The Governing Board may establish and assign responsibilities to *ad hoc* or Standing Committees and other subsidiary bodies as it may require. The Governing Board will set or approve the terms of reference, guidelines and budgets for these committees and other subsidiary bodies.

Article 7.3.1 establishes the Science Committee as a Standing Committee:

The **Science Committee** is an advisory committee that will oversee the development and progress of the GBIF Work Programme and make recommendations to the Governing Board, the Executive Committee and the Secretariat.

Members of the committee are operating in the interest of GBIF and are not representing their national interests on the committee.

1. Mandate

The Science Committee has the following mandate:

- 1.1. In accordance with GBIF's objectives and priorities, provide high-level advice and guidance to the Secretariat regarding the development of the GBIF Work Programme.
- 1.2. Make recommendations to the Governing Board regarding the Work Programme.
- 1.3. Assist in reviewing progress towards planned outcomes of the Work Programmes and their quality—including the methods and effectiveness of consultation, marketing, technology transfer and IP management strategies—and suggest improvements.
- 1.4. Contribute to the setting of longer-term strategic directions and the making of strategic investment decisions by the Governing Board, including advice on the balance of effort between GBIF's various scientific goals and activities.
- 1.5. Provide advice on the needs of GBIF stakeholders and how the Work Programme can be better aligned with stakeholders.
- 1.6. Provide analysis of what can be achieved by promoting coordination and cooperation with existing national and global initiatives, and priorities for synergistic GBIF investment.
- 1.7. Promote GBIF in various fora.
- 1.8. If necessary, propose that the Executive Secretary establish *ad hoc* groups for specific time-limited tasks.
- 1.9. In collaboration with the Secretariat, organise the GBIF Science Symposium.
- 1.10. Organise science-planning meetings.
- 1.11. Provide advice to the Governing Board and the Executive Committee regarding the procedures and requirements for the Ebbe Nielsen Prize and the Young Researcher Awards, review nominations for the ENP and the YRAs, and select the annual winners.

2. Composition of the Science Committee

- 2.1. The Science Committee is composed of a Chair, three Vice-Chairs and five at-large additional members.
- 2.2. The Chair and three Vice-Chairs are elected by the Governing Board according to Article 7.4 of the Rules of Procedure.
- 2.3. Additional at-large members will be appointed by the Executive Committee who will seek suggestions from the Governing Board, GBIF committees, and the Secretariat.
- 2.4. The additional at-large members will be chosen for their capacity to contribute to the overall scientific direction of GBIF.
- 2.5. The following individuals serve as ex-officio members of the Science Committee:

- Chair and Vice-Chairs of the Governing Board
 - Executive Secretary
- 2.6. In order to transact business, a quorum of the committee must be present, which is defined as at least two of the four elected officers (Chair and Vice-Chairs). If a quorum is not present, the committee may provide recommendations but will have to indicate which committee members are providing the advice.

3. Rules of Procedure for the Science Committee

3.1. Meetings

- 3.1.1. The Science Committee will normally meet at least twice a year, with one meeting held back-to-back with the annual Governing Board meeting and one or two held intersessionally.
- 3.1.2. The Science Committee may have meetings via electronic means.
- 3.2. The Chair will dispatch a draft agenda with documents for the meeting of the Science Committee no later than one week before an agreed meeting date.
- 3.3. The Science Committee will strive to work by consensus in drafting its advice and recommendations.
- 3.4. The Secretariat will keep a record of each meeting of the Science Committee and will circulate the record to the Committee members shortly after the meeting.
- 3.5. The Chair will provide a report on the Committee's activities and recommendations at each Governing Board meeting. The Chair may also send additional reports to the Governing Board when appropriate.
- 3.6. Costs of participation by Committee members
- 3.6.1. Whenever Science Committee meetings and related activities (e.g. Science Symposium, Ebbe Nielsen Prize award, etc.) are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the *elected* Committee member comes. If it is deemed necessary for *at-large* members to attend such committee meetings, the Secretariat will cover the costs for those *at-large* members.
- 3.6.2. Whenever Science Committee meetings are held intersessionally, the Committee members' costs for participating in these meetings will be covered by the Secretariat.

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