

Doc. EEA/MB/41/11 of 06 April 2005

(review of doc.EEA/002/93rev2;  
Doc.EEA/018/01 October 2001 and  
Doc.EEA/MB/38/10rev1 09 March 2004)

## **EUROPEAN ENVIRONMENT AGENCY**

### **RULES OF PROCEDURE OF THE SCIENTIFIC COMMITTEE**

**as adopted by the management board 8 February 1994, three revisions  
of 11 May 1995, 20 March 2001, 09 March 2004,  
and fourth revision adopted on 06 April 2005**

# Scientific committee of the European Environment Agency

## Rules of Procedure

The management board of the European Environment Agency constituted by Article 8 of Council Regulation (EEC) 1210/90 of 7 May 1990<sup>1</sup> as amended by Council Regulation 933/1999 of 29<sup>th</sup> April 1999<sup>2</sup>, and amended by EC Regulation 1641/2003 of 22 July 2003<sup>3</sup>

Having regard to these Regulations where membership, obligations and functioning of the management board and bureau is concerned;

Having regard to the second paragraph of Article 8 thereof, in connection with the adoption of rules of procedure by the management board;

Having regard to the first paragraph of Article 9 thereof, in connection with opinion of the scientific committee on the recruitment of Agency's scientific staff;

Having regard to the Article 10 thereof, in connection with setting up the scientific committee role and functions;

Having regards to the recommendations on the role of the scientific committee in the CEC Evaluation of the European Environment Agency (2003);

HAS ADOPTED the following rules of procedure of the scientific committee.

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<sup>1</sup> OJ No L 120/1, 11.05.1990

<sup>2</sup> OJ No L117/1, 05.05.1999

<sup>3</sup> OJ No L 245, 29.09.2003.

## **ARTICLE 1**

### **Appointment of the scientific committee Chairperson and Vice-Chairperson**

1. The scientific committee shall elect a Chairperson and two Vice-Chairpersons from amongst its own members, on a two-thirds majority, for a term of four years, with a possibility of one renewal for a maximum of four years.
2. The most senior Vice-Chairperson will carry out the duties of Chairperson in case of absence of the Chairperson.
3. If the Chairperson resigns, a new Chairperson is elected.
4. The election of the Chairperson and the Vice-Chairpersons shall take place at the scientific committee meeting preceding that, at which the term of office is due to begin.

## **ARTICLE 2**

### **Designation of the scientific committee members**

1. The management board will periodically review the list of competencies and identify, with the advice from the Eionet and the scientific committee, priority areas to be covered. The vacancies shall be advertised through a call published in the Official Journal of the EU. The notification shall also be made public through the EEA website and the management board, scientific committee and Eionet fora.
2. The scientific committee members are identified through an open selection process.
3. The members of the scientific committee are designated by the management board on the basis of the recommendation from the Executive Director, having concluded the selection process. They shall be appointed on a personal basis. The applicant shall undertake to act independently and outside any influence in the work of the scientific committee. For this purpose, when designated the members shall sign a declaration of commitment (annex I).
4. Members are designated in the first instance for a period of 4 years. Renewal of the designation can be made for a new term for a period of up to 4 years on the basis of the recommendation from the Executive Director in consultation with the Chairman of the scientific committee.
5. The number of members in the scientific committee shall not exceed 20. The committee shall collectively cover the widest possible range of disciplines.

6. If a scientific committee member is not attending three consecutive meetings, the scientific committee Chairperson is entitled to propose to the management board to withdraw this member's designation.
7. To avoid possible conflict of interest, the members of the scientific committee shall be asked to annually sign a declaration of interest (annex II). All declarations shall be made in writing and may be published on the website of the EEA.
8. The designation of and retention of a post by a scientific committee member is conditional to the signature of the declaration of commitment and the declaration of interest.

### **ARTICLE 3**

#### **Selection process of the scientific committee members**

1. The selection criteria of new members of the scientific committee shall be:
  - Experience in carrying out scientific assessments and/or providing scientific advice in the required areas of expertise;
  - Experience in peer reviewing scientific work, preferably related to the fields of interest of EEA;
  - Ability to analyse complex information,
  - Proven scientific excellence;
  - Professional experience in a multidisciplinary environment, preferably in an international context;
  - In case of equal scientific excellence the need to ensure gender and geographical balance shall represent a further criterion.
2. Applications meeting the eligibility requirements will be submitted to a comparative evaluation carried out by the Agency on the basis of the selection criteria above. Applicants meeting the requirements for membership but who are not designated may be placed on a reserve list in case vacancies occur.
3. The Executive Director can call on a panel to assess the professional experience of applicants.
4. The Executive Director consults the scientific committee before presenting his/her recommendation to the management board.
5. The management board designates on recommendation from the Executive Director members of the scientific committee.

## **ARTICLE 4**

### **Meetings of the scientific committee**

1. The scientific committee shall meet on a regular basis at least two times per year and shall be convened by its Chairperson on its own initiative or at the request of at least one third of its members. In addition, a meeting of the committee may be convened at the contemporaneous requests of the Chairperson of the management board and the Executive Director.
2. For each convocation, the Chairperson shall notify each member of the date of a meeting not less than fifteen days before the date thereof. A draft agenda should be sent simultaneously comprising the items to be examined and any preparatory documents.
3. Where at least one third of the members request a meeting, the Chairperson shall convene a meeting within thirty days and in accordance with the terms of paragraph 2 above.
4. Meetings of the scientific committee shall normally be held at the Agency's venue.
5. The Chairperson of the scientific committee may derogate from the general rule in paragraph 4 above in order to facilitate the conduct of business.

## **ARTICLE 5**

### **Secretariat of the scientific committee**

1. The Agency's staff, appointed by the Executive Director, shall prepare and organise the work of the scientific committee and shall provide the secretariat for meetings under the directions of the scientific committee's Chairperson.
2. Correspondence intended for the scientific committee shall be addressed to the secretariat.
3. The secretariat is responsible for archiving scientific committee papers and opinions.

## **ARTICLE 6**

### **Agenda and proceedings at the meetings**

1. At the beginning of a meeting, the scientific committee shall adopt the agenda, comprising the items included in the draft agenda referred to in Article 4 (2) above and any other item proposed by the Chairperson or, in accordance with para 2 of this Article, by one or more of the members.

2. Any request by one or more members of the scientific committee for the inclusion of an item on the agenda or the deletion or substitution of an item shall state the reasons, on which it is based and this shall be sent in writing to the Chairperson at least five working days before the date of the meeting. The Chairperson shall immediately bring any such request to the notice of the other members.
3. During a meeting, any member may propose the inclusion of an item on the agenda for the subsequent meeting.
4. The presence of at least half of the number of scientific committee members shall constitute a quorum. In the absence of a quorum, the Chairperson shall close the meeting and convene another as soon as possible.
5. The Chairperson shall direct the proceedings, giving precedence to those who wish to raise a point of order or a preliminary matter.
6. If a speaker departs from the subject and has already been called to order twice by the Chairperson, the Chairperson may, if the speaker's remarks are still not to the point, withdraw permission to speak.
7. If the Chairperson or any member disputes the admissibility of a motion proposed by a member during the proceedings, the matter shall be put to a vote. The substance of such a motion may be discussed only with the consent of the majority, within the meaning of Article 7(1) hereto.
8. If the Chairperson considers that a motion may impede the proceedings, he/she shall forthwith put the matter to a vote without debate.
9. The scientific committee may decide, on an ad hoc basis, to invite guests to attend meetings of the committee, when it is considered essential for the Agency's activities.
10. The scientific committee may request the presence at its meetings of EEA staff qualified in matters under consideration.

## **ARTICLE 7**

### **Adoption of opinions**

1. Opinions of the scientific committee shall require a two-thirds majority for their adoption.
2. Motions to exclude questions from the scientific committee opinion or to postpone consideration of a matter shall be subject to a vote before dealing with the substance of the matter.

3. A motion, which deals with several questions, shall be divided into its individual parts if this is so requested.
4. Where several motions are tabled on the same question, the most far-reaching motion among them shall be put to the vote first. In the case of amendments, that amendment which departs furthest from the basic text, shall be put to a vote first. In the case of an amendment to an amendment, this shall be put to a vote first, beginning with the most far-reaching. The final vote shall be taken on the version of the text, which resulted from previous voting.

## **ARTICLE 8**

### **Voting Arrangements**

1. Voting shall be by show of hands, or by roll call in cases of dispute in a vote by show of hand. For matters involving persons, the vote will be secret, if a majority of members request it.
2. The voting figures shall be stated for each opinion adopted by the scientific committee. The opinion shall be accompanied by a written statement of the minority view, where the latter so requests.

## **ARTICLE 9**

### **Closure of debates**

1. The Chairperson may move the closure of the debate when he/she considers that all members have had an opportunity to express their views. The members may also move for closure.
2. Any members asking to speak on closure shall be given precedence.

## **ARTICLE 10**

### **Minutes of scientific committee meetings**

1. Minutes shall be taken of each meeting of the scientific committee and shall include:
  - List of participants;
  - Record of proceedings;
  - Opinions adopted with a record of the voting figures for each vote;
  - Any conflict of interest declared by the scientific committee members regarding the items on the agenda.
2. The draft minutes shall be submitted for adoption only if a draft copy has been sent to members at least 15 days before the meeting. Should this draft not have been sent in time, the adoption will be held over until the following meeting.

3. Motions to amend the draft minutes shall be submitted in writing to the Chairperson not later than the opening of the meeting, at which they are to be adopted.
4. The minutes and opinions shall be signed by the Chairperson to signify adoption.
5. Opinions of the scientific committee shall be made accessible to the public.

## **ARTICLE 11**

### **Remuneration of the members of the scientific committee**

1. The members of the committee and its sub-committees shall be remunerated according to the EEA procedures for each full day meeting.
2. The scientific committee members will receive travel and subsistence allowance as laid down by the Agency's Rules of procedures.
3. The chairman and rapporteurs are entitled to remuneration according to the EEA procedures related to the coordination of the draft opinions.

## **ARTICLE 12**

### **Revision of the Rules of procedure and annexes**

1. The management board decides on revision of the scientific committee's rules of procedure.
2. Changes adopted shall take effect from the date of the next meeting of the scientific committee. The members of the management board and of the scientific committee shall be provided with the revised Rules of procedure as soon as practicable by the secretariat.
3. The scientific committee mandate and tasks, as well as the process of developing committee's opinion or advice, are annexed to the rules (annex III).

Approved by the management board on 6 April 2005

*SIGNED*

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Lars-Erik Liljelund  
Chairman EEA management board

**Annex I**

**Declaration of commitment  
to the activities of the scientific committee  
of the European Environment Agency**

**Name:** \_\_\_\_\_

**Expert in the field of** \_\_\_\_\_

I, the undersigned, undertake:

To act independently and outside any influence in the work of the scientific committee.

Done at \_\_\_\_\_ on \_\_\_\_\_

Signature: \_\_\_\_\_

**Annex II**

**Annual declaration of scientific committee member's interest**

**Name:** \_\_\_\_\_

Information on direct or indirect interests of relevance to the mission of the Agency

(1) Direct interest (financial benefits arising from, for example, employment, contracted work, investments, fees etc.):

(2) Indirect interests (indirect financial, e.g. grants, sponsorships, or other kind of benefits):

(3) Interests deriving from the professional activities of the member or his/her close family members:

(4) Any membership role or affiliation that you have in organisations/bodies/club with an interest in the work of the Agency:

(5) Other interests or facts that the undersigned considers pertinent:

**Declaration:**

I declare on my word of honour that the information provided above is true and complete. I agree to immediately and truthfully declare to the Executive Director any changes, which may occur in the declaration.

I declare that I will actively participate in the scientific committee meetings.

Done at \_\_\_\_\_ on \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex III

### Scientific committee mandate and tasks

#### A. THE SCIENTIFIC COMMITTEE MANDATE AND TASKS

The EEA scientific committee has in the Council Regulation (EEC) No.1210/90, a mandate with three major tasks:

- To be consulted by the ED on multiannual work programmes, annual work programmes and adjustments of work programmes;
- Opinions to the Executive Director for the purposes of recruitment of the Agency's scientific staff;
- Opinions on any scientific matter concerning the Agency's activity, which the management board or the Executive Director may submit to it.

The regulation also clearly states that the opinions of the scientific committee shall be published.

The tasks of the scientific committee can within this mandate be defined as follows within the three categories of activities:

#### ***To be consulted by the ED on multiannual work programmes, annual work programmes and adjustments of work programmes***

Examples here would be consultation on the draft work programmes, as well as consultation within the period of implementation of the work programmes, to support the choices made during the implementation of the programmes:

- Opinion on the draft multiannual work programmes;
- Opinion on the draft annual work programmes;
- Consultation on the draft Terms of reference for ETCs;
- Consultation/participation in review of proposals for ETCs, through membership of the committees evaluating the proposals;
- Consultation/participation in reviews of ETCs, individual and as a whole;
- Consultation/participation in quality reviews of major reports and specific chapters in major reports;
- Consultation on the EEA links to the research and scientific communities in Europe.

It should be noted that where a member of the scientific committee is taking up a role in a review committee or a review process, the appointment of the committee representative will be through a decision in the committee, and a report to the committee will be given. It should also be noted that a consultation process on a given subject might be followed by a request for an opinion as such.

#### ***Opinions to the Executive Director for the purposes of recruitment of the Agency's scientific staff***

Examples would be general review of the composition/recruitment plan of the scientific staff in view of the EEA Strategy and Annual Management Plans.

#### ***Opinions on any scientific matter concerning the Agency's activity, which the management board or the Executive Director may submit to it***

Examples would be:

- Specific questions to guide the Agency decisions on taking up new issues on the work programme;

- Review of an outline of a planned EEA report;
- Review of a final EEA report.

### **Annual reporting of activities of the committee and following progress**

The scientific committee secretariat will record the ongoing activities of the committee and the committee members and update it for each meeting of the committee. A note on scientific committee activities and progress will be delivered to the bureau at its first meeting of the year.

## **B. PROCESS OF DEVELOPING AN OPINION OR ADVICE FROM THE SCIENTIFIC COMMITTEE**

Questions to the scientific committee can be raised from two sources:

### **Question to the SC from the management board / Executive Director**

Scientific committee registers the question

- First discussion of the subject
- Provides advice to the Executive Director and/or the management board - extract of minutes to be delivered in a paper as appropriate.

**If the SC chairman considers or more SC input is requested, the committee proceeds towards developing an opinion. The Executive Director /management board chair then confirms this.**

SC takes a decision on setting up a working group (WG) with a WG chair

EEA provides support to the WG chair and ensures, when necessary, the appointment of a scientific secretary for summarising the discussions and drafting the opinion under the direct guidance of the WG chair

EEA SC secretariat organises the WG communication and if needed meeting(s) for drafting the opinion

Active cooperation between the WG, the EEA relevant staff when necessary and the EEA SC secretariat in the process

Receipt of the draft SC opinion

- SC debates and approves the opinion at the following SC meeting
- SC secretariat ensures delivery of the final opinion to the board

EEA publishes the SC opinion on the web-site