



**Adopted by MB decision 017/EEA/MB(74)-GOV/2015 of 26 November 2015  
and amended by MB decision EEA/MB/2016/005 of 16 March 2016**

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

### *Article 1*

#### *Designation of members of the Scientific Committee*

1. Members of the Scientific Committee shall be designated on a personal basis by the Management Board based on recommendations from an evaluation committee on conclusion of the evaluation process set out in Article 2.
2. Members shall undertake to act independently and outside any influence in the work of the Scientific Committee. For this purpose, and to avoid possible conflicts of interest, members of the Scientific Committee shall, upon designation and annually thereafter, fill out and sign a declaration of commitment (see Annex I) and declaration of interest (see Annex II) which will be published on the Agency's website.
3. Members of the Scientific Committee shall be designated in the first instance for a period of four years. Renewal of the designation may be made for a new term for a period of up to four years based on recommendations from the Executive Director in consultation with the Chair of the Scientific Committee.
4. The number of members in the Scientific Committee shall not exceed 20. The committee shall collectively cover the widest possible range of expertise relevant to the work of the Agency.
5. If a Scientific Committee member does not attend three consecutive meetings, the Chair of the committee may propose to the Management Board to withdraw the member's designation.

### *Article 2*

#### *Evaluation of candidates for the Scientific Committee*

1. Candidates for membership of the Scientific Committee shall be identified through an open evaluation process.
2. When deemed appropriate by the Executive Director in consultation with the Chair of the Scientific Committee, or on its own initiative, the Management Board shall review the scientific expertise represented in the committee against the needs for scientific

advice, and list priority areas of expertise to be the subject of a call for expressions of interest. The call shall be made public through the Agency website and the Management Board, Scientific Committee and Eionet fora and networks.

3. The professional experience of applicants meeting the eligibility requirements<sup>1</sup> set out in the call shall be subject to a comparative evaluation based on the following selection criteria:
  - Scientific excellence;
  - Experience in carrying out scientific assessments and/or providing scientific advice in the listed areas of expertise;
  - Broader expertise in the field of environment sciences;
  - Experience in peer reviewing scientific work;
  - Ability to analyse complex information;
  - Professional experience in an inter-disciplinary environment in an international context.

In case of equal scientific excellence, the need to ensure gender and geographical balance shall represent a further criterion. Furthermore, excellent knowledge of English is important since this is the working language of the Scientific Committee.

The Management Board may decide on additional criteria on a case-by-case basis.

4. The comparative evaluation shall be carried out by an evaluation committee designated by the Chair of the Management Board after consultation of the Chair of the Scientific Committee. It shall be chaired by a member of the Management Board and made up of one other member of the Management Board, two members of the Scientific Committee and the Executive Director.
5. The members of the Management Board participating in the evaluation committee shall abstain from participating in the subsequent debate and decision-taking in the Management Board.
6. Agency staff members may be designated by the Chair of the Management Board to support the evaluation committee in its work.
7. Agency staff members, Management Board members or alternatives, or national focal points are not eligible for designation as members of the Scientific Committee until one year after the cessation of their function.

### *Article 3*

#### *Election of the Scientific Committee Chair and Vice-Chairs*

1. The Scientific Committee shall elect by simple majority a Chair and two Vice-Chairs from amongst its members for terms not exceeding their designations as members of the

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<sup>1</sup> Formal, non-scientific requirements.

committee in accordance with Article 1 paragraph 3. Mandates may be renewed once under the same conditions.

2. The election of the Chair and Vice-Chairs shall take place at the Scientific Committee meeting preceding that at which the term of office is due to begin.
3. If the Chair or a Vice-Chair resigns, a replacement shall be elected in accordance with paragraphs 1 and 2 of this article.
4. In the Chair's absence, the most senior Vice-Chair shall carry out the duties of the Chair.

#### *Article 4*

##### *Secretariat of the Scientific Committee*

1. Agency staff members appointed by the Executive Director shall prepare, organise and support the work of the Scientific Committee and shall provide the secretariat for meetings under the direction of the Chair of the committee.
2. Correspondence intended for the Scientific Committee shall be addressed to the secretariat.
3. The secretariat shall maintain an archive of Scientific Committee papers and opinions.

#### *Article 5*

##### *Programming of the work of the Scientific Committee*

1. The Scientific Committee shall adopt multiannual programmes reflecting in a manner appropriate to the mandate of the committee the priorities and tasks set out in the multiannual programmes of the Agency. The Scientific Committee shall inform the Management Board and the Executive Director of these programmes.
2. The Scientific Committee shall regularly inform the Management Board and the Executive Director of progress in the implementation of these programmes.

#### *Article 6*

##### *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 the Chair on his/her own initiative or at the request of at least one third of its members. In addition, a meeting of the committee shall be convened at the concerted request of the Chair of the Management Board and the Executive Director.
2. For each convocation, the Chair shall notify each member of the date of a meeting not less than fifteen calendar 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 Chair shall convene a meeting within thirty calendar days and in accordance with the terms of paragraph 2 of this article.
4. Meetings of the Scientific Committee shall normally be held at the Agency's premises in Copenhagen.
5. The Chair of the Scientific Committee may derogate from the general rule in paragraph 4 of this article in order to facilitate the conduct of business.
6. The working language of the committee is English.

#### *Article 7*

##### *Agenda and proceedings at Scientific Committee 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 paragraph 2 of Article 6 and any other item proposed by the Chair or, in accordance with paragraph 2 of this article, by one or more of the members.
2. Any request by one or more of the members of the Scientific Committee for the inclusion of an item in the agenda or the deletion or substitution of an item shall state the reason for the request and shall be sent in writing to the Chair at least five working days before the date of the meeting. The Chair 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 Chair shall close the meeting and convene another as soon as possible.
5. The Chair 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 Chair, the Chair may, if the speaker's remarks are still not to the point, withdraw permission to speak.
7. If the Chair 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 8(1) hereto.

8. If the Chair 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 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 Agency staff members qualified in matters under consideration.

*Article 8*  
*Adoption of opinions*

1. Opinions of the Scientific Committee shall require a two-third majority of committee members 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 dealing 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.
5. Opinions can also be adopted by written procedure in accordance with Article 9(3).
6. At least 15 calendar days before adoption, the Scientific Committee shall inform the Management Board and the Executive Director of the expected main elements of opinions on scientific matters concerning the Agency's activity submitted to it by the Management Board or the Executive Director.

*Article 9*  
*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 simple majority of members requests 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.
3. In case of a written procedure, an opinion shall be considered adopted unless an objection is raised by at least one member within fifteen calendar days from the day on which the proposed opinion was communicated to the members. In that case, the opinion will be put on the agenda of the next Scientific Committee meeting. The committee can decide ad hoc to shorten the time period within which objections can be raised.

*Article 10  
Closure of debates*

1. The Chair 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 11  
Records of Scientific Committee meetings*

1. A summary record shall be made of each meeting of the Scientific Committee and shall include:
  - List of participants;
  - Short overview 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 summary shall be submitted for adoption only if a draft has been sent to members at least fifteen calendar days before the meeting. Should this draft not have been sent in time, the adoption shall be held over until the following meeting.
3. The summary can also be adopted by written procedure in accordance with Article 9(3).
4. The summary and opinions shall be signed by the Chair to signify adoption.

*Article 12  
Coverage of expenses and remuneration of Scientific Committee members*

1. Scientific Committee members shall receive travel and subsistence allowance as laid down in the Agency meeting reimbursement policy.

2. In addition, members of the Scientific Committee shall be remunerated with the sum of €363 for each full day of participation in committee meetings.
3. The Chair and rapporteurs are entitled to remuneration with the sum of €363 for the performance of tasks related to the coordination of draft opinions.
4. Scientific Committee members shall be remunerated with the sum of €363 for each full day of participation in EEA meetings and seminars when designated by the management board, or their contribution is specifically requested by the Chair of the Board or the Executive Director.

*Article 13*  
*Amendments to the rules of procedure*

1. The Management Board shall decide on the amendment of these rules of procedure and annexes after consultation of the Scientific Committee and the Executive Director.
2. Adopted amendments shall take effect from the date of the next meeting of the Scientific Committee. The members of the Management Board and the Scientific Committee shall be provided with the revised rules of procedure as soon as practicable by the secretariat.

*Article 14*  
*Annexes*

The following annexes form an integral part of these rules of procedure:

- Annex 1: Annual declaration of commitment
- Annex 2: Annual declaration of interest
- Annex 3: Description of the Scientific Committee mandate, tasks and working methods.

*Article 15*  
*Repeal*

The rules of procedure of the Scientific Committee amended by the Management Board on 6 April 2005 are repealed.

## 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 of the European Environment Agency.

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

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

## Annex II

### Annual declaration of interest

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

Information on direct and indirect interests of relevance to the mission of the European Environment Agency:

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

- (2) Indirect interests (indirect financial, for example, grants, sponsorships, or other kind of benefits):

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

- (4) Any membership role or affiliation that the undersigned have in organisations, bodies or clubs with an interest in the work of the European Environment Agency:

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

Declaration:

I, the undersigned, 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, the undersigned, declare that I will actively participate in the Scientific Committee meetings.

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

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

## Annex III

### Mandate, tasks and working methods of the Scientific Committee

The Scientific Committee provides essential support to the governance of the European Environment Agency. It assists the Management Board and the Executive Director in carrying out their duties by providing independent scientific opinions in accordance with the provisions of the Regulation. The Regulation requires that such opinions be published.

The committee as a body and its individual members also advises the Management Board, the Agency and the Eionet on other scientific matters. Such advice is taken into account in decision-making processes of the Agency as exemplified below, but as such is not published. It can lead, however, to a request to the committee from the Management Board or the Executive Director to develop a formal opinion.

The Scientific Committee as a body and/or its individual members thus make significant contributions to the work of the Agency, such as:

- Providing opinions on multiannual and annual work programmes, on the recruitment of scientific staff and on scientific questions directed to it by the Management Board or the Executive Director, as set out in the Regulation;
- Assisting in shaping multiannual work programmes and annual work programmes and in shaping major components for the implementation of the programmes, such as structuring and scoping European Topic Centres;
- Assisting in shaping and delivering major products of the Agency;
- Assisting in evaluating the performance of the Agency;
- Assisting in developing quality control procedures for Agency outputs and processes; and
- Assisting in promoting the external visibility of the Agency within the scientific community and among users.

In carrying out its tasks, the Scientific Committee:

- Acts independently in relation to the scientific content of its opinions and advice;
- Arranges seminars, workshops and conferences together with the Agency and the Eionet to explore new ideas, emerging issues, themes, and outputs;
- Creates working groups, as needed, of Scientific Committee members supported by Agency staff members and external experts to focus on specific issues;
- Provides a bridge to the research networks of Scientific Committee members;
- Interacts and cooperates, as needed, with the other Scientific Committees of the European Union; and
- Operates within the budget envelope allocated in the Agency's budget.