

# **BIO-BASED INDUSTRIES JOINT UNDERTAKING**

## **SCIENTIFIC COMMITTEE**

### **RULES OF PROCEDURE**

*version 1 September 2014*

# **Bio-Based Industries Joint Undertaking**

## **Scientific Committee**

### **Rules of Procedure**

THE SCIENTIFIC COMMITTEE OF THE BIO-BASED INDUSTRIES JOINT UNDERTAKING

HAVING REGARD TO

- Council Regulation (EU) No 560/2014 of 6 May 2014 establishing the Bio-Based Industries Joint Undertaking ('Council Regulation'), OJ L 169, p.130 of 7 June 2014 and the Statutes of the Bio-Based Industries Joint Undertaking therewith annexed ('Statutes');
- In particular, Article 4 of the Statutes, stipulating that the Scientific Committee ('the Committee') shall be an advisory body of the Bio-based Industries Joint Undertaking;
- In particular, Article 10 of the Statutes, setting out the role and tasks of the Scientific Committee, and its paragraph 7, stating that it shall adopt its own rules of procedure;
- The *Specific Criteria and Selection Process for the Composition of the Scientific Committee* adopted by the Governing Board of the Bio-Based Industries Joint Undertaking ('the Governing Board') on 11 July 2014;
- The meeting of the States Representatives Group of the Bio-based Industries Joint Undertaking ('SRG') of 3 September 2014 that pursuant to paragraph 3 of Article 10 of the Statutes proposed candidates for the Scientific Committee ('Committee');
- The appointment of the members of Committee by the Governing Board of 14 October 2014 taking on board, *inter alia*, the names of the candidates identified by the SRG;

In order to contribute to the activities of the Bio-Based Industries Joint Undertaking ('BBI JU'), as an advisory group as laid down in Articles 4 and 10 of the Statutes.

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE

*Article 1 - Role and Tasks*

1. The Committee is an advisory body to the BBI JU and shall provide consistent and consolidated advice in writing on the implementation of the Joint Technology Initiative on Bio-based Industries ('BBI JTI') by the BBI JU.

2. The Committee shall carry out the following tasks:

(a) Advise on the scientific priorities to be addressed in the annual work plans;

(b) Advise on the scientific achievements described in the annual activity report.

Moreover, the Governing Board can ask the Committee to provide advice on a specific matter of interest to the BBI JU.

*Article 2 - Membership*

1. The Committee shall consist of no more than fifteen Members who are appointed for three years. New Members shall be appointed pursuant to the Specific Criteria and Selection Process for the Composition of the Scientific Committee, adopted by the Governing Board, and each time the number of Members becomes less than fifteen.

2. Each Member shall have one vote. All votes shall be equal.

3. The Members shall reflect a balanced representation of world-wide recognised experts from academia, industry, including small and medium sized enterprises, non-governmental organisations and regulatory bodies. Collectively, the Members shall have the necessary scientific competencies and expertise covering the technical domain across the whole bio-

economy value chain needed to make science-based recommendations to the BBI JU.

4. Members shall participate in the Committee in their individual capacity and commit themselves to discuss questions put forward to it and provide advice in their relevant fields of expertise to the best of their ability and in the best interest of the BBI JU.
5. The Committee shall conduct its activities in close liaison, and with the support of the BBI JU Secretariat.
6. The Committee shall elect by consensus a Chair and two Vice-Chairs from amongst its Members.

### *Article 3 – Meetings*

1. The Committee shall have two regular meetings per year.
2. Meetings shall be held at the seat of the BBI JU unless otherwise decided by the Committee and approved by the Governing Board.
3. Meetings shall be convened by the chair at least thirty calendar days before the proposed date of the meeting.
4. A quorum shall consist of two thirds of the Members of the Committee, and the participation of the Chair or a Vice-Chair is required for each meeting.
5. Extra-ordinary meetings can be convened at the request of the Chair, a Vice-Chair, the Governing Board or the BBI Executive Director.
6. The Chair shall draft a provisional agenda, in consultation with the Vice-Chairs, based on a proposal of the BBI Executive Director. The draft agenda together with relevant documents shall be sent at least twenty calendar days before the meeting.
7. The agenda shall be adopted at the beginning of the meeting. At the request of a Member, urgent questions can be added to the agenda until the end of the meeting, and items on the

agenda can be deleted or carried over to a subsequent meeting.

8. The Committee may, with the agreement of the Chair, invite experts to participate in the meeting for advice.
9. The BBI Executive Director and a representative of the European Commission may attend the meetings of the Committee as an observer.
10. The Chair shall have the right, whenever issues falling within the tasks of the Committee are discussed, to attend meetings of the Governing Board as an observer by invitation. The Chair may take part in the deliberations of the Governing Board, but shall have no voting rights.

#### *Article 4 - Advice and decision*

1. The Committee shall provide the Governing Board with written advice.
2. The advice shall be the result of discussions within the Committee. It shall represent the consensus view. If consensus cannot be reached, Members can request to have divergent views recorded.
3. The Committee shall be regularly informed by the BBI Executive Director on matters relevant to its advisory role, including input from other BBI JU relevant groups, including the SRG.
4. The advice of the Committee may take account of any document provided by the BBI JU Secretariat.
5. The Committee shall endeavour to decide on all matters by consensus of the Members present at the meeting. If consensus cannot be reached a majority of at least 75% is required. Paragraph 2, last sentence shall apply.

#### *Article 5 - Transparency*

1. Without prejudice to Article 16 of the Council Regulation, Members and other persons

present at meetings of the Committee shall respect the confidential character of the discussions.

2. The names of the Members of the Committee shall be made public by the BBI JU via its website.
3. The advice of the Committee shall be subject to the provisions of Article 16 of the Council Regulation and measures taken for its implementation. It shall be published on the BBI JU website unless the BBI Governing Board decides otherwise.

*Article 6 - Confidentiality, integrity, conflict of interest*

1. Without prejudice to Article 339 TFEU and Article 194 of the Euratom Treaty, Members shall not divulge information obtained by and in the context of activities in the Committee, unless the information is public.
2. Members and the other persons mentioned in paragraph 1 of Article 5 shall sign the declaration of confidentiality and of conflict of interest appended as Annex 1 to these Rules of Procedure prior to their first attendance to a Committee meeting.
3. Members shall not seek or act in any way to take undue advantage of, or exercise undue influence on, the implementation of the BBI JU. They shall not be involved in any way in the evaluation or selection of proposals for funding under the BBI JU.
4. Members may participate in consortia under the BBI JU, either in their personal capacity, or as representative of the organisations to which they belong. They shall forthwith inform the BBI JU via the Executive Director and the Committee via its Chair or Vice-Chair as appropriate, of the relevance of an item on the agenda or of any subject discussed during a meeting for a project or proposal under the BBI JU that the Member, or the organisation to which he or she belongs, has submitted or intends to submit. The Member who provided the information set out in this paragraph can be requested to abstain from the deliberations or to leave the room during the discussion of the item or subject.

5. Members shall inform the BBI JU of any existent or upcoming interest which could be considered prejudicial to their independence.
6. If a Member is in breach of any requirement contained in this Article he or she shall no longer stay as a Member.

#### *Article 7 - Reimbursement of costs*

Travel and subsistence expenses will be reimbursed according to the rules set out in Annex 2.

#### *Article 8 – Correspondence*

1. All correspondence with the Committee shall be addressed to the seat of the BBI JU.
2. Members who signed the *Declaration of confidentiality and conflict of interests* shall be granted access to the "Scientific Committee Platform", a dedicated web-based platform for sharing confidential data and information.

#### *Article 9 - Secretariat*

The BBI Executive Director shall provide the secretariat and the appropriate administrative and logistic support to allow the Committee to carry out its work.

#### *Article 10 - Amendments*

These Rules of Procedure can be amended by the Committee pursuant to paragraph 5 of Article 4.

#### *Article 11 – Entry into force*

These Rules of Procedure shall enter into force on the day of their adoption.

ADOPTED IN BRUSSELS ON .. ..... 2014

For the Scientific Committee

[signature]

Chair

[model]

**DECLARATION OF  
CONFIDENTIALITY AND OF  
ABSENCE OF CONFLICT OF INTEREST  
OF MEMBERS AND PARTICIPANTS IN THE  
SCIENTIFIC COMMITTEE  
OF THE  
BIO-BASED INDUSTRIES JOINT UNDERTAKING**

**Name:**

**Professional Address:**

**Phone:**

**E-mail:**

**Position:**

Chairperson or Vice-Chairperson of the Scientific Committee

Expert of

Other (please specify)

I hereby undertake to act in the performance of my duties in the general interest of the Bio-based Industries Joint Undertaking.

At each meeting of the Scientific Committee or before any decision is taken by written procedure, I shall declare any interest which might be considered to influence or bias my judgment and therefore be prejudicial to the way an item on the agenda is handled.

I undertake to ensure the confidentiality of sensitive information whose disclosure could damage the interests or the reputation of the Bio-based Industries Joint Undertaking, the Members of the Bio-based Industries Joint Undertaking or of the participants in the activities of the Bio-based Industries Joint Undertaking.

I shall not disclose sensitive information learnt during the activities of the Bio-based Industries Joint Undertaking even after my duties have ended.

Done at [place], [date]

Name and Signature

RULES FOR THE REIMBURSEMENT  
OF TRAVEL AND SUBSISTENCE EXPENSES FOR  
MEMBERS OF THE BBI SCIENTIFIC COMMITTEE

BBI JU will ask AMEX Business Travel to arrange the travels to Brussels.

AMEX will contact each of the members in advance to find suitable travel arrangements.

The allowances will be paid to each member on the basis of the signed attendance list. The attendance list will include a signature box for requesting the accommodation allowance which will be cross-checked with the travel itinerary. The allowances for one night/one day meeting covering for a hotel near by the BBI JU office and daily allowance will be in line with the Commission expert reimbursement rates<sup>1</sup> and will apply *caeteris paribus*.

No documentation (individual reimbursement forms) or tickets, boarding passes or invoices shall be provided to the BBI JU.

The Member of the Scientific Committee has only to arrange the accommodation if needed.

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<sup>1</sup> See [http://ec.europa.eu/regional\\_policy/tender/pdf/2012009/experts.pdf](http://ec.europa.eu/regional_policy/tender/pdf/2012009/experts.pdf)

Daily allowance is a flat rate to cover local transportation, meals and travel/accident insurance expenditures.