



Bridging the gap between policy and knowledge
on biodiversity in Europe

Guidance Note 1

The Eclipse Management Body (EMB)

1) What is the EMB?

The Eclipse Management Body, formerly called “Eclipse Secretariat”, handles the day-to-day work of Eclipse. EMB coordinates overall Eclipse activities; e.g. has an overview over all requests, ensuring the continuity of all processes, the respect of the rules and procedures included in the ethical infrastructure and supporting a fluent communication between the different bodies.

The EMB is composed of 1) the Eclipse officer within the Alternet Management Board, acting as Head of the EMB, 2) EMB members acting as request contact points and 3) EMB members acting as ad-hoc support (e.g. communication, data management, event organisation, etc...). The EMB is not full-time. Each member of the EMB is also involved in non-EKLIPSE related work.

2) What are the general tasks of the EMB?

In summary, the tasks of the EMB are as follow:

OVERSEEING TASKS:

- Links with Alternet
- Coordinates overall Eclipse activities on short and long term (e.g. calls for knowledge, calls for experts, calls for requests, etc..)
- Ensures standardisation and transparency of all processes
- Support Knowledge Coordination Body (KCB), Strategic Advisory Board (SAB), Methods Expert Group (MEG), Expert Working Groups (EWG), Alumni group, Network of Networks
- Ensure compliance with the Ethical Infrastructure.





- Providing iterative improvement of processes (e.g. guidance notes)
- Ensure internal and external communication
- Follow-up of impact of Eklipse outputs

ADMINISTRATIVE TASKS:

- Organisation of logistics around the different bodies (regular calls, meeting organization, reimbursement, etc...)
- Website management, data management, social media
- Taking care of the daily communication and minutes of all meetings
- Archiving: Ensuring that any important communication is recorded and addressed efficiently. EMB is responsible of all the log-books for each request (see guidance note on Ethical Infrastructure)

3) What are the EMB's request related tasks (as Request contact point)

The main overarching task of the EMB contact point is to ensure the quality of the request process (according Eklipse principles, rules and procedures) by supporting the work of the KCB focal point and Deputy as well as the work of the Expert Working Group and the MEG during the whole request process (e.g. in addition to all administrative and logistics: support to track timeline, first rough literature screening exercise if needed, launch calls for knowledge, for experts, etc...). The main idea is to simplify the work of the KCB and EWG and allow them to concentrate more on the strategy, content and outcomes of the request. For more information on the detailed tasks for the EMB contact point, please check the main steps describing the [request process](#).

4) Which groups does the EMB support and how?

(See the Governance Graphic below)

LINKING WITH [ALTERNET](#)

The head of the EMB is responsible to liaise and report to Altnet on Eklipse activities and financing in all Altnet Management Board meetings, Altnet Council and upon ad-hoc requests.

SUPPORTING THE KNOWLEDGE COORDINATION BODY (KCB):

Meetings:

- Organizing KCB meetings when required. This will include setting up a doodle, selecting suitable dates and informing the KCB.
- For virtual meetings, the EMB is responsible for setting up a GoToMeeting or Zoom as needed.
- For face to face meetings this includes booking a venue of EMB choosing, inviting all KCB members to the meeting and providing information on the date, venue and a small number of accommodation options. The EMB is not responsible for providing advice on travel options, booking tickets or booking accommodation. The EMB will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
- The chairing of all KCB meetings will be done by the Chair of the KCB. The EMB will support by taking minutes and sharing these minutes with the KCB within a week of each meeting.

Documents for KCB: The EMB is responsible for ensuring that all relevant background documents are provided to members of the KCB at 24 hours prior to their meetings.

Call for knowledge:

- Organizing the Calls for Knowledge during the scoping stage of requests. This includes providing a call template to the KCB focal point and deputy, supporting setting up an editorial calendar for all social media, disseminating the Call for Knowledge, setting up a page on the Eklipse Forum to allow participants to contribute to the Call for Knowledge and supporting the KCB focal point in mediating the discussion on the Eklipse Forum and on the different social media platforms. Upon requests from the KCB scoping group, the EMB may compile the first literature screening on the request.
- Call for expertise: Organising the publication, management, compilation and follow on of applications in all call for expertise – for more specific information on the role of the EMB in calls for expertise, please refer to our guidance note on “Preparing and managing calls for expertise”.

SUPPORTING THE EXPERT WORKING GROUPS (EWGs):

Ethics: Ensuring compliance of the Expert Working Group to the ethical infrastructure, e.g. signature of the declaration of the conflict of interest by each member of the Expert Working Group before the actual work starts





OwnCloud: Preparing the data support needs of the Expert Working Group by preparing an OwnCloud folder for them, and giving access rights to all members of the EWG. The EMB is not responsible for supplying the data needed by the EWG.

Website: adding regular updates on the project website

EWG meetings:

Supporting the organization of Expert Working Group meetings (a minimum of one face to face meeting per expert working group, depending on budget and if circumstances allow). This includes

- Setting up a doodle and selecting a suitable date, and booking a venue of EMB choosing for the meetings.
- Inviting all EWG members to the meeting and providing information on the date, venue and a small number of accommodation options.
- The EMB is not responsible for providing advice on travel options, booking tickets or booking accommodation. The EMB will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.

Peer-review:

- Invite and set up peer reviewers as selected by the KCB.
- Ensure adequate software is in place to collect and compile peer-review and
- Ensure peer review feedback is passed on to expert working groups in workable format.

SUPPORTING THE STRATEGIC ADVISORY GROUP (SAB)

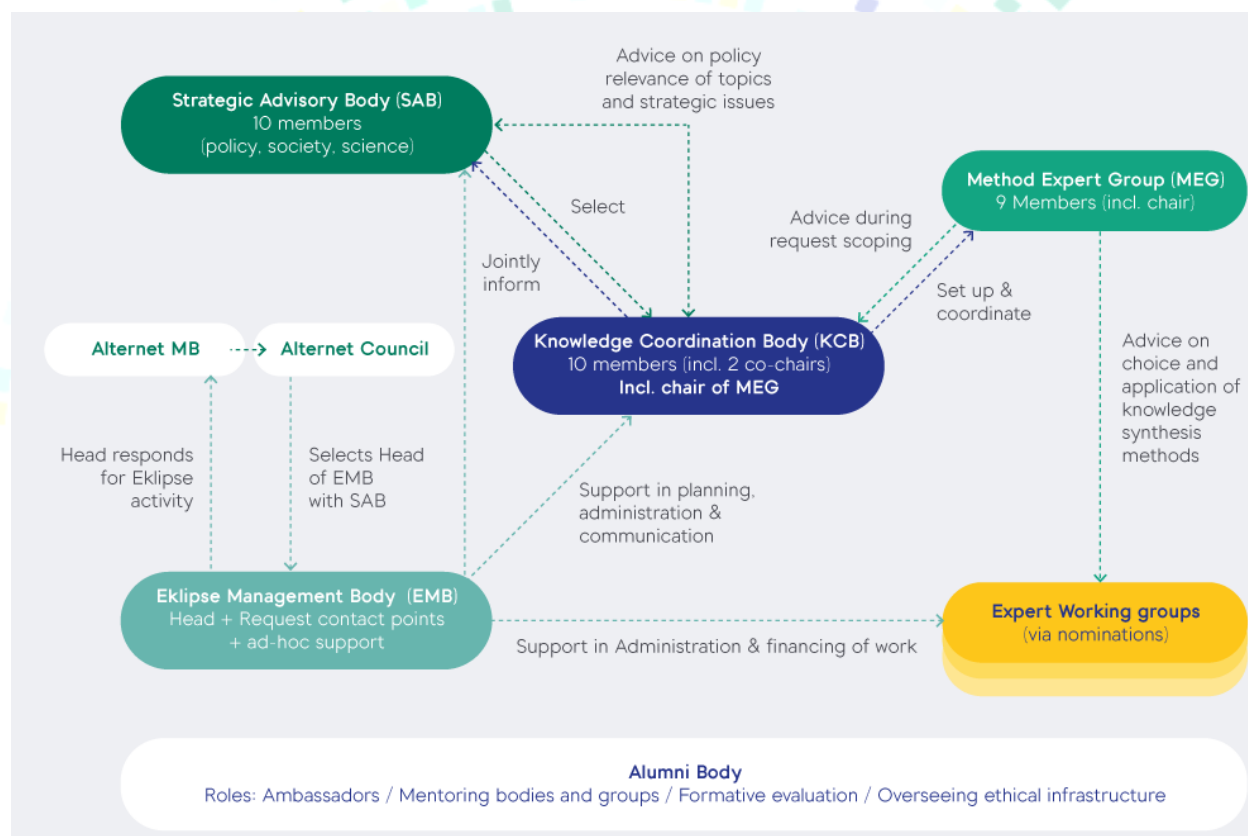
Meetings:

- Organising SAB meetings when required. This will include setting up a doodle, selecting suitable dates. For face to face meetings this includes booking a venue of EMB choosing, inviting all SAB members to the meeting and providing information on the date, venue and a small number of accommodation options. The EMB is not responsible for providing advice on travel options, booking tickets or booking accommodation. The EMB will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
- For virtual meetings, the EMB is responsible for setting up a GoToMeeting or Zoom as needed. The chairing of all SAB meetings will be done by the Chair of the SAB.
- The EMB supports all meetings by taking minutes and sharing these minutes with the SAB within a week of each meeting.
- The EMB is responsible for ensuring that all relevant background documents are provided to members of the SAB at least 24 hours prior to the meetings.

SUPPORTING THE [EKLIPSE ALUMNI GROUP](#)

EMB will keep track of Eklipse Alumni contacts, and who is willing to take an active role in the Eklipse Alumni Group (manage and update list of contacts) and ensure they are informed regularly.

EMB will support the different roles of the alumni by organizing when needed meetings, background documents, templates, etc. For more details, refer to the Eklipse Guidance Note for Alumni.



5) EMB and Ethical Infrastructure

EMB is the main body for the management of the [ethical infrastructure](#). It is seconded for some of the twelve measures by dedicated groups from the Eklipse Alumni Group. For more information on the involvement of Eklipse in the Ethical Infrastructure, please read Eklipse's code of ethics.



6) Eklipse and the European Network of Networks for Science-Policy-Society Interface on Biodiversity (ENoN)

EMB will regularly update the webpage on the Eklipse website dedicated to the ENoN, including the complete list of member networks with their logos.

