



Bridging the gap between policy and knowledge
on biodiversity in Europe

Guidance Note 2

The Knowledge Coordination Body (KCB)

1) What is the KCB?

The [KCB](#) is one of the key governance structures of Eklipse. In close collaboration with the [Eklipse Management Body](#) (EMB), its main responsibility is ensuring that requests from policy and other societal actors are answered through the coordination of joint evidence processes. The KCB also coordinates the identification of research priorities and emerging issues, the Network of Networks, and encourages societal engagement. The role of the KCB is to act at the interface between the [Expert Working Groups](#) (EWGs), the different governance bodies, as well as with the requesters and possible end-users of Eklipse.

The KCB interacts with relevant stakeholders to ensure the EU policy relevance of all requests, better methodological choices and maximum uptake of outputs. The KCB, together with the EMB, is responsible for ensuring the correct application of the procedures of the EU support mechanism and plays an important role in publicly explaining and defending the work of the EWGs. KCB members are expected to dedicate about 10-15% of their time to the KCB, although the levels of activity will vary depending on tasks and activities. The two KCB co-chairs will strive to ensure a fair workshare among the KCB members.

Members of the KCB serve for two years and can be re-elected. An active KCB member, close to the end of his/her mandate, has the right and will be encouraged to apply again to the [Call](#) for KCB members. Special attention will be paid during the selection process to ensure an efficient turnover, i.e. that the newly formed KCB is not only composed of members new to Eklipse and the KCB role. New members of the KCB can be mentored in the first few months of their term by ex-members of the KCB who, whilst they have chosen not to reapply to the KCB, may want to use their experience to support the new members of the KCB. These mentors should contact the head of the EMB during the call for KCB to let them know of their availability for this role.



Selection of KCB members is a two-step process: A call for KCB members leads to the pre-screening committee recruited from the EMB assessing the eligibility of all applicants based on the selection criteria¹ provided in the KCB call for nominations, and provides a short assessment, jointly with KCB co-chairs on the performance of KCB members that reapply. The EMB provides this consolidated list to the Strategic Advisory Board (SAB) who makes the final selection of KCB members to ensure they represent a group with a solid link to and understanding of policy, aiming for optimal disciplinary spectrum, coverage of the different geographical areas of the EU and a gender balance.

Once the members are selected, the SAB suggests possible co-chairs of the KCB. The Eklipse Management Body (EMB) will inform the suggested chairs and if the nominated chairs agree to pursue this role, they will be presented at the kick-off meeting of the new KCB as nominated candidates. Prior to the kick-off meeting, all members will have read the Eklipse code of ethics, and signed the Conflict of Interest declaration form (see our [Ethical Framework](#)). The final decision of the co-chairs will be made by the KCB (each member having one vote) during the kick-off meeting. To be selected as one of the co-chairs, a candidate will need more than 50% of the votes, e.g. if the SAB suggested three possible chairs, each KCB member will have the right to two votes for their candidates. The two candidates who both reached more than 50% agreement from the KCB members will be the chairs of the KCB. If only two KCB members were nominated as possible chairs, the vote will consist of a “yes vs no” vote for each candidate. The KCB co-chairs are elected by the members of the KCB and can serve for two years, with one possible re-election.

The KCB is composed of a minimum of ten members, including two co-chairs. In addition, the KCB has two ex officio members: the chair of the Method Expert Group (MEG) and the head of the EKLIPSE management board.

2) Handling and scoping requests from policy and other societal actors

The KCB is responsible for handling certain key aspects of the requests received from policy and other societal actors. Tasks include: -Selecting requests from policy and other societal actors for scoping. The selection is based on the selection criteria in the call for requests and carefully considers advice from the SAB. -Clarifying the selected request

¹ In terms of the eligibility criteria for the KCB, they should demonstrate expertise covering one or more of the following: coordinating knowledge synthesis processes, engagement in international science-policy processes; leading foresight initiatives; network coordination; business plan development; managing societal engagement in science; expert mobilisation and selection processes; ethics and management of conflict of interests; knowledge transfer; biodiversity and ecosystem services; sustainable development; European environmental strategy. Experts have to comply with the principles and rules of Eklipse (e.g. conflicts of interest policy (see <http://www.eklipse.eu/ethical-framework/> for more detail).

jointly with the requester, supported by the EMB, and possibly other relevant EU stakeholders, ensuring the EU policy relevance of the request, contributing to the discussion on possible methodological procedures with the requester and ensuring the request is fit for purpose—for a full list of tasks relating to scoping the request, please refer to our Guidance note 7b [“Scoping with the Requester”](#)- Contributing to writing the Document of Work (DoW) to inform the call for experts (see below)

3) Contributing to the joint evidence procedures, including the work of the Expert Working Groups (EWG)

The KCB is responsible for overseeing all joint evidence processes, in close collaboration with the EMB, and ensuring that the Expert Working Groups comply with the requests and the rights/rules/ethics and quality controls of Eklipse.

Tasks include:

- Contributing to writing the calls for experts. Please refer to our Guidance note 7c [“Preparing and managing calls for experts”](#). KCB members cannot apply to calls for experts. Members from their institutions, particularly from their respective units can only be selected if conflicts of interest are avoided and full transparency ensured.
- Selecting experts following calls for experts. Please refer to our Guidance note 7c (see above).
- The KCB co-chairs, together with the EMB, appoint the KCB request focal point and a deputy for each request. The focal points and deputies oversee all joint evidence processes in close collaboration with the EMB, thereby ensuring continuity throughout the request. They together with other members of the KCB select the experts to form the [Expert Working Group](#) (EWG), and they ensure that the experts comply with the procedures, rights/rules/ethics and quality controls of Eklipse. This focal point position ends after the final report/product is finalized.
- The KCB request focal point is not usually an expert in the field addressed by the request but should have a good understanding of the subject matter and an excellent understanding of Eklipse processes. As a consequence, he/she may intervene as an external observer in order to help the EWG ensure clarity for experts and non-experts alike, transparency and explicitness of decisions and actions implemented by the EWG. This includes but is not limited to (a) setting up the methods protocol, here



the focal point ensures adequate expertise from the MEG is involved, (b) adequately handling response to the extended peer-review processes. By doing so, the KCB request focal point promotes the core ethical values of Eklipse and can refer to other KCB members and EMB or SAB in case extra support is needed.

- As such, the KCB focal point cannot be an author on the main output prepared for requesters, as this could jeopardize the independence of Eklipse processes. KCB focal points and deputies can however be co-authors on spin-off products (e.g. scientific papers) from the main output to requesters, on the condition that the co-authorship request comes from the EWG and is based on their proven intellectual input into the spin-off product.
- The KCB request focal point, together with the responsible member of the EMB, act as the primary point of communication between a) the requester and the EWG including organising and chairing meetings between the requester and the chair(s) of the EWG as needed, and b) the EWG and other relevant Eklipse bodies.
- The KCB request focal point supports the peer review process by selecting peer reviewers (with support from the rest of the KCB), and disseminating the call for peer-review.
- The KCB focal point and deputy advise the EWG on how to address suggestions from the extended peer-review contributions on the protocol and final report. They also ensure the intention of the request is maintained and facilitate the requester's involvement in the peer review procedure.
- The KCB co-chairs are responsible for signing off the methods protocol of EWGs within agreed timeframes.

4) Chairing and participating in KCB meetings

- KCB meetings are chaired by the KCB co-chairs and supported by the EMB. Please refer to our guidance note "The EMB".
- KCB members are expected to hold approximately two face-to-face meetings/year and virtual meetings as necessary. Building on the experiences of the first requests, the KCB and/or the request specific "subgroups" (consisting of the KCB focal point, deputy, representative from the methods expert group, and secretariat focal point)

hold several virtual meetings per year, e.g. to discuss each call for experts, and to select expert groups.

- KCB request focal points are expected to attend the face-to-face meeting of their EWG and virtual meetings with their EWG as needed. Repeated failure to do so may result in them being asked to step down from the KCB.

5) Eklipse Knowledge Coordination Body: Added Value

Added value of membership in the Eklipse Knowledge Coordination Body (KCB), based upon the testimonial of former KCB members: Ute Jacob, Claudia Basta, Allan Watt, and Flore Jeanmart.

What is the added value of participation in the Eklipse Knowledge Coordination Body?

This is what our current members have valued most about their experience in the KCB:

- Networking and coordination with new scientific experts
- Interaction with policy experts
- Involvement in diverse knowledge synthesis topics
- Hands-on experience with knowledge synthesis methods
- Expansion of biodiversity policy expertise
- Experience in policy monitoring
- Experience in review and report production
- Engagement with other relevant networks
- Exposure to new perspectives, also from other disciplines and practitioners
- Cooperation with others who are passionate about the science-policy interface