



Bridging the gap between policy and knowledge
on biodiversity in Europe

Guidance Note 2a

Selecting the Knowledge Coordination Body (KCB)

1) Brief facts about the KCB

Please note: *To understand in more detail what the KCB is and what it does, please refer to the Guidance note 2 “Understanding the Knowledge Coordination Body”.*

KCB members are elected for a mandate period of 3 years.

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.

2) Selection Process

The Strategic Advisory Board (SAB) makes the final selection of KCB members following the set of criteria described below to ensure the KCB represents the full disciplinary spectrum required, different geographical areas of the EU and gender balance. *(For more information about the SAB, see Guidance note 3 “The Strategic Advisory Board”)*

The SAB reviews the eligible candidates by paying specific attention to the issue of the group dynamic and complementarity of the members within the group (Criteria E) to allow the future KCB to:

- Properly address the expected tasks and the challenges those tasks will bring.
- Support efficiently and with sufficient time to dedicate to the functioning of Eklipse as a valuable mechanism.



Candidates who apply for the first time can be interviewed (remotely) by a committee composed of SAB, Eclipse Management Body (EMB) and/or former KCB members to ensure they are aware of what is expected of them and can combine these tasks with their usual work. A statement from a line manager might be requested as well or replace this interview. Once the members are selected, the SAB suggests possible chairs of the KCB. The 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 Eclipse code of Ethics, complied with and signed the Conflict of Interest declaration form. The final decision of the chairs will be done by the KCB group (each member having one vote) and the head of the EMB (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. *(For more information about the EMB, please refer to the Guidance note 1 “The Management Body”)*

3) Selection criteria

All KCB Members should have basic understanding of knowledge synthesis processes and have had experience in dealing with policy or other decision makers. The KCB will be composed of approximately 10 members. Alternet members (and, in particular, Alternet Council members) are encouraged to join but there are no official quota requirements for Alternet representation in the KCB, nor is there preferential selection of Alternet applicants.

Criteria A:

- Has time available to actually work on Eclipse, i.e. accompany Experts Working Groups (EWGs)

Criteria B:

- Demonstrated 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 exchange.
- Experience with biodiversity and ecosystem services and/or sustainable development as well as European environmental policy.

Criteria C:

- Experience with other international SPIs. - Well networked. - Excellent communication skills

Criteria D:

The overall group should be balanced in terms of

- Gender.
- Geography.
- Disciplines.

Criteria E:

Eight important dimensions that should all be represented sufficiently within the entire group selected and thus ensure the efficient functioning of KCB as a whole:

- Ability to accompany a request process
- Experience on foresight processes, horizon scanning
- Extended and complementary networks
- Experience of working with stakeholders
- Previous experience as KCB member
- A range of disciplines
- Geographic balance
- Policy experience.

In case the selected candidates do not fulfill all the requirements listed above, a targeted call for the missing qualifications will be opened and adequate candidates will actively be asked to apply in order to ensure the KCB is fully functional. It may take up its work while this complementation of expertise is still ongoing.

4) Timelines

Following directly the deadline of the Call for KCB members, a compilation of applications will be made and sent out to the SAB members. Prior to the deadline for application, a meeting will be organised for the SAB to discuss and select the candidates. Any extension of time for nominations will need to be announced a week before the original deadline in order to rearrange the selection process in due time.