

# D5.6

## Collected Report of Supervisory Board Meetings and Outcomes



August 2019  
Task 5.4



**EUROPEAN UNION**

Project co-funded by  
**H2020 Programme** under  
Grant Agreement n° 727486

**Written by:      Hanna Steffens (Deputy Coordinator)**  
**Rolf Stratmann (Coordinator)**

The overall objective of CASA, a Coordination and Support Action (CSA), is a **consolidated common agricultural and wider bioeconomy research agenda** within the European Research Area.

CASA will achieve this by bringing the Standing Committee on Agricultural Research (SCAR), which has already contributed significantly to this objective in the past, to the next level of performance as a research policy think tank. CASA will efficiently strengthen the strengths and compensate for the insufficiencies of SCAR and thus help it evolve further into “SCAR plus”.

## Contents

Summary.....	2
Background and context.....	2
Process of Constituting a Board for Advice .....	3
Presentation of CASA progress and discussion of CASA activities in SCAR SG meetings .....	4
Annex I: Terms of Reference for Supervisory Board (10 <sup>th</sup> January 2017) .....	9
Annex II: Conclusions of the 75th SCAR SG meeting (20 <sup>th</sup> January 2017):.....	12
Annex III: E-Mail Communication: Constitution of an Advisory Board (7 <sup>th</sup> March 2017):.....	14
Annex IV: Terms of Reference for the Advisory Board (7 <sup>th</sup> March 2017):.....	16

## Abbreviations

CSA	Coordination and Support Action
DoA	Description of Action
EC	European Commission
M	month
SCAR	Standing Committee on Agricultural Research
SG	Steering Group
ToR	Terms of Reference



## Summary

According to the Description of Action it was planned to set up a Supervisory Board for monitoring CASA activities and progress as well as giving advice on specific CASA matters, highlighted in status update documents. The Terms of Reference for the Supervisory Board were discussed during the 75<sup>th</sup> SCAR Steering Group (SG) meeting on 20<sup>th</sup> January 2017. However, during this meeting it was decided that instead of setting up a dedicated Supervisory or Advisory Board with appointed members, the SCAR Steering Group should exercise its function as an advisory board of CASA during the following SG meetings.

Therefore, a dedicated “CASA agenda slot” was included for the following SG meetings and the CASA coordinator (and/or appointed CASA colleagues) were invited to participate at the meetings to report on the progress of CASA activities and encourage discussions. Furthermore, CASA provided status update documents which were circulated to the SG members by the SCAR secretariat in advance of the SG meetings.

## Background and context

The Horizon2020 Coordination and Support Action CASA project started on 1<sup>st</sup> September 2016. The overall objective of CASA is to support and facilitate the development of a consolidated Common Agricultural and wider bioeconomy reSearch Agenda within the European Research Area.

CASA achieves this by bringing the Standing Committee on Agricultural Research (SCAR) to the next level of performance as a research policy think tank, with an impact on national and European research strategies and programmes.

The overarching aim of CASA will be achieved through the accomplishment of the following four specific objectives:

1. Increased and broadened participation, interaction and collaboration of Member States and Associated Countries
2. Improved quality of outputs and outcomes of the Standing Committee of Agricultural Research creating added value for greater impact
3. Strengthening the production of more strategic policy advice by the Standing Committee of Agricultural Research based on the increased, deepened and broadened participation facilitated by CASA
4. Improve overall organisation, communication and dissemination of SCAR activities, outputs and outcomes for greater impact

**In Work Package 5 Coordination and Management** the dedicated **Task 5.4, Meetings of the Supervisory Board** was set up to align the implementation efforts of CASA with the demands of SCAR.

## **Process of constituting a Board for Advice**

According to the Description of Action it was planned to set up a Supervisory Board. The Terms of Reference (see Annex I, version 10<sup>th</sup> January 2017) and procedure for appointing a Supervisory Board for CASA were prepared by CASA and provided on 13<sup>th</sup> January 2017 to the SCAR secretariat for relaying the information to the SCAR SG members for the 75<sup>th</sup> SCAR Steering Group Meeting on 20<sup>th</sup> January 2017.

However, it was decided during this meeting that “CASA should be a fixed item on SCAR SG meetings agendas so that the SCAR SG can exercise their supervisory function. CASA coordinator to get in touch with SCAR Secretariat for inclusion of CASA matters into the agenda” (see Annex II, Conclusions of the 75<sup>th</sup> SG Meeting, 20 January 2017).

Setting up a Supervisory Board, as intended by CASA, was not feasible. The decision was taken that the SCAR Steering Group will function as Advisory Board for providing feedback on CASA activities and advice.

A terms of reference for constituting an Advisory Board was set up and the SCAR delegates, chairs and co-chairs of the SCAR Working Groups were invited by e-mail to constitute an advisory board (see Annex III, e-mail communication: Constitution of an Advisory Board (7<sup>th</sup> March 2017; Annex IV: Terms of Reference for the Advisory Board (7<sup>th</sup> March 2017).

However, as no candidates were found, it was concluded that the SCAR SG members will exercise their advisory function. This will be ensured by including a dedicated agenda item on CASA during the SG meetings.

Therefore, and in accordance with the SCAR SG, the SCAR Secretariat and with Project Officer Laurence Bastin (EC), for each following SCAR SG meeting a status update on CASA with relevant documents was provided from October 2017 (M14, for 78<sup>th</sup> SCAR SG meeting) on. The status update documents were compiled by the CASA Coordinator with support from all Work Package leaders and provided to the SCAR Secretariat for relaying these to the SCAR SG members in advance of a SCAR SG meeting. In the documents current CASA activities were listed and described which allowed the SCAR SG to monitor the CASA progress and providing comments and advise. Deliverables which were prepared by CASA were also listed and provided with the update document. Deliverables relevant for feedback were highlighted and the members of the SCAR SG had the possibility to provide feedback to the coordinator during the SCAR SG meeting, and in the following 10 working days by email.

## **Presentation of CASA progress and discussion of CASA activities in SCAR SG meetings**

The CASA Coordinator and/or other representatives of CASA beneficiaries participated in the following SCAR Steering Groups meetings, so CASA progress and the updates were presented to the SG:

- 75<sup>th</sup> SCAR SG: 20<sup>th</sup> January 2017
- 76<sup>th</sup> SCAR SG: 31<sup>st</sup> March 2017
- 77<sup>th</sup> SCAR SG: 16<sup>th</sup> May 2017
- 78<sup>th</sup> SCAR SG: 5<sup>th</sup> October 2017
- 79<sup>th</sup> SCAR SG: 7<sup>th</sup> November 2017
- 80<sup>th</sup> SCAR SG: 31<sup>st</sup> January 2018 (only update document was provided, no CASA agenda slot due to limited time during the meeting)
- 81<sup>st</sup> SCAR SG: 21<sup>st</sup> March 2018
- 82<sup>nd</sup> SCAR SG: 17<sup>th</sup> May 2018
- 83<sup>rd</sup> SCAR SG: 27<sup>th</sup> September 2018
- 84<sup>th</sup> SCAR SG: 16<sup>th</sup> November 2018
- 85<sup>th</sup> SCAR SG: 12<sup>th</sup> February 2019
- 86<sup>th</sup> SCAR SG: 15<sup>th</sup> May 2019

The CASA status update documents which were provided to the SCAR SG in advance of these meetings (starting from 78<sup>th</sup> SCAR SG meeting on 5<sup>th</sup> October 2017) can be found on CIRCABC.

### **Major feedback from the SCAR SG to CASA and outcomes from the discussions:**

#### ***75<sup>th</sup> SCAR SG: 20<sup>th</sup> January 2017:***

Need to develop a SCAR website (no CASA website). Inputs for the CASA management meeting on 7 February 2017 are welcome. More discussion will take place at next meeting on the proposals made by the SWGs for support and scope of the studies, also to avoid overlaps between studies.

#### ***76<sup>th</sup> SCAR SG: 31<sup>st</sup> March 2017:***

Representatives from CASA gave an update on the CASA mentoring programme, the national meeting about SCAR that will take place in Madrid on 10-11 May 2017, SWOT analysis. A task force will be identified among SCAR delegates to prepare the positions of the SCAR SG in the CASA Advisory Board.

#### ***77<sup>th</sup> SCAR SG: 16<sup>th</sup> May 2017:***

The coordinator of SCAR CASA informed about the progress in each Work Package. A transparent process to request CASA funding for studies was discussed and agreed. CASA prepares a template (2 pager) in which the applying WGs can detail the purpose and scope of their study, the expected output and the envisaged impact. CASA circulates the proposals to the WGs for feedback and thereafter to the SG, two weeks prior to each SG meeting, for discussion, strategic steering if needed and approval.

For urgent decisions a written procedure can be launched. CASA will regularly update the SG on which studies are ongoing, have ended, are circulated amongst the WG or in the pipeline for approval by SG. This will allow all delegates to be aware and updated about the distribution of the budget and the focus and coverage of study topics. The SCAR SWGs/CWGs are responsible for monitoring the study and for content related reporting to SCAR SG.

**78<sup>th</sup> SCAR SG: 5<sup>th</sup> October 2017:**

The SCAR delegates received a written update in advance of the meeting and were invited to send their comments to the coordinator. The mentoring programme was introduced to the delegates. Interested mentors and mentees are invited to contact CASA. Basic material on SCAR should be developed so that the mentors can give unified information about SCAR to the mentees. First results of the SWOT analysis on SCAR were presented. Full results will be presented at the SCAR Conference in Tallinn. All presentations are available on CIRCA.

**79<sup>th</sup> SCAR SG: 7<sup>th</sup> November 2017:**

Rolf Stratmann (coordinator of CASA) presented a short update on the achievements of CASA since the 5 October 2017 SCAR SG meeting, notably on the mentoring programme. His presentation is available on CIRCA. Delegates and WGs are encouraged to provide CASA with relevant information for the SCAR website and the newsletter (to be published twice, before the Plenary meetings).

**80<sup>th</sup> SCAR SG: 31<sup>st</sup> January 2018** (only update document was provided, no CASA agenda slot due to limited time during the meeting)

**81<sup>st</sup> SCAR SG: 21<sup>st</sup> March 2018**

- Ivan Atanassov (BG) reported on the CASA National meeting that took place in Sofia on 28 February 2018 and stressed its very positive impact in raising awareness about bioeconomy and helping the Bulgarian authorities to make faster decisions related to BioE. A PPT presentation was used. In addition, the following points were highlighted:
  - Visibility and knowledge about the bioeconomy have been very low in Bulgaria.
  - CAP is a hot issue in Bulgaria and brought a lot of positivity, but a part of the agricultural community in Bulgaria feel that they are left aside from the advantages of the CAP.
  - Following a long process, the establishment of the 'Interministry Group for Bioeconomy Development' was approved by the Bulgarian Ministry of Agriculture, Food and Forestry. Possibly, SCAR CASA meeting in Bulgaria helped to facilitate this decision, as well as the approval by the Bulgarian authorities of the funding of large CoC project "Sustainable utilization of bio- resources and waste of medicinal and aromatic plants for innovative bioactive products".
- Rolf Stratmann (DE) and Christine Bunthof (NL), coordinators of CASA, updated on the activities of the project (and consulted with the SCAR-SG that functions as an advisory board for the CASA project). PPT presentations were used. In addition, the following points were emphasized:
  - Draft notes and reports are being prepared concerning the Task 2.4 'Support to coordination and linkages between SWGs and CWGs, and with DGs', Task 3.4 'Support SCAR on better alignment of research and innovation policies', Task 2.5 'Support to the implementation of the 4th Foresight and its recommendations', and Task 3.3 'SWOT session within SCAR conference 2017' for collecting feedback and inputs from SCAR-SG members, when finished.

- Under the Task 3.6 'Creating a structure for future SCAR foresight processes', Elke Saggau added, that the 5<sup>th</sup> SCAR Foresight Task Force could be established and supported using the Task 3.6. Guidelines are being created on how to proceed with the Foresight processes.
- Next national SCAR events are foreseen in Hungary (25 April), Greece (24 May), and Rome (29 May). An event also could take place in Poland in October or November. Bulgaria's meeting (28 February) is a good example, what impact a national SCAR event can make.
- CASA had less costs than expected for the conferences, therefore, there are resources available to be used for an extra task – Task 1.5 (Performance of an analysis to *evaluate* SCAR evolvement, representation and inclusion.). A proposal is under preparation.

*Discussion:*

- SCAR-SG members stressed importance of getting more feedback and reporting on CASA activities, and in particular on the Mentoring Programme.

*Actions:*

- Rolf Stratmann asked the SCAR-SG members to provide him with any new information concerning SCAR or BioE, which could be put on the CASA website. An idea to put content of the SCAR-SG meetings (agendas, conclusions) on the CASA website could be also developed, to increase visibility of SCAR-SG.
- It is important that somebody from the EC would be present at national SCAR events as a keynote speaker to present SCAR and the BioE Strategy.
- Any comments and suggestions regarding the Task 1.5 (proposal is being prepared) could be sent by e-mail to Christine Bunthof. Draft proposal could be discussed in more details at the next SCAR-SG meeting.
- Christine Bunthof will send an e-mail to mentors and mentees to find out if they want to share their information with the SCAR-SG members. This could also facilitate an exchange of ideas between the mentors and mentees.

Concise summary of the outputs of CASA (incl. the Mentoring Programme) should be prepared for the next SCAR-SG meeting.

**82<sup>nd</sup> SCAR SG: 17<sup>th</sup> May 2018:**

It was concluded that the progress of CASA should be presented at the next SCAR Plenary meeting on 28th June 2018:

**27<sup>th</sup> SCAR Plenary Meeting (28th June 2018):**

The CASA project representatives presented the overview on deliverables, activities and outcomes of CASA (PPT presentation available). The Plenary agreed that: 1) CASA should assess a possibility to make a presentation of the May 2018 CASA Report "SWOT of the SCAR: The results" (A detailed overview on the state of play and analysis within SCAR) at the September SCAR SG meeting; 2) all the CASA reports and confidential deliverables should be made available to the SCAR Delegates on CIRCABC; 3) the SCAR SG should make a light evaluation of CASA, its results, added value, recommendations to SCAR, and decide on the sustainability of CASA work and how to move forward after the end of project in August 2019. This issue should also be discussed at the SCAR Plenary in December. In addition, under this agenda point, UK representative made a short announcement concerning the SCAR reporting activities 2018 and planning activities 2019, as well as the SCAR Working Groups evaluation



(PPT presentation available). A workshop with CASA support will be organized in September back-to-back with the SCAR SG meeting. The SCAR Working Groups Evaluation Task Force (EC, AT, DK, EE, NL) should finish its work in December and report to the Plenary. With regards to the SCAR Working Groups evaluation, some delegates suggested that with the new Framework Programme there could be a need for priorities reordering.

**83<sup>rd</sup> SCAR SG: 27<sup>th</sup> September 2018:**

Jean-Marc Chourot (CASA Task T4.3 coordinator) provided information about the plans for the SCAR Conference 2019. It was concluded that Jean-Marc Chourot will send a list with ideas to the SCAR Secretariat. The list as 'food for thought' will be circulated to the SCAR SG members. A feedback will be expected (with a deadline). Two or three ideas should be selected for discussion in the next SCAR SG meeting, where SCAR SG could agree on one idea.

**84<sup>th</sup> SCAR SG: 16<sup>th</sup> November 2018:**

The CASA coordinator informed that there are three more candidate countries for holding a SCAR National Meeting (Austria, Estonia and Malta). The SCAR SG agreed that the SCAR National meetings should have a priority among CASA tasks.

Alex Percy-Smith (CASA Work Package 2 Leader) and Mike Collins (UK) provided a presentation on the reporting activities 2018 and planning activities 2019-2020. SCAR SG agreed that the SCAR Plenary will be asked to provide their views on the reporting activities 2018 and planning activities 2019-2020. The SCAR Rolling Work Plan should be adopted and updated with the additions agreed during the Plenary discussion. Alex Percy-Smith provided a presentation on the SCAR WGs proposals for CASA Facilitation and Studies. SCAR SG highlighted the importance of a quality control of WGs proposals and that all WGs should have a clear description of what was the result / impact / use of the previous studies and what the purpose is and expected use of the new studies. There has to be a clear justification for the requested CASA funds and a CASA note clearly describing WGs proposals should be circulated to SCAR SG - the CASA advisory group - for comments.

The SCAR SG discussed that it is important to communicate what impact SCAR had up to now and identify the challenges going forward, as well as what kind of resources SCAR needs to adequately fulfill its tasks and whether the coordination within SCAR should be improved. The Conference should provide an opportunity for (starting) networking with people in the overlapping areas of Horizon Europe.

**85<sup>th</sup> SCAR SG: 12<sup>th</sup> February 2019:**

For preparing the SCAR Conference 2019 a concept note was provided to the SCAR SG members in advance of the SG meeting. Feedback was requested and results of this consultation was discussed during the meeting. The concept for a workshop on 8<sup>th</sup> April 2019 on "Support SCAR on better alignment of research and innovation policies" (T3.4; in collaboration with T2.4, "Support to coordination and linkages between SWGs and CWGs and with DGs") was discussed. The current status of requests from the SCAR Working Groups for new facilitation and expert studies was also provided. It was concluded that the EC does not foresee a follow-up of CASA for the Work Programme 2020, but will explore other ways of supporting SCAR in the future. Member States could also support and finance some SCAR WGs activities as they did in the past. However, the discussion on how specifically

support to SCAR could be ensured after the CASA project's end was postponed to the next SCAR SG meeting.

***86<sup>th</sup> SCAR SG: 15<sup>th</sup> May 2019:***

The agenda for the SCAR Conference 2019 was discussed and the thematic concepts for the participatory sessions were finalised. Furthermore, ongoing activities for Task 3.7 ("Develop and Impact Assessment Framework") and Task 3.8 ("Develop scenarios on sustainability and follow up activities") were covered in this meeting.

## **Annex I: Terms of Reference for Supervisory Board (10<sup>th</sup> January 2017)**

# **Terms of Reference for Supervisory Board Members of the Horizon 2020 Coordination and Support Action CASA**

## **Purpose**

The Supervisory Board (SB) will help ensure that the Coordination and Support Action, CASA, delivers relevant results related to its specific objectives to reach its overall goal of **supporting the convergence of a consolidated common agricultural and wider bio-economy research agenda within the European Research Area**. The four specific objectives are:

1. **Increased and broadened participation, interaction and collaboration of Member States and Associated Countries** with each other and also with the Directorate-Generals (DG) of the European Commission in the different SCAR bodies: the SCAR Steering Group (SCAR SG); SCAR Strategic and Collaborative Working Groups (SWGs and CWGs); ad-hoc task forces.
2. **Improved quality of outputs and outcomes** of SCAR and its SWGs and CWGs creating added value for greater impact within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA
3. Strengthening the **production of more strategic policy advice** for the coming years improved by SCAR within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA
4. **Improved overall organisation, communication and dissemination** of SCAR activities, outputs and outcomes for greater impact.

## **Duties**

In general the SB will provide **advice and offer suggestions on the content of the CASA activities, workshops, reports and other deliverables**. It will **assess proposed strategies, providing recommendations and suggestions**. These recommendations and suggestions will be taken into account by the CASA bodies and task teams in their planning and performance of the work.

## **Members of the Supervisory Board**

The Supervisory Board will be made up of

- Members of the SCAR Steering Group (all SCAR SG members will be asked, and all who accept the invitation will be installed as SB member, with one vote per country),
- Chairs or co-chairs from the Strategic and Collaborative Working Groups (each Working Group will be invited to appoint one person (normally either their Chair or Co-chair) as their representative in the CASA SB. The appointed representatives will be installed as SB members, with one vote per Working Group). In case the appointed representative of a WG is hampered he/she can nominate another WG representative for attending the SB meeting

**Chair:** The SB meetings are chaired by the representative of the member state which has assumed the EU Council Presidency. If it becomes apparent that no representative from the member state holding the EU Council Presidency is available, the members of the SB are to nominate someone from their members in the first 3 weeks after the EU Council Presidency has been assumed by the following member state.

## **Supervisory Board meetings**

**Participants** at SB meeting are the SB members and the CASA Coordinator and the WP Leaders (CASA Management Group). Additional CASA Task Managers or other CASA staff, might be invited to attend meetings, depending on the agenda items.

**Extraordinary meetings** of the SB can be proposed at any time upon written request of any member of the SB.

**Observer(s):** The person from the EC holding the position as SCAR Secretariat participates as Observer. Depending on the topics to be discussed the further staff from the EC might be invited to attend the meetings.

### **Preparation of meetings**

Meetings are prepared by the SB Chair and the CASA Management Group. Preparations are led by the CASA Coordinator.

### **Agenda setting, selection of topics and notification**

Topics to be added to the **agenda** of meetings are proposed by the Management Group and Chair of the SB well in advance (at least 2 weeks) of the meetings to ensure proper planning and preparation of the meeting. Any member of a consortium body may add an item to the original agenda by written notification to all members of the SB and the CASA Management Group up to 4 days before the meeting is held. During the meetings –if unanimously agreed - new agenda items can be added.

### **Meeting timetable**

Preliminary SB meetings schedule:

SB meeting #1: February 2017

SB meeting #2: September 2017

SB meeting #3: February 2018

SB meeting #4: September 2018

SB meeting #5: February 2019

SB meeting #6: September 2019

The meetings will be organised back to back with meetings of the SCAR SG if possible. The date for the first SB meeting will be set by the CASA coordinator, who will contact the SCAR Secretary for planning it back-to-back with the first, second or third SCAR SG in 2017. From then on the date for the next meeting will be fixed at the meeting.

### **Minutes**

The CASA Coordinator shall produce written minutes of each meeting. The Coordinator shall send the draft minutes to all SB members, and remaining participants of the SB meeting within 7 days of the meeting.

The minutes shall be considered as accepted if, within 20 calendar days from sending, no SB Member or remaining participant has sent an objection in writing to the Coordinator and the remaining Members and participants with respect to the accuracy of the draft of the minutes. The final approved minutes shall be distributed to the whole Consortium with the possibility of raising a Veto according to the sections 6.2.4.1 and 6.2.4.4 of the CASA Consortium Agreement.

The Coordinator shall send the accepted minutes to all Members of the SB, the GA, and all remaining participants. The Coordinator shall safeguard the minutes. If requested the Coordinator shall provide authenticated duplicates to Parties and the GA.



**Table 1: Overview Time-frames and Deadlines for the Supervisory Board**

<b>Body</b>	<b>Notification of meetings; extraordinary meetings (days prior to meeting)</b>	<b>Deadline for communication of the agenda (days prior to meeting)</b>	<b>Deadline for addition of items to the agenda (days prior to meeting)</b>	<b>Minutes and notification of decisions</b>	<b>Veto</b>
Supervisory Board	14; 7	7	4	During meeting and in writing	15
Task(s)		Advisory and decision items must be listed and recognisable	Or during a meeting, if unanimous	Minutes with decision(s) within calendar 7 days by CASA Coordinator; 20 calendar days for approval	Upon written notification by the Coordinator of the outcome of a vote.

## **Annex II: Conclusions of the 75th SCAR SG meeting (20<sup>th</sup> January 2017):**

### **Conclusions of the 75<sup>th</sup> SCAR SG meeting – 20 January 2017**

European Commission, Berlaymont Building, Salle Jean Rey

Chair: SK Presidency – European Commission

#### **1. Debriefing from the 6 December 2016 Plenary**

EC debriefed on the discussions and conclusions from the 25<sup>th</sup> SCAR Plenary meeting of 6 December 2016. The minutes are not ready yet and will be prepared in the coming weeks. Communication on modernizing and simplifying the CAP (November 2017): the Impact assessment is ongoing, with public consultation to be launched early February 2017. Early July 2017: a seminar or conference will be held to discuss the outcome of the consultation that will feed into the drafting of the Communication. On the 5<sup>th</sup> SCAR Foresight: Elke Saggau (DE) mentioned the first brainstorming meeting to be held on 9 and 10 March 2017 in Bonn and reminded that all MS are welcome to participate. Further issues for discussion around the Foresight: need for better dissemination, better use of the conclusions, possibility to have more focused and more frequent Foresights and Horizon scans (agreement to discuss it further at one of the next SG meetings). EC gave an update of the review of the BE strategy and referred to SCAR SWG Bioeconomy meeting in Paris on 23-24/2/2017.

#### **2. Strategic discussion on the role of Joint Programming**

SK Presidency and EC gave a feedback from the discussions about P2P that took place at the PC/SCAR workshop of 19 January 2017. RTD-B2 explained the ongoing process of defining the next FP and the discussions on future of P2P, done in parallel with the interim evaluation of H2020. Studies are being performed to assess the various P2P initiatives implemented in H2020 (2 already done, more to come in 2017). The reflection process will be done in collaboration with MS (already two workshops, at least one more workshop planned in 2017). EC opened the floor for the MS to formulate their views on P2P in the next FP (see outcome in annex).

#### **3. Reflection on the ERA-NET Cofund topics**

EC gave a feedback from the discussions on ERA-NET Cofund that took place at the PC/SCAR workshop of 19 January 2017. EC will send message to PC/SCAR inviting the promoters of the potential ERA-NETs to come up with a one-pager before 3 February 2017 and send it to RTD SCAR functional mailbox. The proposals will be further distributed to the MS who will express their possible interest and commitment. Then the moulinette process will be applied.

#### **4. Implementation of the Work Plan 2017**

The SWGs and CWGs were invited to give an update on their activities of the SWGs and CWGs. The decision was taken to dedicate more time to the presentation of the work of SWGs and CWGs at the next meeting in March 2017. 1-2/2: SWG Food Systems workshop on mapping. 3/2: joint meeting SWGs Food Systems and AKIS back-to-back with meeting on thematic networks. 23-24/2: meeting of SWG Bioeconomy back-to-back with agriculture fair in Paris. End March – Beginning April 2017: AKIS meeting in Slovakia.

Rolf Stratmann (coordinator CASA CSA) gave a status update of the work done by CASA CSA for the SCAR. CASA should be a fixed item on SCAR SG meetings agendas so that the SCAR SG can exercise their supervisory function. CASA coordinator to get in touch with SCAR Secretariat for inclusion of CASA matters into the agenda. Need to develop a SCAR website (no CASA website). Inputs for the CASA management meeting on 7 February 2017 are welcome. More discussion will take place at next meeting on the proposals made by the SWGs for support and scope of the studies, also to avoid

overlaps between studies. The future workshop in Poland will also be addressed at next meeting (supported by WP1 in CASA).

**5. International Bioeconomy Forum**

EC announced that the 1<sup>st</sup> Plenary meeting of IBF which was planned to take place in June 2017 is postponed to an undetermined date. Marios Markakis (RTD-F3) gave a presentation on the Microbiome R&I initiative. JPI HDHL invited EC to benefit from their experience in their work on microbiome.

**6. SCAR Conference on Inclusiveness**

EE gave an outline of the concept of the meeting. Proposed dates are 4-5 December 2017, with SCAR Plenary back-to-back. Possible topics: broader influence of SCAR, P2P, socio-economic aspects, reports from the Poland and Spain workshops, dissemination, SWOT interactive session, inclusiveness study, FNS or Food 2030, SCAR workplan, BE review. The input from the MS and EC is welcome. Organise meeting of the SWGs and CWGs back-to-back?

**7. AOB**

Next meeting: EC to get back to SCAR asap with proposed dates (tentatively 31 March 2017).

[MEETING DOCUMENTS AVAILABLE IN CIRCABC](#)

### **Annex III: E-Mail Communication: Constitution of an Advisory Board (7<sup>th</sup> March 2017):**

From: CASA Coordinator

Addressees: SCAR delegates, Chairs and Co-chairs of Working Groups and the Foresight Group

cc: SCAR Management Group. SCAR Secretary

Subject matter: Invitation to be part of the CASA Advisory Board, draft Terms of Reference, nomination and selection process of SCAR representatives and Chairs or Co-Chairs of Working Groups and the Foresight Group

**Dear Members of the SCAR Steering Group,  
dear Chairs and Co-Chairs of SCAR Working Groups and Foresight Group,**

As you may know, the Coordination and Support Action (CSA) “**Common Agricultural and wider bioeconomy reSearch Agenda**” (CASA) is funded under the Horizon 2020 Societal Challenge 2. Its main objective is to support the development of a common agricultural and wider bioeconomy research area in the European Union through the Standing Committee on Agricultural Research.

To deliver relevant results the CSA project CASA is going to **establish an Advisory Board**, which is to be **composed of a small group of SCAR delegates as well as the Chairs or Co-Chairs of the different Working Groups and Foresight Group**.

A first **draft Terms of Reference** document was presented and discussed in the last SCAR Steering Group meeting at the end of January 2017. Enclosed is the updated draft, which is to be presented at the next SCAR SG meeting on 31<sup>st</sup> March 2017.

#### Nomination and selection process of members of the Advisory Board

- A **maximum of 5 SCAR delegates** are to be nominated to participate in the Advisory Board.  
SCAR delegates are kindly asked to **nominate 5 representatives from the members of the SCAR Steering Group**.
- Select from the attached members list your 5 nominations and reply to this e-mail by **23<sup>st</sup> March 2017, 18:00 CET**.
- The CASA coordinator will provide an **overview of the nominations made by 24<sup>th</sup> March, 12:00 CET** to the SCAR secretariat and members of the SCAR Steering Group for consideration and inclusion in the meeting on 31<sup>st</sup> March
- The **top 5 delegates** in the nomination process will be asked to consent. If a nominated delegate does not consent to be a member of the Advisory Board, the next one from the list will be addressed.
- The **decision will be taken during the Steering Group meeting on 31<sup>st</sup> March** and is confirmed through a written procedure, to include all SCAR delegates in the selection process.
- From each of the **Working Groups and the Foresight Group one delegate, normally a Chair or a Co-chair, is** invited to be part of the Advisory Board.



Please refer to the new draft Terms of Reference for further information.

If you have **questions and/or comments** concerning the updated draft Terms of Reference (content, set-up), please send these for consideration to the Coordinator Rolf Stratmann, [r.stratmann@fz-juelich.de](mailto:r.stratmann@fz-juelich.de).

Yours sincerely  
Rolf Stratmann

## **Annex IV: Terms of Reference for the Advisory Board (7<sup>th</sup> March 2017):**

# **Terms of Reference for the Advisory Board of the Horizon 2020 Coordination and Support Action CASA**

## **Purpose**

The Advisory Board will help ensure that the Coordination and Support Action, CASA, delivers relevant results related to its specific objectives to reach its overall goal of **supporting the convergence of a consolidated common agricultural and wider bio-economy research agenda within the European Research Area**. The four specific objectives are:

5. **Increased and broadened participation, interaction and collaboration of Member States and Associated Countries** with each other and also with the Directorate-Generals of the European Commission in the different SCAR bodies: the SCAR Steering Group); SCAR Strategic and Collaborative Working Groups (SWGs and CWGs); ad-hoc task forces.
6. **Improved quality of outputs and outcomes** of SCAR and its SWGs and CWGs creating added value for greater impact within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA.
7. Strengthening the **production of more strategic policy advice** for the coming years improved by SCAR within the evolving landscape of the broader bioeconomy based on an increased and broadened participation facilitated by CASA.
8. **Improved overall organisation, communication and dissemination** of SCAR activities, outputs and outcomes for greater impact.

## **Duties**

In general the Advisory Board will provide **advice and offer suggestions on the content of the CASA activities, workshops, reports and other deliverables**. It will **assess proposed strategies, providing recommendations and suggestions**. These recommendations and suggestions will be taken into account by the CASA bodies and task teams in their planning and performance of the work.

## **Members of the Advisory Board**

The Advisory Board will be made up of

- nominated Members of the SCAR Steering Group
- nominated Chairs or co-chairs from the Strategic and Collaborative Working Groups

The SCAR Steering Group will nominate the members of the Advisory Board.

**Chair:** The members of the Advisory Board nominate the chair of the group.

## **Nomination and selection process of members of the Advisory Board**

- A maximum of **5 SCAR delegates are to be nominated** to participate in the Advisory Board.

SCAR delegates are kindly asked to **nominate 5 representatives from the members of the SCAR Steering Group**.

- Select from the attached members list your 5 nominations and reply to this e-mail by **23<sup>st</sup> March 2017, 18:00 CET**.
- The CASA coordinator will provide an **overview of the nominations made by 24th March, 12:00 CET** to the SCAR secretariat and members of the SCAR Steering Group for consideration and inclusion in the meeting on 31<sup>st</sup> March
- The **top 5 delegates** in the nomination process will be asked to consent. If a nominated delegate does not consent to be a member of the Advisory Board, the next person from the list will be addressed.
- The **decision will be taken during the Steering Group meeting on 31<sup>st</sup> March** and is confirmed through a written procedure, to include all SCAR delegates in the selection process.
- From each of the **Working Groups and the Foresight Group** one delegate, normally a Chair or a Co-chair, is invited to be part of the Advisory Board.

### Organisational aspects

CASA is a fixed agenda item in SCAR Steering Group meetings. If during such a meeting a topic is identified, which needs to be assessed by the Advisory Board, the SCAR Steering Group can propose an Advisory Board meeting through the chair of the SCAR secretariat to the CASA Management Group. Chairs of Collaborative and Strategic Working Groups, the SCAR Foresight Group as well as other (not yet identified) SCAR groups or task-forces are also able to propose Advisory Board meetings by addressing the SCAR Steering Group and the CASA Management Group.

### Meetings

Meetings can be proposed and be appointed by the CASA Management Group through the CASA coordinator, by the Advisory Board through the chair of the Advisory Board, and the SCAR Steering Group through the person holding the chair.

The meetings will be organised back to back with meetings of the SCAR Steering Group if possible. The date for the first Advisory Board meeting will be planned and determined during the project run-time in agreement with the parties responsible (CASA Management Group, chair of Advisory Board, chair/secretariat of SCAR Steering Group).

**Participants** of Advisory Board meetings are the Advisory Board members, the CASA Coordinator and the Work Package Leaders (CASA Management Group). Additional CASA Task Managers or other CASA staff might be invited to attend meetings, depending on the agenda items.

### Observer(s)

The persons from the EC, being part of the SCAR secretariat, can participate as Observer in meetings of the Advisory Board. Depending on the topics for discussion, additional persons from selected Directorate-Generals might be invited to attend the meetings.

### Preparation of meetings

Meetings are prepared by the Advisory Board Chair and the CASA Management Group. Preparations are led by the CASA Coordinator.

### **Agenda setting, selection of topics and notification**

Topics to be added to the **agenda** of meetings are proposed by the Management Group and Chair of the Advisory Board well in advance (at least 4 weeks) of the meetings to ensure proper planning and preparation of the meeting. Any member of a consortium body may add an item to the original agenda by written notification to all members of the Advisory Board and the CASA Management Group up to 7 days before the meeting is held. During the meetings –if unanimously agreed - new agenda items can be added.

### **Minutes**

The CASA Coordinator shall produce written minutes of each meeting. The Coordinator shall send the draft minutes to all Advisory Board members, and remaining participants of the Advisory Board meeting within 7 days of the meeting.

The minutes shall be considered as accepted if, within 20 calendar days from sending, no participant has brought up grave objections.

The Coordinator shall send the accepted minutes to all Members of the Advisory Board, the CASA General Assembly, and all remaining participants. The Coordinator shall safeguard the minutes.

**Table 2: Overview Time-frames and Deadlines for the Advisory Board**

<b>Body</b>	<b>Notification of meetings; extraordinary meetings (days prior to meeting)</b>	<b>Deadline for communication of the agenda (days prior to meeting)</b>	<b>Deadline for addition of items to the agenda (days prior to meeting)</b>	<b>Minutes and notification of decisions</b>
Advisory Board	28; 7	7	7	During meeting and in writing
Task(s)		Advisory and decision items must be listed and recognisable	Or during a meeting, if unanimous	Minutes with decision(s) within calendar 7 days by CASA Coordinator; 20 calendar days for approval.



