



**Circular
Bio-based
Europe**
Joint Undertaking

Rules of Procedure of the CBE JU Scientific Committee

Article 1

Members of the Scientific Committee

1. The members of the Scientific Committee ('Members') have been appointed by the CBE Joint Undertaking Governing Board according to the procedure set out in CBE Joint Undertaking Governing Board Decision no CBE-GB 3/21 of 16 December 2021.
2. The names and functions of the members shall be published on the website of the CBE Joint Undertaking.
3. Any member who decides to leave the Scientific Committee, shall notify the Scientific Committee Chairperson, the Executive Director and the Governing Board Chairperson in writing at least 30 days in advance. The notice shall indicate the date on which the departure takes effect. In case of absence of such information in the notice, the effective date shall be a month from the date on which the notice is received by the Executive Director.
4. Members shall participate in the Scientific Committee in their individual capacity. They shall commit to discuss the questions put forward and provide advice in their relevant fields of expertise to the best of their ability and in the best interest of the CBE Joint Undertaking. They shall act independently of any external pressure or influence.
5. The members may not delegate their tasks to another person except temporarily, in case of illness or other justified incapacity to attend meetings. In case of non-performance of his or her duties or of serious misconduct, a member may be permanently removed upon request from at least 50% of the other members or following a request by the Executive Director.

Article 2

Chairperson and Vice-Chair

1. The Scientific Committee shall elect its Chairperson and Vice-Chairperson from among its members.
2. The Chairperson's tasks consist of:
 - a. Convening meetings and setting the agenda based on information provided by the Executive Director;
 - b. Chairing the meetings and moderating the discussions of the Scientific Committee;
 - c. Reviewing the minutes of the meetings that are prepared by the programme office before they are approved by the Scientific Committee;
 - d. Collecting the contributions, reporting and providing the consolidated advice of the Scientific Committee to the Executive Director for the consideration of the Governing Board;
 - e. Representing the Scientific Committee at external meetings and other events upon request of the Executive Director;
 - f. Submitting to the Governing Board a report after each meeting outlining the Scientific Committee's and its members' opinions on the matters discussed during

- the meeting and, unless otherwise duly justified, arrange for its publication in the website of the CBE Joint Undertaking;
- g. Perform such other tasks as may reasonably be expected.
3. In instances where the Chairperson is unable to fulfil his or her functions, the Vice-Chair shall act in the Chairperson's stead.
 4. Candidates for the positions of Chairperson and Vice-Chair can put forward their own candidacy or be proposed as candidates by other members. All candidacies, accepted by the candidates themselves, will be put to a vote among the members.
 5. The Chairperson and Vice-Chair, will be elected for a period of three years, which term may be renewed following a vote among the members.
 6. Elections shall take place at the first meeting of the Scientific Committee. Any subsequent election shall then take place at the last meeting under the chairmanship of the outgoing Chairperson. Pursuant to article 7 of these Rules of Procedure, falling consensus, the Chairperson shall be elected by secret ballot¹. If the ballot is not conclusive (majority of 2/3 is not reached), the candidate who gathered the highest number of votes will be elected. The Vice-Chair shall be elected following the same procedure
 7. If the office of the Chairperson or Vice-Chair falls vacant, the Vice-Chair or Chairperson, as appropriate, shall initiate, no later than within three months, the procedure for electing a successor. The representative then elected shall serve as Chairperson or Vice-Chair, as appropriate, for the remainder of his or her predecessor's term.
 8. In exceptional circumstances, in the absence of both the Chairperson and Vice-Chair, the members shall select an interim Chairperson among those present at the meeting.
 9. In case of non-performance of his or her duties or serious misconduct and upon request from at least 50% of the members or following a request by the Executive Director, a vote can be held for the removal of the Chairperson and/or the Vice-Chair from office. The Executive Director shall chair this proceeding and organise the vote according to the procedure set in Article 7.

Article 3

Attendance at meetings

1. The members should, unless duly justified, attend all meetings of the Scientific Committee.
2. In addition to the members, the meetings shall be attended, as required, by:
 - a. The Executive Director or his or her representative;

¹ Vote using IT tools is allowed

- b. The Chairperson of the CBE Joint Undertaking Governing Board or his or her representative;
 - c. A limited number of members of the CBE Joint Undertaking's programme office ensuring the secretariat of the Scientific Committee.
3. The Chairperson may also invite a limited number of external observers, such as the members of the CBE Joint Undertaking Governing Board, members of the other CBE Joint Undertaking bodies or working groups or other scientific experts, to take part as observers in the deliberations of the Committee. These invitations shall be limited to duly justified cases, for instance if the presence of the above-mentioned participants is relevant to a specific item on the agenda.
4. The invited observers shall have no voting rights and they shall not be entitled to any payment or reimbursement of costs by the CBE Joint Undertaking.

Article 4 *Convening of meetings*

1. The Scientific Committee shall hold its ordinary meetings at least twice a year.
2. The Chairperson shall convene the meetings by sending written notification to this effect to the members no later than thirty days before each meeting. This notification shall be accompanied by the provisional agenda and the relevant supporting documents.
3. Extraordinary meetings may be convened upon the Chairperson's own initiative or upon request to the Chairperson by the Governing Board or the Executive Director.
4. When an extraordinary meeting is required, the Chairperson shall convene the meeting by sending a written notification to the members, accompanied by the provisional agenda and the relevant supporting documents within no later than fifteen days before the meeting. In case of urgency, some documents may be forwarded to the Members and the required observers at a shorter notice, but not less than two working days before the meeting.
5. The meetings may take place by audio conference, video conference or other means of communication. Alternatively, physical meetings shall normally take place in Brussels at the seat of the CBE Joint Undertaking.

Article 5 *Agenda*

1. The agenda shall be adopted by the members at the beginning of each meeting.

2. Subject to the agreement of the Chairperson, urgent questions may be added to the agenda at any time during the meeting. However, decisions on items that were not included in the provisional agenda circulated to the members shall be subject to a written procedure, unless otherwise decided at the meeting in duly justified cases. Items on the agenda may be deleted or carried over to a subsequent meeting where necessary.

Article 6

Quorum

A quorum is required to enable a decision to be adopted by the Scientific Committee. A quorum is reached if at least two thirds of the total number of members are present at a given meeting.

Article 7

Voting

1. Each member shall have one vote.
2. The members shall use their best efforts to reach decisions by consensus. Failing consensus, the Scientific Committee shall adopt its opinions by a two third of the members that are present and voting. If, for whatever reason, a consensus cannot be found individual members may request to have divergent views recorded.
3. The votes shall be cast by show of hands unless a secret ballot is requested by at least one third of the members present. A secret ballot shall be used when electing or removing a Chairperson or a Vice-Chair from office.
4. Each opinion adopted by the Scientific Committee as well as the record of votes, where applicable, shall be recorded in the minutes. Upon request by a member, a statement of his or her views shall be entered in the minutes together with the final decision, opinion and/or recommendation adopted.

Article 8

Written procedure

1. Alternatively, to the procedure in Article 7, decisions, opinions and recommendations may also be obtained from the members by written procedure. The Executive Director, following consultation with the Chairperson, shall send the proposal and any other necessary documents to all the members, identifying a deadline for replies, which shall not be less than fifteen days. In duly justified cases of urgency, a shorter deadline of not less than five days may be set. The tacit agreement principle is applied if no reply is received in writing within the deadline set. The proposal shall be considered adopted if it receives the agreement (explicit or tacit) of at least two thirds majority of the members.

2. A proposal for an opinion to be taken by written procedure shall not be subject to amendments; it shall be approved or rejected in its entirety. If a proposal is rejected, it may be included in the agenda of the next meeting at the request of at least one third of the Members.
3. The result of the written procedure shall be notified to the members by the Executive Director within ten days after the deadline for replies to the procedure has lapsed.

Article 9 *Minutes*

1. Draft minutes of meetings, including an attendance list, shall be drawn up by the programme office acting as the secretariat of the Scientific Committee. These shall be sent to the Chairperson for review and approval not later than ten days after the meeting. Once approved by the Chairperson, the Executive Director shall send the minutes to the Members by not later than twenty days after the meeting.
2. The Members shall send their written comments to the Chairperson and to the programme office not later than ten days after receipt of the draft minutes. The tacit agreement principle is implied if no reply is received in writing within this period.
3. The Programme Office shall support the Chairperson to consolidate the minutes. Formal approval of the minutes shall take place at the following meeting.
4. The minutes of the meeting shall be published on the website of the CBE Joint Undertaking.

Article 10 *Confidentiality and Conflict of interest*

1. Without prejudice to Article 33 of the Council Regulation (EU) No 2021/2085² of 19 November 2021 ('Regulation 2021/2085'), members are required to refrain from divulging information acquired through their participation in the work of the Scientific Committee. Any such information should not be disseminated, unless expressly authorised by the Executive Director and/or the Chairperson or unless unequivocally known to be in the public domain.
2. Members, observers and experts shall sign confidentiality agreements and declaration confirming the absence of conflict of interest prior to their first attendance to the meetings of the Scientific Committee.

² Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R2085&qid=1646644877793&from=en>

3. Declarations of confidentiality and conflict of interest signed by the members, observers and experts at meetings shall be based on the template annexed to these rules of procedure.
4. All members shall be bound by the rules on conflict of interest adopted by the Governing Board to give effect to Article 42 (2) of the Regulation 2021/2085.
5. Any member acting in breach of any of the relevant rules on confidentiality and/or conflict of interest shall, due to such misconduct, be considered as no longer being in a position to maintain the status of member of the Scientific Committee.
6. The decisions and minutes of the meetings of the Scientific Committee shall be subject to the provisions of Article 21(3) and Article 33 of the Regulation 2021/2085 and the measures taken for its implementation.

Article 11

Amendment and application of these Rules of Procedure

1. At the request of the Chairperson or the Executive Director, the Scientific Committee may amend these Rules of Procedure following approval by decision of the Members.
2. Amendments to the Rules of Procedure shall be approved by at least two thirds of all members and shall enter into force on the day of their adoption by the Scientific Committee.
3. Any provision in these Rules of Procedure that contradict or are in conflict with the provisions of the Regulation 2021/2085 shall be without effect.

Article 12

Entry into force

1. These Rules of Procedure shall come into force upon their adoption by the Scientific Committee.
2. These Rules of Procedure and any amendment thereto shall be published on the website of the CBE Joint Undertaking.

SC Rules of procedure adopted on 31 March 2022