

Annex II

Process and specific criteria for the establishment of the CBE JU working group on Primary Producers

Article 1

Procedure for the appointment of the “Members” of the CBE JU’s working group on Primary Producers

1. The CBE JU working group on Primary Producers shall be a balanced group of stakeholders and shall consist of organizations representing the agricultural, forestry, fisheries and aquaculture primary sectors (‘Members’).
2. The procedure for the appointment of the Members of the CBE JU’s working group on Primary Producers shall be launched through a Call for Expression of Interest prepared by the Executive Director of the CBE JU who shall oversee the process under the responsibility of the Governing Board of the CBE JU.
3. The Call for Expression of Interest shall be published on the website of the CBE JU and promoted through various channels to reach organisations from different countries and different primary sectors with the aim of ensuring a balanced geographical distribution and an appropriate primary sectors’ representation within this working group. The Executive Director shall notify the States’ Representatives Group of the CBE JU of the Call for Expressions of Interest and shall invite this group to promote it.
4. The CBE JU Programme Office, the European Commission and the Bio-based Industries Consortium, will carry out the eligibility assessment of the expressions of interest submitted on the basis of the eligibility criteria set in Article 2.
5. The Call for Expression of Interest shall remain open for the full duration of the CBE JU’s working group on Primary Producers to allow the Governing Board to include new Members, subject to eligibility criteria in Article 2. A first cut-off should be set after at least one month of its opening to allow the first appointment procedure to be carried out and to establish this working group without delay. Subsequent cut-offs and the consequent appointment procedures should take once per year.
6. Following the eligibility assessment performed according to Article 1, paragraph 4, the CBE JU Programme Office will prepare the list of organisations eligible for appointment and the list of ineligible organisations.
7. The Executive Director will present the results of the eligibility check to the Governing Board, including the list of organisations deemed eligible, their geographical spread and the coverage of the different primary sectors. The Governing Board will decide on the appointment of the members striving to achieve a manageable and balanced group of



stakeholders in terms of geographical and primary sectors representation and set up the working group.

8. Members of the CBE JU's working group on Primary Producers shall be appointed for a term of three years which can be renewed for one additional term.

Article 2

Eligibility criteria for candidate organisations (“Members”)

1. Candidate organisations of the CBE JU's working group on Primary Producers shall meet the following eligibility criteria:
 - 1.1. In terms of the '**type of organisation**', the organisation falls into one of these categories¹:
 - Primary producers with a legal entity (operating in the agriculture, forestry, fisheries or/and aquaculture sector); or
 - Cooperatives of primary producers (e.g., farmer's cooperatives); or
 - Other organisations representing primary producers, or associations of primary producers, or networks of primary producers; or entities providing advisory services for primary producers. These organisations can operate at European, regional, national or local level.
 - 1.2. In terms of the '**commitment and capacity of the organisation**' to contribute to the objectives and areas of action envisaged for the CBE JU's working group on Primary Producers², the organisation should have:
 - a mandate or mission linked to the use and/or promotion of opportunities offered by circular bio-based innovations for the primary sector in line with the objectives of this CBE JU's working group;
 - the capacity to engage with other relevant actors within the value chain, in particular with the industry, policy-makers and other stakeholders operating at national, regional, and local levels;
 - submitted a commitment letter, which confirms that they have the appropriate profile and the capacity to provide the necessary resources to contribute to the activities envisaged for this working group.
 - 1.3. In line with the '**type of activities**' envisaged for this CBE JU's working group, the areas of activity of the Members shall fall under one or more of the following:
 - Primary production of biomass;
 - Development or/and promotion of business models for the primary sector based on the value offered by circular bio-based innovations;
 - Advisory services or/and peer-to-peer counselling for the primary sector;
 - Cooperation and knowledge transference between primary production, research and innovation, and industry;

¹ As established in the updated concept note attached to this decision, the working group on Primary Producers will engage in its activities with other actors of the value chains (e. g. with industries, policy makers, local authorities, financial entities, knowledge brokers)

- Communication, networking, or/and awareness creation of opportunities offered by circular bio-based innovations for the primary sector;
 - Education, development of skills, or/and capacity building of primary producers;
 - Facilitation of investments for and financial support to primary producers.
2. Candidate organisations shall provide the necessary documentation to allow the CBE JU Programme Office, the European Commission and the Bio-based Industries Consortium to verify that the above-mentioned eligibility criteria are met, including the commitment letter mentioned in eligibility criteria 1.2.
 3. The CBE JU shall reserve the right to request any further evidence it deems fit and relevant to verify the fulfilment of the above-mentioned eligibility criteria and organisation status.

Article 3

Process to nominate “Representatives” by the appointed “Members”

1. Once the organisations are appointed by the Governing Board, each “Member” should nominate two expert representatives (hereinafter called “Representatives”), one main and one alternate. The Representatives will represent the Member in the meetings and other activities of the CBE JU’s working group on Primary Producers, fulfilling the specific expertise criteria set in Article 3 paragraph 2. The fulfilment of the expertise criteria should be proved by the necessary supporting documentation. CBE JU shall reserve the right to request any further evidence it deems fit and relevant.
2. Each Member should ensure that the proposed Representatives have the professional capacity and expertise needed to participate in the activities of the CBE JU’s working group on Primary Producers, including:
 - Relevant background and expertise on the challenges and opportunities encountered by primary producers (i.e., agriculture, forestry, fisheries or/and aquaculture) on the ground that might influence, impact and/or hinder the deployment of circular bio-based solutions and innovations;
 - Availability and commitment to participate at least in one meeting per year and actively contribute to the discussions and activities of this working group;
 - Good oral communication skills in English to be able to contribute effectively to the discussions and activities of this working group.
3. Each Member should communicate to CBE JU Programme office any change in the appointed Representatives, including the replacement of former Representatives or nomination of new representatives.
4. Before their involvement in the activities of the working group on Primary Producers, all nominated Representatives shall be required to complete a declaration of confidentiality as well as a commitment to disclose any actual or potential conflict of

interest according to the procedure established by the Governing Board to give effect to Articles 33 and 42 of the Single Basic Act.

Article 4

Establishment of the CBE JU’s working group on Primary Producers and its “Steering Group”

1. The working group will be officially constituted at its first meeting.
2. The members of the working group will elect the Chair and Vice Chairs and will set up a core group of experts who will be responsible for steering the activities of this working group (hereinafter called “Steering Group”). The Steering group will play a pivotal role in the preparation of the first Action Plan and in overseeing the execution of this working group’s activities.
3. Each ‘Member’ will be requested to express their interest in participating in the Steering Group during the process set out in Article 3 by proposing their Representatives as potential members of the Steering Group.
4. For the setting up of the Steering Group, the candidates’ expertise will be taken into consideration together with primary sectors’ representation, geographic and gender balance.
5. The reimbursement of travel expenses, including a daily allowance and an accommodation allowance, incurred for the participation on the working group annual meeting will be reimbursed in accordance with the European Commission rules for reimbursement of experts². The CBE Joint Undertaking shall only bear the costs of one Representative (main or alternate) for each Member.

² Commission Decision of 5 December 2007 Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.