THE Scientific Advisory Body OF CLEAN AVIATION JOINT UNDERTAKING,

Having regard to Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe (hereinafter “Single Basic Act”), in particular its Article 21 and 70;

Having regard to Article 21.6 of the Single Basic Act stating that the Scientific Advisory Body shall adopt its own rules of procedure;

Having regard to Article 21.7 of the Single Basic Act setting the role and tasks of the Scientific Advisory Body;

Having regard to the decision of 1 February 2022 of the Governing Board of the Clean Aviation Joint Undertaking on the appointment of the members of the Scientific Advisory Body of the Clean Aviation Joint Undertaking based on the outcome of the selection process;

Having regard to the specific provisions on the Scientific Advisory Body of Part Two of the Single Basic Act, in particular Article 70;

In its meeting of 24th February 2022, has adopted the following decision:

Article

The rules of procedure of the Scientific Advisory Body of the Clean Aviation Joint Undertaking annexed to this decision are hereby adopted.

Done at Limerick, 24th February 2022,

Trevor Young
Scientific Advisory Body (Interim) Chairperson
ANNEX

Article 1

Members of the Scientific Advisory Body

1. The members of the Scientific Advisory Body (hereinafter the “Members”) have been appointed by the Governing Board of the Clean Aviation Joint Undertaking (hereinafter the “Joint Undertaking”) following the call for expression of interest of 23rd November 2021¹ and in accordance with the selection process and criteria set out in the Governing Board Decision of 16th December 2021.

2. The names and functions of the Members shall be published on the website of the Joint Undertaking.

3. Any member who decides to leave the Scientific Advisory Body, shall notify the Scientific Advisory Body Chairperson, the Executive Director and the Governing Board Chairperson in writing. 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 Advisory Body 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 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 and subject to agreement of the Joint Undertaking. 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. The provisions laid down in the applicable expert contract shall apply.

Article 2

Chairperson and Vice-Chair

1. The Scientific Advisory Body 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;

¹ https://clean-aviation.eu/sites/default/files/2021-12/Clean%20Aviation%20SAB%20Call.pdf
b. Chairing the meetings and moderating the discussions of the Scientific Advisory Body;
c. Reviewing the minutes of the meetings that are prepared by the programme office before they are approved by the Scientific Advisory Body;
d. Collecting the contributions, reporting and providing the consolidated advice of the Scientific Advisory Body to the Executive Director for the consideration of the Governing Board;
e. Representing the Scientific Advisory Body at external meetings and other events upon request of the Executive Director;

f. Perform such other tasks as defined in the applicable expert contract and as may reasonably be expected.

3. In instances where the Chairperson is unable to fulfil his or her functions, the Vice-Chairperson shall act in the Chairperson’s stead.

4. Candidates for the positions of Chairperson and Vice-Chairperson 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-Chairperson will be elected for a period of two years, which term may be renewed once for a further two years following a vote among the members.

6. Elections of the Chairperson and Vice-Chairperson shall take place at the first or, if agreed at this meeting, no later than within six [6] months after the first meeting of the Scientific Advisory Body. Any subsequent election shall then take place at the last meeting under the chairmanship of the outgoing Chairperson.

7. If the office of the Chairperson or Vice-Chairperson falls vacant, the Vice-Chairperson 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-Chairperson 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 Advisory Body.

2. In addition to the members, the meetings shall be attended, as required, by:
   a. The Executive Director or his or her representative;
   b. A limited number of members of the Joint Undertaking’s programme office ensuring the secretariat of the Scientific Advisory Body.
   c. A delegated representative of the Governing Board of the Joint Undertaking;

3. The Chairperson may also invite a limited number of external observers, such as the members of the Governing Board, members of the other bodies of the Joint Undertakings or working groups, representatives of the scientific advisory bodies of other Joint Undertakings 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 Chairperson shall call for coordination meetings with the advisory bodies of other relevant joint undertakings such as the Single European Sky ATM Research 3 Joint Undertaking and the Hydrogen Joint Undertaking, with the aim of promoting synergies and cooperation and promote cooperation with relevant European aviation stakeholders’ fora, such as the Advisory Council for Aeronautics Research in Europe (ACARE) as laid down in Article 70 of the Single Basic Act.

5. The invited observers shall have no voting rights and they shall not be entitled to any payment or reimbursement of costs by the Joint Undertaking.

Article 4
Convening of meetings

1. The Scientific Advisory Body shall hold its ordinary meetings at least twice a year and up to a maximum of four times a year.

2. The Chairperson shall convene the meetings by sending, via the programme office written notification to this effect to the members no later than twenty 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 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.

3. The agendas of the meetings shall be published in a timely manner by the programme office on the Joint Undertaking’s website.

Article 6

Quorum

A quorum is required to enable a decision to be adopted by the Scientific Advisory Body. 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 on their opinions and recommendations by consensus. Failing consensus, the Scientific Advisory Body shall adopt its opinions by a two third majority 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 in the minutes.

3. The votes shall be cast by a 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-Chairperson from office.

4. Each opinion adopted by the Scientific Advisory Body 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, 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.
1. Draft minutes of meetings, including an attendance list, shall be drawn up by the programme office acting as the secretariat of the Scientific Advisory Body. 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 and at least two days before the meeting at which they are expected to be approved.

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 Joint Undertaking.
Article 10
Confidentiality and Conflict of interest

1. The members as well as invited observers, shall be subject to the obligation of professional secrecy which, by virtue of the Treaties and the rules implementing them, applies to all members of the institutions and their staff, as well as to the Commission’s rules on security regarding the protection of sensitive non classified and Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443 and (EU, Euratom) 2015/444 respectively.

2. Without prejudice to Article 33 of the Single Basic Act, members are not allowed to share information acquired through their participation in the work of the Scientific Advisory Body. 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.

3. 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 Advisory Body.

4. 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.

5. The members shall also be subject to the confidentiality and non-conflict of interest provisions and templates under the applicable expert contract.

6. All members shall also be bound by the rules on conflict of interest adopted by the Governing Board to give effect to Article 42(2) of the Single Basic Act

7. 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 Advisory Body.

8. The decisions and minutes of the meetings of the Scientific Advisory Body shall be subject to the provisions of Article 21 and Article 34 of the Single Basic Act 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 Advisory Body 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 Advisory Body.

3. Any provision in these Rules of Procedure that contradict or are in conflict with the provisions of the Single Basic Act shall be without effect.

Article 12

Entry into force

1. These Rules of Procedure shall come into force upon their adoption by the Scientific Advisory Body.

2. These Rules of Procedure and any amendment thereto shall be published on the website of the Joint Undertaking.
Annex
Confidentiality and non-conflict of interest declaration by the Members/participants in meetings of the Scientific Advisory Body of the Clean Aviation Joint Undertaking

I, undersigned................................................................. [Name and Surname of the Member],
.................................................................................................................. [Function or Title],

hereby, undertake, as a [Member/participant in meetings] of the Scientific Advisory Body of the Clean Aviation Joint Undertaking during and after the course of my mandate/participation:

1. To ensure the confidentiality of sensitive oral or written information the disclosure of which could damage the interests or the reputation of the Joint Undertaking, or of the participants in the activities of the Joint Undertaking.

2. To declare promptly any conflict or potential of interest that may arise from my participation in the Scientific Advisory Body in accordance with the eligibility rules of the call for expression of interest of 23rd of November 2021 for the selection of the members of the Scientific Advisory Board and with the other applicable provisions. I further undertake to refrain from participating in any discussion/vote on the item and to leave the meeting room accordingly in case of conflict of interest.

3. I undertake to respect the rules for the prevention, avoidance and management of conflicts of interest adopted by the Governing Board to give effect to Article 42.2 of the Single Basic Act.

I understand that the obligations of non-disclosure set forth above shall not extend to information which are or became publicly known or available through no fault of my own.

Signed on (date) at (location) ..............in one original copy

Signature ..................................................