



# **Guidelines for Clean Aviation Advisory Bodies**

**States' Representatives Group**

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**Scientific Advisory Body**

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## Purpose of the Guidelines

These guidelines are applicable to the States' Representatives Group (SRG) and the Scientific Advisory Body (SAB) advisory bodies and their members. They are to be used in conjunction with the [SBA provisions and adopted Rules of procedure](#), as well as the Decision on Conflict of Interest. These documents explain matters such as advisory body roles and responsibilities, scope of work and public transparency requirements. Additional information pertaining to each advisory body is available on the [Clean Aviation website](#).

The information in this document is provided to support you in your role as a member and ensure you have the information needed for your successful and productive contribution to the SRG/SAB.

## Advisory Body Structure

The SRG is made up of up to two representatives and up to two alternates from each Member State and from each associated country.

The SAB consists of up to 15 members, including a permanent EASA representative, all coming from a diverse range of academic and scientific backgrounds.

Both bodies elect a chair and vice-chair to manage their meetings. These roles will be explained in more detail below.

## Advisory Body Role and Responsibilities

An advisory body's role is to provide recommendations, advice and information to the Clean Aviation Governing Board and Clean Aviation JU on matters which relate to the mandate of the advisory body and on any matters which may be referred to in the Single Basic Act (SBA).

Advisory bodies play an integral role in the Clean Aviation JU governance structure by focusing on a particular topic that has an impact on addressing and meeting the objectives of the programme. They are often asked by the JU staff to provide opinions on specific documents and work within their terms of reference or mandate as defined in the SBA.

**SAB:** Collectively, the members of the SAB shall have the necessary competences and expertise covering the technical domain in order to make science-based recommendations to the JU, taking into account the climate, environmental and socioeconomic impact of such recommendations and the objectives of the JU.

## **Roles and Responsibilities – SRG/SAB Members**

The following section provides an overview of the roles and responsibilities of SRG and SAB, as defined in the SBA:

### **SRG:**

- shall be consulted and shall review information and provide opinions on the following matters:
  - programme progress and achievement of its targets and expected impacts, of the Joint Undertaking, as part of Horizon Europe, including the information on calls for proposals and proposals received as well as on the proposal evaluation process;
  - updating of the Strategic Research and Innovation Agenda or equivalent in line with the Horizon Europe strategic planning and with other Union and Member States funding instruments;
  - links to Horizon Europe and other Union, national and, where relevant, regional initiatives, including cohesion policy funds in line with smart specialisation strategies;
  - draft work programmes of the CAJU, including the content of calls for proposals, and on the application of eligibility criteria;
  - involvement of SMEs, start-ups, higher education institutions and research organisations, and measures taken for promoting participation of newcomers;
  - actions taken for dissemination and exploitation of results along the value chain;
  - annual activity report.
- shall also regularly report to the governing board, and act as an interface with the JU on the following matters:
  - the status of relevant national or regional research and innovation programmes and identification of potential areas of cooperation, including concrete actions taken or envisaged for the deployment and uptake of relevant technologies and innovative solutions;
  - specific measures taken at national level or regional level with regard to dissemination events, dedicated technical workshops and communication activities;
  - specific measures at national or regional level with regard to deployment activities in relation to the CAJU;
  - national or regional policies and initiatives with a view to ensuring complementarities with regard to the JU's Strategic Research and Innovation Agenda and annual work programmes.
- shall submit, at the end of each calendar year, a report describing the national or regional policies in the scope of the JU and identifying specific ways of cooperation with the actions funded by the JU.
- may issue, on its own initiative, opinions, recommendations or proposals to the governing board or the executive director on technical, managerial and financial matters as well as on work programmes and other documents, in particular when those matters affect national or regional interests.
- shall receive timely and relevant information on a regular basis, including a breakdown by country, among other data on the application and participation in indirect actions funded by

the JU, on the evaluation results of each call for proposals and project implementation, on synergies with other relevant Union programmes and other European partnerships, on additional activities, on committed and actually provided financial and in-kind contributions and on the execution of the budget of the JU.

- propose measures to improve the complementarity between the Clean Aviation Research and Innovation actions and national research programmes contributing to the objectives of the Strategic Research and Innovation Agenda, as well as with international and other national initiatives and projects;
- promote specific measures at national or regional level that aim to increase the involvement of SMEs in Clean Aviation Research and Innovation, including through dissemination events, dedicated technical workshops and communication, and any other actions that aim to promote cooperation and deployment of aeronautical technologies;
- promote research and innovation investment from Cohesion Policy funds such as the European Regional Development Funds, the European Social funds, the Just Transition Funds and Next Generation EU Funds into the context of the Clean Aviation JU.
- In order to maximise synergies between programmes at Union, national and regional level, the members of the states' representatives group of the Clean Aviation JU should explore possibilities to provide financial support at national level to excellent proposals that were not selected for funding by the Clean Aviation JU due to oversubscription.
- The SRG shall be informed of the reasons in the event that its advice on the work programme and the Strategic Research and Innovation Agenda is not followed.

#### **SAB:**

- The scientific advice should concern, in particular, annual work programmes and additional activities, as well as any other aspect of the JUs' tasks, as necessary
- ad hoc requests for independent expertise by the governing board to the JU on specific questions.
- advise on the scientific priorities to be addressed in the work programmes including on scope of calls for proposals, in line with the Strategic Research and Innovation Agenda and the Horizon Europe strategic planning;
- advise on the scientific achievements to be described in the annual activity report;
- suggest, in view of the progress of the Strategic Research and Innovation Agenda and individual actions, corrective measures or re-orientations to the governing board, where necessary;
- provide independent advice and scientific analysis on specific issues as requested by the governing board, in particular as regards developments in adjacent sectors or to support the assessment of applications of potential associated members and contributing partners;
- where specified in Part Two, evaluate the results from technology and innovation actions that are funded by the JU and report to the governing board;
- participate in sector integration committees specifically set up between European partnerships under Horizon Europe to enable synergies;
- pursuant to the above point, shall hold coordination meetings with the advisory bodies of other relevant joint undertakings such as the Single European Sky ATM Research 3 Joint Undertaking, with the aim of promoting synergies and cooperation among relevant Union

research and innovation initiatives in aviation and providing advice to that effect to the Clean Aviation Joint Undertaking on this basis.

- shall also advise and support the Commission and the Clean Aviation Joint Undertaking on initiatives that promote aviation research in the European education systems, and provide recommendations on aeronautical skills and competences development and updated aeronautical engineering curricula.
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- After each meeting of the SAB, its chairperson shall submit to the governing board a report outlining the body's and its members' opinions on the matters discussed during the meeting. To the extent possible, the report shall be made publicly available on the website of the respective JU.
- The scientific advisory body may, of its own initiative, advise the governing board to consult it on specific points not covered above.
- The SAB shall be informed of the reasons in the event that its advice on the work programme and the Strategic Research and Innovation Agenda is not followed.

### **Advisory Bodies and their Members**

- Represent Member States and Associated States (SRG) / scientific community (SAB) and public interests.
- Make recommendations in a collective manner.
- Arrange and coordinate external presentations and communications.
- Take any additional notes at committee meetings that will not be included in the "decision-based" minutes produced by the Chair (or member responsible for minute taking).
- Prepare and distribute agendas for non-official meetings (working sessions and subcommittee meetings).
- Manage correspondence, emails and any documentation related to the advisory body.
- The members of the SAB 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.

### **Advisory Body Chairs/Vice-Chairs**

- Preside over and maintain order at SRG/SAB meetings.
- Provide each member with an opportunity to submit individual opinions.
- Work with JU Meeting Coordinators and/or staff to draft an agenda prior to each meeting
- Ensure a member who declares conflict on an item is not present for any part of the meeting during which the item in question is being discussed by the committee.
- Manage discussion times for agenda items during meetings to keep within the time allocation for regular meetings.
- Attend Governing Board meetings and report on said meetings to SRG/SAB members

- SRG chairperson may invite other persons to attend its meetings as observers, in particular representatives of relevant federal or regional authorities within the Union, representatives of higher education institutions and research performing organisations, SME associations or industry associations and representatives of other bodies of the JU.
- SAB chairperson may invite other persons to attend its meetings as observers.

## **Chair/Vice-Chair election procedures**

### **• SAB Procedure**

The election procedure for the SAB is not outlined in the SAB's Rules of Procedure. It is, thus, up to the members to agree on the procedure. The current SAB members have agreed the following procedure with the Clean Aviation Joint Undertaking:

At the beginning of the election procedure members are invited to put forward nominations for Chair and Vice-Chair candidates. Self-nomination is also allowed. Nominating a candidate does not constitute a vote for that candidate. No advantage will be given to a candidate who receives multiple nominations. Nominations are to be sent to the SAB secretariat functional mailbox [SAB@clean-aviation.eu](mailto:SAB@clean-aviation.eu) by an agreed upon date.

The secretariat will create a list in alphabetical order of the nominees for both Chair and Vice-Chair and circulate it to all members. Members will then have the opportunity to vote for their preferred candidates. Members will vote by selecting a first and second choice for each of the two positions on their ballots. Ballots will be sent to the secretariat functional mailbox [SAB@clean-aviation.eu](mailto:SAB@clean-aviation.eu). The secretariat will ensure the confidentiality of all votes and the results of the election will be anonymised. The votes will be weighted, first choice being counted as two points and second choice as one point. Where a member only votes for a first choice his/her vote will still be valid. The secretariat will circulate the election results to members with the number of points each candidate received. The candidate for each of the roles with the most points at the end of the count will be deemed elected subject to his/her acceptance of the role.

A candidate cannot be elected as both Chair and Vice-Chair. Therefore, where a candidate who has been nominated for both positions is elected Chair, should he/she accept to take on the role of Chair, this will then lead to that person being eliminated from the Vice-Chair election. If the eliminated candidate is also the candidate with the highest number of points for Vice-Chair, then the candidate with the second highest number of points will be deemed elected. Similarly, if a first ranked candidate decides not to take on the role of either Chair or Vice-Chair, the candidate with the second highest number of points for the position in question will be deemed elected subject to his/her acceptance of the role.

### **• SRG Procedure**

The election procedure for Chair and Vice-Chair of the SRG is outlined under Art. 4 of the Rule of Procedure of the Clean Aviation States' Representatives Group.

It is summarised as follows:

**First Term:** The Clean Aviation Joint Undertaking's Executive Director shall contact all SRG Representatives asking for proposed candidates for the two positions of Chair and Vice Chair. Each SRG Member may nominate only one SRG Representative from another SRG Member for each position. Candidates to the positions of Chairperson or Vice-Chair can also put forward their candidacy themselves.

After the completion of the nomination by the SRG Members, the Executive Director shall coordinate the vote. The Executive Director shall present the list of proposed candidates to the SRG Representatives, along with their statements of motivation and of impartiality. All supporting documents, including a short curriculum vitae, must be sent to the SRG Representatives before the vote. This procedure should be completed within one month.

The secretariat shall create a voting ballot in alphabetical order of the nominees for both Chair and Vice-Chair and circulate it to all members. Members will then have the opportunity to vote for their preferred candidates. Ballots shall be sent to the secretariat functional mailbox [SRG@clean-aviation.eu](mailto:SRG@clean-aviation.eu). The secretariat shall ensure the confidentiality of all votes and the results of the election shall be anonymised.

The Chair and Vice Chair shall be elected by consensus, or failing that, on the basis of a simple majority of the SRG Members represented at the meeting or cast through electronic voting should the need arise. If no candidate pools over 50% of the votes, a second round is initiated with the candidates garnering the highest number of votes in the first round running again. A vote must be held even if one candidate stands for election. Candidates cannot vote for themselves.

A candidate cannot be elected as both Chair and Vice-Chair. Therefore, where a candidate who has been nominated for both positions is elected Chair, should he/she accept to take on the role of Chair, this will then lead to that person being eliminated from the Vice-Chair election. If the eliminated candidate is also the candidate with the highest number of votes for Vice-Chair, then the candidate with the second highest number of votes shall be deemed elected. Similarly, if a first ranked candidate decides not to take on the role of either Chair or Vice-Chair, the candidate with the second highest number of votes for the position in question will be deemed elected subject to his/her acceptance of the role.

**Following Terms:** Up to six months before the end of the term of office of the Chair or Vice Chair, the incumbent may request the extension of his or her term. A decision to extend the term will be taken by consensus or failing that on the basis of a qualified majority of the SRG Members.



## **Clean Aviation JU Meeting Coordinator/ Governing Board Liaisons / and Administrative Support**

The JU acts as the secretariat for the advisory bodies, providing administrative support and meeting coordination as well as acting as a liaison between the bodies and the Governing Board. The relevant unit within the JU for the purposes of this work is the Strategic Development Unit. In this regard, the JU shall:

- Act as non-voting liaisons to advisory bodies and attend meetings regularly;
- Provide an information and liaison role between Governing Board and the advisory body;
- Ensure that the advisory body's work falls within the mandate entrusted by the SBA;
- Attend official pre-scheduled advisory body meetings;
- Establish a meeting schedule and invite for the meetings including room bookings;
- Prepare in collaboration with the Chair and Vice Chair, and distribute meeting agendas and "decision-based" minutes, maintain a record of attendance;
- Provide the relevant documentation to the advisory body as to allow performance of the given task;
- Forward correspondence and emails received to advisory body members for their information or follow-up;
- Manage the CIRCABC groups for each advisory body, ensuring that documents necessary to advisory bodies' members' work is uploaded in a timely manner.
- Maintain a Teams SharePoint for SAB members to facilitate easier collaboration between members on working documents. SAB members are encouraged to use the Teams SharePoint as much as possible to reduce the amount of documents sent via email.
- Seek advisory body input and ideas for proposed programmes, services or initiatives;
- Not receive direction from advisory bodies, but work with them in mutual respect, cooperation and understanding.

## **Reporting Requirements**

Advisory bodies are required to produce minutes and/or a report after each meeting where accomplishments and progress are presented. These minutes/reports must be completed and submitted by the agreed deadlines. The minutes will be prepared in draft by the secretariat, which will then be edited and/or approved by the relevant advisory body before being adopted at the next advisory body meeting.

## **Working methods concerning the opinions**

The advisory bodies are tasked with providing their opinion on the SRJA, the Work Programme and the Annual Activity Report of Clean Aviation Joint Undertaking. When it comes to drafting opinions for the JU, the advisory bodies need not concern themselves with the format of the document or e.g.: topic description, nor on the topic conditions, nor on the wording or formatting of the text. The

goal is to provide expertise and advice that Clean Aviation can use to improve the quality of the documents' content.

- **SRIA**

The SAB is asked to provide an opinion on the scientific priorities of the SRIA. The SAB should focus its opinion on the scientific merit of the “research needs” as stated. That is to say, to what extent the Work Programme is justifiable, logical and consequential from a scientific and academic perspective. In its opinion, the SAB may refer to elements of the SRIA with regard to their climate, environmental and socioeconomic impact

The SRG tasks include informing the Clean Aviation Joint Undertaking of national and regional policies and initiatives corresponding to the scope of the JU. In doing this, the SRG is tasked with giving its opinion on how complementarities between these policies and initiatives and the SRIA of the JU can be ensured.

- **Work Programme**

The role of the SAB is to provide an opinion on the scientific priorities of the Work Programme. SAB members should focus their opinions on the scientific merit of the “research needs” as stated. That is to say, to what extent the Work Programme is justifiable, logical and consequential from a scientific and academic perspective. In its opinion, the SAB may refer to elements of the SRIA with regard to their climate, environmental and socioeconomic impact

The role of the SRG includes providing an opinion on the impact of the Work Programme on national and regional interests of Member States and Associated States, as well as on any synergies and/or collaborations that could be undertaken between Clean Aviation and the national and regional programmes.

- **Annual Activity Report**

With regard to the Annual Activity Report (AAR) the SAB should share its views on the scientific performance of the JU as evidenced by the report. The SAB should focus its opinion on the scientific outcomes of the (AAR). In its opinion, the SAB may refer to elements of the SRIA with regard to their climate, environmental and socioeconomic impact.

The SRG is requested to provide an opinion on the Annual Activity Report with a focus on the interests of Member States and Associated States at a national and regional level and the progress of the JU's synergies and collaborations with national and regional related activity.

## **Communicating with Members and Other JU's Advisory Bodies**

The advisory bodies of the JUs are encouraged to work together. The Chairs are connected to each other through shared contact information and meetings of the Chairs. They are also encouraged to

attend other committee meetings as a member of the public or participate through joint meetings of advisory bodies.

**SRG:**

- shall hold coordination meetings with the states' representatives group of other relevant JUs, such as the Single European Sky ATM Research 3 JU, at least twice a year, with the aim of creating an interface between the national and regional authorities and the Clean Aviation JU and providing advice to the Clean Aviation JU on this basis.

**SAB:**

- shall cooperate with relevant European aviation stakeholders' fora, such as the Advisory Council for Aviation Research and Innovation in Europe (ACARE).
- shall hold coordination meetings with the advisory bodies of other relevant JUs such as the Single European Sky ATM Research 3 JU, with the aim of promoting synergies and cooperation among relevant Union research and innovation initiatives in aviation and providing advice to that effect to the Clean Aviation JU on this basis.
- shall also advise and support the Commission and the Clean Aviation JU on initiatives that promote aviation research in the European education systems and provide recommendations on aeronautical skills and competences development and updated aeronautical engineering curricula.

## **Clean Aviation Website**

The [Clean Aviation website](#) is the go-to source for all SRG/SAB information. JU Strategic Development Unit staff are responsible for web content publication and are available to work with SRG/SAB to ensure the statutory requirements are fulfilled and that helpful, informative content is created.

### **Web Content Responsibilities**

JU staff and advisory body members are responsible for the web content as follows:

**JU's Strategic Development Unit:** Responsible for posting meeting agendas and minutes to the JU's website page as well as assisting with general information.

**Advisory body members:** Responsible for providing content to the JU's Strategic Development Unit for any updates on the "Our Progress" section of their web page. It is the responsibility of advisory body members to ensure that content is appropriate, accurate and current. The "Our progress" tab is the place to provide an overview of the advisory body's work and to inform the public about the committee's current activities. These posts should be concise.

The SRG agenda shall also be shared with the Governing Board in a timely manner.

The SAB agenda of meetings shall be made publicly available in a timely manner on the website.

## **Administration of expenses**

### **Reimbursement for SAB members**

SAB members are remunerated for their working time and are reimbursed for their travel expenses. More details on the reimbursement of expenses can be found in SAB members' individual contracts.

The total maximum working days foreseen is 30 days for the contracted period (maximum four years) with a maximum of 20 of those days being remote. The SAB Chair and Vice-Chair may be reimbursed for an additional six days for a total of 36 days.

SAB members are entitled to EUR 450 per full day worked (EUR 225 for a half day). Travelling time is not considered as working time. For meetings, attendance must be confirmed on an attendance sheet in order to be reimbursed.

SAB members are entitled to the reimbursement of their travel expenses from the point of origin specified in their appointment letter to the place of the meeting/work, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km, economy class air travel. If the air journey is longer than four hours without stopovers, the cost of a business class ticket will be reimbursed. Where the route is not served by public transport the use of a private car will be reimbursed at a rate of EUR 0.22 per kilometre. Taxi fares are not reimbursed.

Where work involves travel, such as for in-person meetings, there is a daily allowance of EUR 92 for expenses (meals, parking, local transport etc.). This is reduced to EUR 46 if the member's declared point of origin is less than 100 km away. Where SAB members have to spend one or more nights at the place of work, an accommodation allowance of EUR 100 per night is granted. An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the SAB Member to obtain a reduction in the cost of transport worth more than the amount of these allowances. The number of nights may not exceed the number of meeting/working days + 1.

No other expenses will be reimbursed.

SAB members are required to keep records and other supporting documentation of expenses for two years from the date of the last payment, in case of any audits or investigations.

SAB members must submit a request for payment within 30 days of receiving notification. Notification will be sent within 15 days from the end of each meeting, deadline or deliverable.

## **Reimbursement for SRG members**

SRG members are not entitled to reimbursement of their travel or other expenses and are not remunerated for their working time.

## **Advisory Body Resources**

### **Resources applicable to both bodies**

- [Key documents webpage](#)
- [Single Basic Act](#)

### **SAB Resources**

- [SAB webpage](#)
- [SAB Rules of Procedure](#)

### **SRG Resources**

- [SRG webpage](#)
- [SRG Rules of Procedure](#)