



Knowledge & Learning Mechanism  
on Biodiversity & Ecosystem Services

Developing a mechanism  
for supporting better  
decisions on our  
environment  
based on the best  
available knowledge.

## The Secretariat

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### 1) What is the Secretariat?

The Secretariat handles the day-to-day work of the EKLIPSE project. It currently comprises a small team from NERC-CEH, RBINS and UFZ (specifically Juliette Young, Estelle Balian and Marie Vandewalle). The Secretariat is not a full-time group. Each member of the group works on other aspects of EKLIPSE, and other non-EKLIPSE related projects too. The Secretariat is not the group that does everything and anything. It has some very specific tasks.

### 2) Ensuring communication between WPs

A key role of the Secretariat is to ensure communication between all the WPs of the EKLIPSE project. Specific tasks include:

- Organising (and as needed the chairing and minute taking) of visimeet meetings for the project team.
- Ensuring that the project wiki is kept up to date, and coherent.
- Encouraging the use of the project wiki.
- Supporting project teams to work together in a task-oriented manner. For example, the Secretariat will develop and support a Forum team with all relevant partners from the consortium, responsible for developing the project science-society-policy Forum.

### 3) Ensuring communication between EKLIPSE and others

Secretariat tasks include:

- Working with TIASMAG to ensure the project website is kept up to date
- Ensuring that any communication with the Secretariat is recorded and addressed efficiently.

## 4) Supporting the Knowledge Coordination Body

Secretariat tasks include:

- Organising KCB meetings when required. This will include setting up a doodle, selecting suitable dates and informing the KCB. For face to face meetings this includes booking a venue of our choosing, inviting all KCB members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available. For virtual meetings, the Secretariat is responsible for setting up a GoToMeeting or visimeet as needed.
- The chairing of all KCB meetings will be done by the Chair of the KCB. The Secretariat will support by taking minutes and sharing these minutes with the KCB within a week of each meeting.
- The Secretariat will be responsible for ensuring that all relevant background documents are provided to members of the SAB and BPG prior to their meetings.
- Organising the publication, management, compilation and follow-on of applications in all call for expertise – for more specific information on the role of the secretariat in calls for expertise, please refer to our guidance note on “Preparing and managing calls for expertise”.

## 5) Supporting expert working groups

Secretariat tasks include:

- Ensuring compliance of the Expert Working Group to the ethical infrastructure, e.g. signature of the declaration of the conflict of interest by each member of the Expert Working Group before the actual work starts
- Preparing the data support needs of the Expert Working Group by preparing an OwnCloud folder for them, and giving access rights to all members of the EWG. The Secretariat is not responsible for supplying the data needed by the EWG.
- Ensuring transparency in all procedures, i.e. keeping track of EWG activities and adding regular updates on the project website.

- Supporting the organization of Expert Working Group meetings (one face to face meeting per expert working group). This includes setting up a doodle and selecting a suitable date, and booking a venue of our choosing for the meetings. Inviting all EWG members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
- Invite and set up peer reviewers as selected by the KCB.
- Ensuring adequate software is in place to collect and compile peer-review and ensure peer review feedback is passed on to expert working groups in workable format.

## **6) Supporting the Strategic Advisory Board (SAB) and Business Plan Group (BPG)**

Secretariat tasks include:

- Organising SAB and BPG meetings when required. This will include setting up a doodle, selecting suitable dates. For face to face meetings this includes booking a venue of our choosing, inviting all SAB and BPG members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
- For virtual meetings, the Secretariat is responsible for setting up a GoToMeeting or visimeet as needed. The chairing of all SAB meetings will be done by the Chair of the SAB. The chairing of all BPG meetings will be done by the Chair of the BPG. The Secretariat will support all meetings by taking minutes and sharing these minutes with the SAB and BPG within a week of each meeting.
- The Secretariat will be responsible for ensuring that all relevant background documents are provided to members of the SAB and BPG prior to the meetings.