



EKLIPSE

Knowledge & Learning Mechanism
on Biodiversity & Ecosystem Services

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

Handing over to the Expert Working Group post selection of experts

The KCB selection panel (a sub-set of KCB members who take on the responsibility to select the Expert Working Group) selects experts, co-chairs and reserve candidates in those cases where selected experts do not accept the invitation to join the Expert Working Group (EWG).

Immediately after the selection process by the KCB, selected experts are invited by the Secretariat to join the EWG, and are requested to respond in a few days so as to allow time to inform those experts who were not selected. The timings of these notifications are set out in the Call for Expert. Templates for notification exist. These include the letter for selected experts, the letter for selected co-chairs, and the letter for non-selected applicants. The Secretariat contact point is responsible for sending out letters to all applicants, signed by the KCB focal point, KCB chair and secretariat contact point so that members know who will support them in what role (their "EKLIPSE team").

The KCB focal point is responsible for discussing the uptake of the co-chair role with the 2-3 experts selected as co-chairs during the selection process. In addition, the KCB focal point needs to discuss with co-chairs the budget allocated to the request, including which institution holds the budget and what it can/will be used for. In case there are any needs for honorary contracts this needs to be discussed with the institution handling the budget.

The KCB focal point with support from the secretariat contact point is responsible for organising the kick-off meeting: setting the date, booking a meeting room and catering, and potentially booking hotel rooms and/or travel, **or** providing clear guidance to the EWG members on reimbursement procedures for travel and accommodation. The agenda for the kick-off meeting should be developed jointly between the KCB focal point and the co-chairs – see below.

The first part of the kick-off meeting is the responsibility of the KCB focal point and KCB chair who will need to communicate to the EWG the EKLIPSE vision and values, the processes used in EKLIPSE, the history of the request, and the role of the EWG. By the end of the first session of the meeting, the EWG should be clear about the expectations of the requester, EKLIPSE processes and values, and how EKLIPSE will support the EWG (EKLIPSE team, budget for the request and procedures).

The co-chairs take over the organisation of the work of the EWG from this point onwards of the kick off meeting. The role of the KCB focal point and EWG post kick off are outlined in the KCB and EWG guidance notes on the EKLIPSE website.