



Knowledge & Learning Mechanism  
on Biodiversity & Ecosystem Services

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

## Preparing and managing calls for expertise

---

### 1) Writing the Call for Expertise – start at least 4 weeks before the call is made public

- The KCB sets up a writing team, with a team leader (who may become the KCB request focal point – See guidance note on the KCB). This writing team will need to include at least one member of the KCB. The optimal would be to keep this writing team small (3-4 people), so it can be quick to respond.
- The writing team will be responsible for compiling the selection criteria required for the call for expertise (see general template at the end of this document).
- The writing team will also be responsible for writing the draft call for expertise based on the selection criteria and sending it to the rest of the KCB. A template for the call for expertise is available (CfE 1/2016).
- The team leader is responsible for sending the call to the KCB with a clear deadline in terms of feedback on the draft call for expertise.
- The writing team is then responsible for integrating the comments of the KCB and developing the final call for expertise.
- The team leader sends the call for expertise to the Secretariat for dissemination.
- Applicants should be given 4-5 weeks to send in applications.

### 2) Managing the received applications

The Secretariat will be responsible for:

- Disseminating widely the call for expertise.
- Managing any questions that applicants might have.

- Managing the receipt of applications. This involves acknowledging receipt and checking that the applicants have sent the correct information (this will be double-checked by 2 members of the Secretariat).
- Compiling the information for each applicant and sending the compiled information to the KCB, who will be responsible for the selection of the expert group.

### 3) Selection procedure

The Secretariat will:

- Send the compiled information on applicants to the together with the selection criteria to the support team, with clear instructions on how applicants should be scored – within 1 week of close of applications.
- If the number of applicants is high, the Secretariat will divide the applications up between members of the KCB.
- Manage the process of collecting scores and evaluations from the KCB - within 3 weeks of close of applications.
- Compile the top candidates based on the scores, and send the long-list to all KCB members – within 3 weeks of close of applications.
- Organize a virtual meeting with the KCB - within 4 weeks of close of applications.

The KCB will be responsible for:

- Reading, evaluating and scoring their allocated applications, and return this information to the Secretariat – within 2 weeks of receipt of the applications.
- Reading and evaluating the top 15 applications, with a special focus on identifying gaps in knowledge (related to selection criteria C, or other more specific areas of expertise linked to the specific call).
- Participate in a virtual meeting with the KCB to vote on the 10-strong expert group and reserve (up to 5 members).

### 4) Post-selection procedure

The Secretariat will be responsible for:

- Emailing all successful candidates to let them know of their selection, and include a doodle for their first meeting (within 3 weeks of receipt of the letter). Candidates will be contacted within 5 weeks of close of applications.
- Ensure that all selected members of the group have signed a Conflict of Interest form.
- Emailing all unsuccessful candidates, asking them for permission to pass on their contact details to the expert group (if applicable).

- Adding a news item to the project website, and creating a new “ongoing processes” page on the website, with the list of selected experts.
- Updating the website with progress from the working group.

**Selection criteria:**

- A) Demonstrated topical expertise: obligatory for each individual expert
  - a. Expertise should be demonstrated for project participation, work package or project coordination, business engagement, membership of an expert group, or similar activities.
  - b. Expertise should cover one or more of the following topic areas: XXX
  - c. Scientific experience: at least two papers published in the last five years, in the areas of XXXX and/or technical/practical expertise: clear evidence of having worked directly in XXX.
  
- B) Other important criteria: to ensure good working ability of the expert group, all selected individuals should cover most of these characteristics:
  - e. Proven ability to work in international scientific and policy processes (e.g. Fluency in English, language skills)
  - f. Overview and insights into relevant projects and other activities
  - g. Experiences in inter- and transdisciplinary work on topics related to XXX and/or in science-policy interface processes
  - h. Time that they can dedicate to the process (minimum 10%)
  - i. Support from their respective team/company, students etc.
  
- C) Additional expertise required **in the group**: these must all be represented within the group, so each individual should ideally cover at least some of the following points:
  - j. Experience in one or more existing initiatives related to the topic: e.g. XXX
  - k. Policy experience/expertise: working with policy makers, experience of specific policies, experience as policy maker, or similar
  - l. Expertise on impact evaluation and/or conceptual frameworks to guide research processes
  - m. Expertise on knowledge synthesis approaches
  - n. Experience in communicating, promoting and incorporating science or practical work into policy development processes
  - o. Experience in leadership of knowledge assessment processes.