



EKLIPSE

Knowledge & Learning Mechanism
on Biodiversity & Ecosystem Services

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

The Knowledge Coordination Body

1) What is the Knowledge Coordination Body (KCB)?

The KCB is one of the key governance structures of the EKLIPSE project. In close collaboration with the Secretariat, its main responsibility is ensuring that requests from policy and other societal actors are answered through the coordination of joint evidence processes. The KCB also coordinates the identification of research priorities and emerging issues, the Network of Networks, and encouraging societal engagement. The role of the KCB is to act at the interface between the [Expert Working Groups](#) (EWGs) of EKLIPSE, the different bodies of EKLIPSE, as well as with the requesters and possible end-users of the services of EKLIPSE.

The KCB interacts with relevant stakeholders to ensure the EU policy relevance of all requests, better methodological choices and maximum uptake of outputs. The KCB, together with the [EKLIPSE Secretariat](#), is responsible for ensuring the correct application of the procedures of the EU support mechanism and plays an important role in publicly explaining and defending the work of the EWGs. KCB members are expected to dedicate about 10-15% of their time to the KCB, although the levels of activity will vary depending on tasks and activities. The KCB Chair will strive to ensure a fair workshare among the KCB members.

Members of the KCB serve for two years and can be re-elected once. This means there will be a first turnover within the duration of the EKLIPSE project, with the second KCB continuing for the first six months after the project ends. Selection of KCB members is a two-step process: A call for KCB members leads to the pre-screening committee recruited from the [EKLIPSE Secretariat](#) assessing the eligibility of all applicants based on the selection criteria¹ provided

¹ In terms of the eligibility criteria for the KCB, they should demonstrate expertise covering one or more of the following: coordinating knowledge synthesis processes, engagement in international science-policy processes; leading foresight initiatives; network coordination; business plan development; managing societal engagement in science; expert mobilisation and selection processes; ethics and management of conflict of interests; knowledge transfer; biodiversity and ecosystem services; sustainable development; European environmental strategy. Experts have to comply with the principles and rules of EKLIPSE (e.g. conflicts of interest policy (see http://www.eklipse-mechanism.eu/our_ethical_framework for more detail).

in the KCB call for nominations, and provides a preliminary ranking of applicants. The existing KCB provides this consolidated list to the Strategic Advisory Board ([SAB](#)) who makes the final selection of KCB members to ensure they represent a group with a solid link to and understanding of policy, aiming for optimal disciplinary spectrum, coverage of the different geographical areas of the EU and a gender balance. The KCB Chair is elected by the members of the KCB and can serve for two years, with one possible re-election.

2) Handling and scoping requests from policy and other societal actors

The KCB is responsible for handling certain key aspects of the requests received from policy and other societal actors. Tasks include:

- Selecting requests from policy and other societal actors based on the selection criteria in the call for requests and following advice from the SAB.
- Clarifying the selected request jointly with the requester, supported by the EKLIPSE Secretariat, and possibly other relevant EU stakeholders, ensuring the EU policy relevance of the request, contributing to the discussion on possible methodological procedures with the requester and ensuring the request is fit for purpose – for a full list of tasks relating to scoping the request, please refer to our guidance note [“Scoping with the Requester”](#)
- Contributing to writing the Document of Work (DoW) to inform the call for experts (see below).

3) Contributing to the joint evidence procedures, including the work of the Expert Working Groups

The KCB is responsible for overseeing all joint evidence processes, in close collaboration with the Secretariat, and ensuring that the Expert Working Groups comply with the requests and the rights/rules/ethics and quality controls of EKLIPSE.

Tasks include:

- Contributing to writing the calls for experts. Please refer to our guidance document [“Preparing and managing calls for experts”](#). KCB members cannot apply to calls for experts. Members from their institutions, particularly from their respective units can only be selected if conflict of interest is avoided and full transparency ensured².
- Selecting experts following calls for experts. Please refer to our guidance document [“Preparing and managing calls for experts”](#).
- The KCB Chair appoints the ‘KCB request focal point’ and a deputy. These roles are to ensure continuity throughout the request. Their role is also to provide support to the EWG and to ensure all procedures are followed. This focal point position ends after the final report/product is finalized.

² http://www.eclipse-mechanism.eu/our_ethical_framework

- The KCB request focal point is not necessarily an expert in the field addressed by the request but should have a good understanding of the subject matter, and an excellent understanding of EKLIPSE processes. As a consequence, he/she may intervene as an external observer in order to help the EWG ensure clarity for experts and non-experts alike, transparency and explicitness of decisions and actions implemented by the EWG outside the extended peer-review process. By doing so, the KCB request focal point promotes the core ethical values of EKLIPSE and can refer to other KCB members and EKLIPSE in case extra support is needed. As such, the KCB focal point cannot be an author on the main output prepared for requesters, as this could jeopardize the independence of EKLIPSE processes. KCB focal points and deputies can however be co-authors on spin-off products (e.g. scientific papers) from the main output to requesters, on the condition that the co-authorship request comes from the EWG as a whole, and is based on their proven intellectual input into the spin-off product.
- The KCB request focal point, together with the responsible member of the Secretariat, may act as the primary point of communication between a) the requester and the EWG including organising and chairing meetings between the requester and the chair(s) of the EWG as needed, and b) EKLIPSE and the EWG.
- The KCB request focal point supports the peer review process by selecting peer reviewers (with support from the rest of the KCB), and disseminating the call for peer-review.
- The KCB advises the EWG on how to address suggestions from the extended peer-review contributions on the protocol and final report. They also ensure the intention of the request is maintained, and facilitate the requester's involvement in the peer review procedure.
- The KCB Chair is responsible for signing off the methods protocol of EWGs within agreed timeframes.

4) Chairing and participating in KCB meetings

- KCB meetings are chaired by the KCB Chair and supported by the Secretariat. Please refer to our guidance note [“The Secretariat”](#).
- KCB members are expected to hold approximately two face-to-face meetings/year and virtual meetings as necessary. Building on the experiences of the first requests, the KCB and/or the request specific “subgroups” (consisting of the KCB focal point, deputy, representative from the Methods Expert Group, and Secretariat focal point) hold several virtual meetings per year, e.g. to discuss each call for experts, and to select expert groups.
- KCB request focal points are expected to attend the face-to-face meeting of their EWG and virtual meetings with their EWG as needed. Repeated failure to do so may result in them being asked to step down from the KCB.