



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?

The KCB is one of the key governance structures of the EKLIPSE project. Its main responsibility is ensuring that requests from policy and other societal actors are answered through the coordination of joint evidence processes. The role of the KCB is to act at the interface between the expert working groups, EKLIPSE and its different bodies, as well as with the requesters and possible end-users.

The KCB will cover diverse and complimentary skills and will interact with relevant stakeholders to ensure better methodological choices and maximum uptake of outputs. The KCB is responsible for publicly explaining and defending the work of the EU support mechanism in case (correctly followed) procedures are challenged.

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 project, with the second KCB continuing for the first year after the project ends. The selection of the KCB undergoes a two-step process: A pre-screening committee recruited from the project management group assesses the eligibility of all applicants based on the selection criteria provided in the KCB call for nominations, and provides a preliminary ranking of applicants. The current KCB then provides this consolidated list to the Strategic Advisory Board who makes the final selection of KCB members to ensure the KCB represents the full disciplinary spectrum required, different geographical areas of the EU and gender balance.

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

The KCB is responsible for handling requests from policy and other societal actors. Tasks include:

- Managing the receipt and selection of requests from policy and other societal actors based on the selection criteria in the call for requests and following advice from the Strategic Advisory Board.

- Clarifying the selected request jointly with the requester, and possibly other relevant stakeholders, suggesting and outlining a basic methodological procedure to the requester and ensuring the request is fit for purpose (e.g. taking into account the time experts can spend on the request).
- Advising the requester, with support from methodological experts, on the best methodological approach to take
- Writing the Document of Work to inform the call for expertise (see below).

### **3) Organising and overseeing the joint evidence procedures, including the work of the expert working groups**

The KCB is responsible for organising and overseeing all joint evidence processes, ensuring that the expert groups comply with the requests and the rights/rules/ethics and quality controls of EKLIPSE. The KCB is the only body with which the Expert Group communicates, except for logistical or financial aspects where a direct link to the relevant person in the Secretariat may be provided to the EWG (e.g. booking hotel, getting refunded...).

Tasks include:

- Writing calls for expertise. Please refer to our guidance document “Preparing and managing calls for expertise”. KCB members and their institutions cannot apply in calls for expertise.
- Selecting the experts following calls for expertise – for more specific information on the role of the KCB in calls for expertise, please refer to our guidance document “Preparing and managing calls for expertise”.
- The KCB chair selects a KCB request focal point (e.g. KCB NBS focal point) and a deputy to accompany each of the expert groups to ensure due procedure is followed. This KCB request focal point will be supported by a deputy to ensure continuity through the conduct of the request. KCB members are not involved as experts in the expert working groups – they are there to support and ensure all procedures are followed.
- The KCB request focal point is not an expert in the field addressed by the request but should have a good understanding of the subject matter. As a consequence, he/she may intervene as an external observer in order to help the EWG ensure clarity, intelligibility for non-experts, transparency and explicitness of decisions and actions implemented by the EWG outside of the extended peer-review process. By doing so, the KCB request focal point promotes the core values of EKLIPSE and can refer to other KCB members and EKLIPSE in case extra support is needed.

- The KCB request focal point is the spokesperson responsible for channeling 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, with the help of the Secretariat, support the peer review process by selecting peer reviewers (with support from KCB), disseminating, collecting and compiling the extended peer-review contributions on the protocol and final report, and ensures transparency of the peer review procedure.
- The KCB is responsible for signing off the methods protocol of EWGs within agreed timeframes.

#### **4) Chairing and participating in KCB meetings**

- KCB members are expected to have approximately one to two face to face meetings/year and virtual meetings as necessary. Building on the experiences of the first request, the KCB will have several virtual meetings per year, e.g. to discuss each call for experts, and to select the expert group.
- KCB members as their role as request focal point will be expected to attend the face to face meeting of their EWG and virtual meetings with their EWG as needed.
- KCB meetings will be chaired by the KCB Chair and supported by the Secretariat. For more information on support provided by the Secretariat, please refer to our Factsheet on Understanding the EKLIPSE Secretariat.