

## **Woodlands of Ireland Technical Advisory Panel: Terms of Reference**

The Technical Advisory Panel (TAP) comprises personnel with particular expertise and provides technical support to the CEO of Woodlands of Ireland (the Project) on the development and implementation of projects sanctioned by the Board of Directors (the Board). Sub-groups of the TAP, with clear, agreed terms of reference, address specific tasks and projects. Members are selected by the CEO in consultation with the Board, based on the expertise required to address the issues involved.

Sub-groups of the TAP are formed to address specific tasks and are usually formed by voluntary inclusion with specific terms of reference. Recommendations from sub-groups are brought to the Board for decision.

Panel members will act in their individual capacity and not as members of organisations and will ensure that their advice is impartial.

TAP members are required to supply a brief biographical note.

An allowance of 35 cent per km has been set aside for TAP members for motor travel.

Daily living allowance for TAP members is €30 for half day and €60 for full day, where not otherwise covered by the members main employer.

Members of the TAP should agree to the following terms:

### **Personal conduct**

*I will act honestly, fairly and respectfully to my fellow TAP members, other volunteers, staff, beneficiaries and anyone I come into contact with, in my role as a TAP member*

### **Guardian of the organisation's reputation**

*All I do on behalf of the TAP will be able to stand the test of public scrutiny*

### **Personal gain**

*I will document expenses and seek reimbursement according to agreed procedures*

Please note the following template and format is derived from Text adopted by the Thirty-fifth World Health Assembly (resolution WHA35.10)

## **REGULATIONS FOR EXPERT ADVISORY PANELS AND COMMITTEES**

### **INTRODUCTION**

Efficiency, as well as economy, makes it necessary to limit the number of experts participating in discussions on any given subject; on the other hand, it is difficult, in a small group of experts, to obtain adequate representation of the various branches of knowledge which bear upon its subject,

and of the diversified forms of local experience and trends of thought prevailing in the various parts of the world.

These apparently conflicting requirements may be reconciled by giving expert committees, whenever desirable, flexible membership.

This may be done by setting up advisory panels of experts conversant with all the required branches of knowledge and forms of experience needed to cover adequately a particular subject and providing adequate geographical representation.

From these panels will be drawn the members of the expert committees, selection being made according to the agenda of each meeting.

The following regulations are, therefore, based on the above principles.

## **1. DEFINITIONS**

1.1 An expert advisory panel consists of experts from whom Woodlands of Ireland may obtain technical guidance and support within a particular subject, either by correspondence or at meetings to which the experts may be invited.

1.2 A member of an expert advisory panel is an expert appointed by the CEO who undertakes to contribute by correspondence technical information on developments in their field, and to offer advice as appropriate, spontaneously or upon request.

1.3 An expert committee is a group of expert advisory panel members convened by the CEO for the purpose of reviewing and making technical recommendations on a subject of interest to Woodlands of Ireland.

1.4 A member of an expert committee is an expert appointed by the CEO to serve at any particular meeting of that committee.

## **2. AUTHORITY TO ESTABLISH EXPERT ADVISORY PANELS AND COMMITTEES**

2.1 An expert advisory panel may be established by the CEO in any field as and when required by the development of Woodlands of Ireland's current programme. It is established for Woodlands of Ireland as a whole and shall be utilized at whatever level of operation its guidance and support are needed.

An expert advisory panel may be disestablished at the CEOs' discretion when its guidance and support are no longer required.

2.2 The CEO shall report to the Board of Directors on the establishment or disestablishment of expert advisory panels and on their membership.

2.3 Woodlands of Ireland and its' Board of Directors have authority under Article 3.1 (a) and (b) of the Memorandum of Association of the Company Limited by Guarantee to establish and dissolve expert committees.

2.4 The CEO shall include in the annual and triennial programme budget such proposals for expert committee meetings as deemed necessary.

### **3. EXPERT ADVISORY PANELS – MEMBERSHIP AND PROCEDURES**

3.1 Any person possessing qualifications and/or experience relevant and useful to the activities of the Project in a field covered by an established expert advisory panel may be considered for appointment as a member of that panel after consultations with the national authorities concerned.

Information on all appointments made to these panels shall be circulated to all Stakeholders. The CEO shall encourage all Stakeholders to send nominations for the panels.

3.2 In the selection of members of expert advisory panels the CEO shall consider primarily their technical ability and experience, but shall also endeavour to ensure that the panels have the broadest possible all island representation in terms of diversity of knowledge, experience and approaches in the fields for which the panels are established. The CEO shall encourage nomination of experts from all regions and shall be helped in this task by Directors.

3.3 Members of expert advisory panels shall be appointed for such period as the CEO may determine, but not exceeding four years.

#### **BASIC DOCUMENTS**

3.3.1 At the expiration of that period, the appointment shall end. However, the CEO may renew the appointment when such renewal is warranted by specific programme requirements. Renewals of appointments should be fixed for periods of up to four years.

3.3.2 The appointment shall also end if the panel is disestablished. It may also be terminated at any time by the CEO if the interests of the Project so require. The CEO shall report to the Board of Directors on any such early termination of appointment.

3.4 Members of expert advisory panels do not receive any remuneration from the Project. However, when attending meetings by invitation of Woodlands of Ireland, they shall be entitled, in accordance with the administrative regulations of the Project, to reimbursement of travelling expenses and to a daily living allowance during such meetings.

### **4. EXPERT COMMITTEES – MEMBERSHIP AND PROCEDURES**

Selection, Appointment and Term of Office of Members

4.1 The CEO shall establish the number of experts to be invited to a meeting of an expert committee, determine its date and duration, and convene the committee.

4.2 As a general rule, the CEO shall select from the Technical Advisory Panel the members of an expert committee on the basis of the principles of equitable geographical representation, gender balance, representation of different trends of thought, approaches and practical experience in various parts of the European temperate broadleaf and mixed forest zone, and an appropriate interdisciplinary balance. The membership of expert committees shall not be restricted by consideration of language, within the range of languages of the Project.

4.3 Members of an expert advisory panel who are not invited to a particular meeting of an expert committee of interest to them may at their request attend as observers, if so authorized by the CEO, but shall do so at their own expense.

4.4 Departments of the administrative systems on the island of Ireland, as well as non-governmental organizations in official relations with Woodlands of Ireland, may be invited to send representatives to expert committee meetings in which they are directly interested.

4.5 To ensure balanced geographical representation, consultants and temporary advisers assigned to assist an expert committee shall be selected, as far as possible, from countries not represented on the committee's membership.

4.6 TAP members shall disclose all circumstances that could give rise to a potential conflict of interest because of their membership of an expert committee, in accordance with the mechanisms established by the CEO for that purpose.

### **Agenda**

4.8 The CEO, or a representative, shall prepare the draft agenda for each meeting and transmit it in reasonable time to the members of the committee and of the Board, and to Guarantor Members of the Project. An expert committee, unless formally so requested, may not deal with questions of administrative policy. The agenda shall include any subject, within the terms of reference of the committee, proposed by the Board or the CEO.

4.9 In order to provide members of an expert committee with the broadest possible information on the subjects under discussion, the terms of reference and annotated agenda of the meeting shall be supplied in advance to members of the TAP who are conversant with these subjects but have not been invited to the meeting. They may also be invited to provide written contributions and may receive the principal working documents.

### **Expert Sub-committees**

4.10 For the study of special problems a committee may suggest the establishment, temporarily or permanently, of specialized sub-committees, and may make suggestions as to their composition. A committee may also suggest the establishment of joint sub-committees consisting of specialists in its own technical field and of specialists in another field whose collaboration it considers necessary for the success of its work. The Board, shall decide whether such sub-committees shall be established, and whether singly or jointly with other committees or sub-committees of the Project.

4.11 The rules governing the functions of committees, the appointment of their members, the election of their chairmen and vice-chairmen, secretary-ship and agenda shall, mutatis mutandis, apply to sub-committees. Membership of a committee does not in itself entitle an expert to participate in the proceedings of any of its sub-committees.

### **Reports on Meetings of Committees**

4.12 For each meeting an expert committee shall draw up a report setting forth its findings, observations and recommendations. This report shall be drafted and approved by the expert committee at the beginning of the next meeting. Its conclusions and recommendations shall not

commit the Project and should be formulated in such a way as to advise the CEO on future programme activities without calling upon the CEO to use the staff, services or funds of the Project in any specified way. If the committee is not unanimous in its findings, any divergent views shall be recorded in or appended to the report. Signed contributions may not be included in the text of the expert committee's report or in its annexes.

4.13 The text of an expert committee report may not be modified without the committee's consent. The CEO may direct to the attention of the chairman of an expert committee any statement of opinion in its report that might be considered prejudicial to the best interests of the Project or of any of its' Members. The chairman of the committee may, at his discretion, delete such statement from the report, with or without communicating with members of the expert committee, or, after obtaining their written approval, may modify the statement. Any difficulty arising out of a divergence of views between the CEO and the chairman of the committee shall be referred to the Board.

4.14 The CEO shall be responsible for authorizing the publication of reports of expert committees. Nevertheless, the CEO may communicate the report directly to the Board if, in the CEOs' opinion, it contains information or advice urgently required by that body.

4.15 The CEO may publish or authorize the publication of any document prepared for an expert committee, with due recognition of authorship if applicable.

#### **Reports on Meetings of Sub-committees**

4.16 The above provisions (paragraphs 4.12-4.15) shall apply to reports on meetings of sub-committees, except that the report of a sub-committee or joint sub-committee shall be submitted through the CEO to the parent committee or committees. Nevertheless, the CEO may communicate the report of a sub-committee directly to the Board or Guarantor members if, in the CEOs' opinion, it contains information or advice urgently required by either of those bodies.

#### **Venue of Meetings of Committees**

4.17 Meetings of expert committees shall normally be held at headquarters in order to provide overall technical guidance. They may also be convened at regional level, to deal with problems of a predominantly regional character, or at catchment level, if the problems under consideration are essentially catchment-specific. Meetings of such expert committees shall be planned in a coordinated manner so as to complement those convened at headquarters, avoid duplication, and ensure maximum effectiveness and coherence in their work.

4.18 The above provisions (paragraphs 4.1-4.15) shall be applicable, mutatis mutandis, to expert committees that meet at the regional or catchment level. The CEO may delegate the necessary authority to regionally based Directors.

#### **Rules of Procedure**

4.19 Expert committees and sub-committees shall conduct their proceedings in accordance with the Rules of Procedure set forth in the annex to these regulations.

## **Joint Committees and Sub-committees**

4.20 The selection and appointment of expert advisory panel members designated by the CEO to serve on a joint committee or subcommittee convened by the Project in conjunction with other organizations shall also be governed by these regulations. In this selection, account shall be taken of the technical and geographical balance that is desirable for the joint committee or sub-committee as a whole.

4.21 Members of the TAP appointed by the CEO to such joint committees and sub-committees shall retain complete freedom of opinion and expression. Therefore their participation in any collective decision which may entail administrative, financial or moral responsibility for another participating organization does not commit the Project.

4.22 Members of expert advisory panels representing the Project on any joint committee or sub-committee shall report to the CEO on their participation. This report shall be supplementary to the collective report of the joint committee or sub-committee itself.

## **Reporting to the Board**

4.23 The CEO shall submit to the Board a report on meetings of expert committees held since the previous session of the Board. It shall contain the CEOs' observations on the implications of the expert committee reports and recommendations on the follow-up action to be taken, and the texts of the recommendations of the expert committee shall be annexed. The Board shall consider the report submitted by the CEO and address its comments to it.

## **5. ENTRY -INTO -FORCE**

5.1 These regulations shall apply as from the date of their approval by the Board.

## **Annex**

### **RULES OF PROCEDURE FOR EXPERT COMMITTEES**

#### **PRIVATE NATURE OF MEETINGS**

##### **Rule 1**

The meetings of expert committees shall normally be of a private character. They cannot become public except by the express decision of the committee with the full agreement of the CEO.

#### **QUORUM**

##### **Rule 2**

The discussions of an expert committee shall be valid:

- (a) if at least two-thirds of its members are present; and
- (b) if, unless otherwise authorized by the CEO, a representative of the CEO is also present.

#### **CHAIRMAN, VICE - CHAIRMAN AND RAPPOREUR**

### Rule 3

The expert committee shall elect, from among its members, a chairman to direct its debates, a vice-chairman to replace the chairman if necessary, and a rapporteur.

### **SECRETARYSHIP**

#### Rule 4

1. The CEO is ex officio secretary of all expert committees and may delegate those functions to a technical officer competent in the subject concerned.
2. The CEO, or a representative, may at any time make either oral or written statements to the committee concerning any question under consideration.
3. The CEO, or a representative, shall determine the time and place of the meeting and shall convene the committee.
4. The committee's secretariat, composed of the secretary and of consultants and temporary advisers, as required, shall assist the chairman, the rapporteur and the members of the committee.

### **AGENDA**

#### Rule 5

1. The secretary of the meeting shall prepare the draft agenda, submit it to the CEO for approval, and transmit it to the members of the committee together with the letter of invitation to the meeting.
2. The agenda shall include any subject within the terms of reference of the committee proposed by the Board or the CEO.

### **VOTE**

#### Rule 6

Scientific questions shall not be submitted to a vote. If the members of a committee cannot agree, each shall be entitled to have his personal opinion reflected in the report; this statement of opinion shall take the form of an individual or group report, stating the reasons why a divergent opinion is held.

### **CONDUCT OF BUSINESS**

#### Rule 7

Save as provided in Rule 6 above, the chairman shall be guided by the provisions of the Rules of Procedure of the Board on the conduct of business and voting in the committee in so far as this may be necessary for the accomplishment of the work of the committee.

## **REPORTS**

### Rule 8

The expert committee shall receive a draft report/minutes of a previous meeting from the secretariat in advance of a follow up meeting and then approve or amend this report at the commencement of that follow up meeting.

## **WORKING LANGUAGES**

### Rule 9

1. The working languages of the TAP shall be English and Irish. The Secretariat shall make such arrangements as are necessary to provide for interpretation from and into the other official languages of the EU.