



# LEAP-RE

Long-Term Joint EU-AU Research  
and Innovation Partnership on Renewable Energy

Research & Innovation Action

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## D1.7

# Terms of Reference of the LEAP-RE Ethics Advisory Board (EAB)

Version N°1

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## **Acronyms**

CCSE	Climate Change and Sustainable Energy
EAB	Ethics Advisory Board
GDPR	General Data Protection Regulation
LEAP-RE	Long-term Europe-Africa Partnership on Renewable Energy (also referred to as 'the Programme' in this document)
PMB	Programme Management Board
SAB	Scientific Advisory Board
STISA 2024	Science, Technology and Innovation Strategy for Africa 2024

## **Terms**

'Co-coordinators' or *Programme Office* refers to LGI Consulting and the Department of Science and Innovation.

'*The Programme*' refers to the LEAP-RE Programme

# 1. Introduction

The Long-term Europe-Africa Partnership on Renewable Energy (LEAP-RE) launched in January 2021, and will conclude in 2025. It brings together 83 partners from 33 countries that are committed to promote greater alignment of their national renewable energy research and innovation objectives and activities in order to tackle more effectively the challenges of climate change and sustainable energy (CCSE).

The countries represented in the LEAP-RE programme are: France, South Africa, Algeria, Italy, Kenya, Finland, Rwanda, Germany, United Kingdom, Slovenia, Burkina Faso, Cameroon, Madagascar, Netherlands, Djibouti, Mozambique, Egypt, Tanzania, Spain, Portugal, Norway, Ethiopia, Austria, Zambia, Nigeria, Botswana, Benin, Senegal, Belgium, Romania, Togo, Morocco, and Ivory Coast.

Based on a shared policy framework and drawing on the priorities of each continent, cooperation also highlights the shared relevance and importance of renewable energy. The Africa-EU Partnership and its Joint Africa-EU Strategy enshrines energy as one of the key areas for cooperation, which is reinforced in the Joint Declaration arising from the 5<sup>th</sup> AU-EU Summit in Abidjan. The EU-Africa High Level Policy Dialogue (HLPD) on science, technology and innovation (STI) further strengthened the mutual commitment to action in renewable energy by adopting the Roadmap for a jointly funded AU-EU research & innovation partnership on climate change and sustainable energy (CCSE). The Roadmap sets out priorities and actions for a jointly developed R&I agenda on CCSE, including human and institutional capacity-building, such as<sup>1</sup>:

- a. Joint development of a strategic framework for collaboration on STI in support of CCSE;
- b. Establishment of a jointly developed, owned, governed, and funded R&I framework; and
- c. Formalisation into a long-term Partnership.

LEAP-RE focuses on encouraging partnerships and funding the following Multi-Annual Roadmaps (MAR):

#	Multi-Annual Roadmaps
1	<b>Mapping joint research and innovation actions for future RES development</b> – Consolidation of detailed map of R&I initiatives in Europe and Africa per technology, application etc. type with the aim to support the RE industry to prioritize and contextualize target areas of RES deployment
2	<b>End-of-life and second-life management and environmental impact of RE components</b> – Map the component value chain, identification of key stakeholders & successful business models promote replicability scenarios of operational models and standard operating procedures in concerned regions

<sup>1</sup> See [https://ec.europa.eu/research/iscp/pdf/policy/ccse\\_roadmap\\_2017.pdf#view=fit&pagemode=none](https://ec.europa.eu/research/iscp/pdf/policy/ccse_roadmap_2017.pdf#view=fit&pagemode=none) pg 20



3	<b>Smart stand-alone systems (SAS)</b> – Promote the development of RE-SAS demonstrator(s) considering the diversity of potential local RE sources and the local effective environment
4	<b>Smart grid (different scale) for off grid application</b> – Development of new tools for optimizing capacity in planning and dispatching strategies based on people’s needs with the aim to reduce the energy dependence on fossil fuel and increasing the share of RES use
5	<b>Processes and appliances for productive uses (PRODUSE)</b> – Improvement and Promotion of wider use of PRODUSE appliances for Cold chain and thermal tools and equipment’s (healthcare and agriculture - livestock, fisheries and farming)
6	<b>Innovative solutions for priority domestic uses (clean cooking and cold chain)</b> – Improving, managing and maintaining solar photovoltaic systems, cook stoves and cold chain components for clean cooking and food storage. Supporting interactions with policymaking to foster fast market uptake considering the macro socio-economic and gender impacts

The LEAP-RE programme aligns with and responds to the policies elaborated above, and with the specific objectives of the CCSE Roadmap.

As part of the LEAP-RE scientific governance structure, programme members agreed it is essential that a (SAB) Scientific Advisory Board and Ethics Advisory Board (EAB) be constituted. The EAB and SAB are to be supported by the LEAP-RE programme coordinators – LGI Consulting (France) and the Department of Science and Innovation (South Africa). The two institutions will support the Advisory Boards via the Programme Office support role.

The SAB participates in LEAP-RE by giving advice and input on scientific matters, thus contributing indirectly to implementation of actions instigated under the programme. The EAB will provide advice and recommendations to align the ethical vision elaborated within LEAP-RE to the main Africa-Europe priorities. The EAB will also maintain an overview of ethics-related operations throughout the programme, helping with preparations in terms of thinking ahead about potential ethical problems and how they can be addressed. The EAB with oversight functions will check compliance by the LEAP-RE Programme with ethical standards within relevant research fields.

## 2. LEAP-RE Programme Office Function

The Programme Office will be responsible for administrative tasks and support essential for the operation of the ethics advisory board. The Programme Office tasks include:

- a. Ensuring meetings are effectively organized, LEAP-RE achievements are presented to collect input and minutes including liaising with the Chair of the EAB to plan meetings, drafting agenda items, circulating key documents to be discussed at meetings, ensuring that agreed actions



are carried out, inviting LEAP-RE partners to present progress at meetings, and writing reports of the ethics advisory board.

- b. Maintaining effective records and administration. This includes maintaining the contact database of the advisory board, filing minutes/reports on the FLEXX system, keeping a record of the advisory boards' activities and maintaining a diary of future activities.
- c. Upholding the legal requirements of LEAP-RE governing documents and actions (where relevant). This includes ensuring that quorum is present at meeting, ensuring that elections of new members is in line with stipulated procedures, and that the board's activities are in line with the objectives set out in the Grant Agreement.
- d. Communication and correspondence of all LEAP-RE activities. The Programme Office will ensure that all board members receive any important information that will enable them to fulfil their tasks as board members, responding to queries from members, preparing and submitting reports of the LEAP-RE programme reports, and communicating on the board's activities to the Programme Management Board.
- e. Organizing travel arrangements for the advisory board members for physical LEAP-RE meetings.

### **3. Ethics Advisory Board**

Ethical Advisory Board (EAB): The 'ethics requirements' that LEAP-RE must comply with are to be considered in all WPs. The EAB is an external ethics group which will monitor the programme's compliance with several considerations as described in the next section.

### **4. Roles of the Ethics Advisory Board**

The roles of the LEAP-RE Ethics Advisory Board are to:

- a. Provide advice on LEAP-RE's ethics compliance – ensuring that the local population will benefit from the implemented projects, ensuring data protection and consent procedure, General Data Protection Regulation compliance, research integrity and responsible research, and other ethical requirements which can be defined once the EAB is constituted.
- b. The EAB must maintain an overview of ethical-related operations throughout the Programme, helping with preparation in terms of thinking ahead about possible ethical problems and how they can be addressed.
- c. The EAB will act as a resource for advice and guidance when ethical dilemmas arise.
- d. It will provide an oversight function, checking compliance with ethical standards within the relevant research fields.



- e. Provide independent advice and guidance to the LEAP-RE consortium about how to tackle ethical issues in both technologies and services that emerge from the projects within LEAP-RE so as to prevent the infringement of citizens' rights during the life cycle of the project. Independence and freedom of any conflict of interests are requirements for the participation in the EAB.
- f. To monitor the design, development and implementation of the technologies being developed under the LEAP-RE Programme during its lifespan.

## **5. Activities of the Ethics Advisory Board**

The EAB will engage and participate in LEAP-RE by giving advice and input to ethical matters. In particular, the EAB will contribute to the Programme implementation and further progress by:

- a. Reviewing, reporting and advising the LEAP-RE Consortium on ethical considerations.
- b. Cooperating closely with WP1-9 as well as Pillar 2 projects in order to monitor the overall ethical requirements.
- c. The EAB will review all reports of the LEAP-RE outputs and will produce semi-annual ethics reports on LEAP-RE activities, as well as five (5) ethics screening reports.
- d. The EAB will convene before the meeting of the General Assembly and may be invited to present a semi-annual report during the General Assembly. The Chair of the board may call any member deemed appropriate or the Programme Office in its role as secretariat;
- e. The EAB may be invited to the LEAP-RE General Assembly meetings to present a semi-annual report and to also present ethics reports during M15, M27, M39, M51. The final ethics review is expected in M63.

## **6. Composition of the Ethics Advisory Board**

The LEAP-RE EAB consists of max eight members geographically distributed and not limited to Europe and Africa.

The members of the EAB shall fulfil the following criteria:

- a. Demonstrated assessment skills, including ability to identify and analyse ethical uncertainty or conflict;
- b. Experience in a regulatory sector would be an added advantage;
- c. Experience in the formulation of organisational policies and procedures where ethical considerations are included (e.g. development of codes of ethics and practice guidelines)
- d. Experience with participation in national or international ethics advisory boards or committees



- e. Outstanding academic record and international visibility and reputation;
- f. Demonstrated experience in Europe and or Africa research and innovation projects or programmes;
- g. Broad vision of the challenges facing climate change, renewable energy, sustainable development;

## **6.1. Membership of the EAB**

The members of the EAB are nominated by the Programme Management Board (PMB). Members of the EAB act in an individual capacity, independent of national or institutional affiliation.

### **a. Nomination of members**

The members of the EAB are nominated by LEAP-RE PMB from a list of potential advisors submitted by the PMB members. Their term as members of the EAB will be for a five-year period subject to the provisions in 6.1b below.

The Programme Office, drawing on the expertise of qualified personnel, is responsible for compiling and as appropriate, shortlisting the list of nominations and preparing the voting procedure. In addition to the criteria laid out in 5, gender balance and balance of geographical representation are important factors to be considered in the nominations.

The election of new members is performed by voting of the PMB. The EAB Chair and Vice-Chair(s) are consulted in the process. The candidates with most votes are elected as the new members.

### **b. Membership renewal**

The EAB membership will be reviewed at the end of the first year of the constitution of the board and thereafter biennially (i.e. every two years). Changes to membership and renewal thereof will depend on current members' active participation and availability.

Should renewal of membership not be approved following the review process or should a member of the ethics advisory board wish to not renew their membership, the election of new members will be performed by voting of the PMB and coordinated by the Programme Office. The EAB Chair and Vice-Chair(s) are consulted in the process. The candidates with most votes are elected as the new members.



## **7. Chair and Vice-Chair(s) of the Ethics Advisory Board**

The PMB will nominate the Chair of the EAB, while the EAB at its first meeting, will be responsible for electing up to two Vice-Chairs from its members.

- a. Each Chair will lead and conclude the meetings of the EAB, with a Vice-Chair assuming this responsibility in the event of the Chair being unable to attend.
- b. The Chair may initiate and direct discussions and activities to be carried out by the EAB electronically between meetings, in liaison with the Programme Office.
- c. The Chair and/or Vice-Chair(s) will liaise with the Programme Office to ensure LEAP-RE's representation at external events of scientific and strategic importance upon request of the LEAP-RE PMB.
- d. The EAB will report directly to the PMB through the Chair or Vice-Chair(s).
- e. To ensure cross representation and synergy between the boards at their respective meetings, Chair or a Vice-Chair of the EAB may be invited to attend PMB meetings where matters of scientific importance related to the broader scope of the LEAP-RE programme, may be included for discussion in the respective meetings.

## **8. Terms of office**

The members of the EAB are elected for the 5 years of the LEAP-RE Programme. If a member of the EAB should leave before completion of their term, the Programme Office will set up a new nomination.

The Chair and Vice-Chair(s) are elected for 18 months. The Chair and Vice-Chair(s) can be re-appointed for an additional 18 months upon approval of the PMB.

The PMB will be informed regularly by the Programme Office of any changes in the composition of the EAB.

## **9. Meetings of the Ethical Advisory Board**

The EAB members shall have a schedule of meetings every year, to discuss ethics-related reports, updates and other matters arising from the LEAP-RE programme.

### **9.1. Meeting frequency and attendance**

- a. The EAB will meet at least twice and up to three times a year at the invitation of the Programme Office. Meetings of the EAB will be held virtually. Physical meetings will take place only when necessary in keeping with the LEAP-RE Programme's green travel policy aimed at reducing the carbon footprint of the project. Additionally, the EAB may



be convened by the Chair and/or the PMB if special circumstances necessitate such a meeting.

- b. Regular attendance at meetings is expected and will be a consideration in the renewal process of each EAB member's term of office. Members of the EAB participate in their individual capacity and will not be permitted to delegate their participation in the EAB to their associates.
- c. Meetings of the EAB are organized and attended by the Programme Office ensuring that secretariat support is provided to the EAB. Other members of the PMB could be invited by the Programme Office depending on the matters tabled on the agenda for discussion.
- d. The EAB, through their respective Chairs and the Programme Office, may invite experts to attend EAB meetings where their attendance would facilitate discussion.

## **9.2. Preparation of meeting and meeting documents**

- a. Meeting dates will be proposed by the Programme Office to ensure that EAB activities are coordinated well with PMB expectations.
- b. The Programme Office will prepare an agenda in liaison with the EAB Chair and Vice-Chair(s) taking into account PMB priorities and guidance. The meeting documents will be sent to the EAB members at least 10 working days prior to each EAB meeting. All meeting documents will be uploaded on the FLEXX portal, of which all members will be provided with access.

## **9.3. Meeting minutes**

- a. The Programme Office will produce written minutes of each meeting, which shall be the formal record of all discussions and decisions taken. The Programme Office will send these electronically in draft form to all of its members within 15 working days after the meeting.
- b. The draft minutes will be considered as accepted, if, within 10 working days, no member has suggested amendments in writing to the Programme Office and Chair (in copy), in respect to the accuracy of the draft of the minutes.
- c. The minutes will be formally adopted at the beginning of the next EAB meeting.

## **10. Conflict of Interest (CoI)**

- a. EAB members will not participate in any decisions or any joint action evaluation committees where a situation or circumstance of personal or professional nature has the potential to compromise their ability to participate in discussions and adequately perform their role in the EAB.



- b. In case of a potential conflict of interest, an EAB member will raise the issue with the Chair. The EAB is informed and decides, as a panel, on whether or not the EAB member can participate in the discussion. The EAB will make this decision outlining the situation(s) considered as conflict of interest.

## **11. Expenditure and travel expenses**

The members and representatives of the EAB work in an honorary capacity and are not fully employed by LEAP-RE to undertake this role. The LEAP-RE Consortium will cover all incurred expenses of the EAB Members (e.g. travel and accommodation) for attending meetings and events of the LEAP-RE programme. The elected experts will not receive remuneration fees but will have their publications promoted through LEAP-RE communication platforms and will also be integrated into the LEAP-RE Community of Practice and Experts Database.

## **12. Adoption and amendment**

These Terms of Reference will be reviewed at 18-month intervals of the LEAP-RE Programme. Changes shall be approved by the Programme Office.

**END**

**LEAP-RE Programme Office**

## 13. Annex I: Nomination Form for the Ethical Advisory Board Member

1.	<b>Name &amp; Surname</b>	
2.	<b>Nationality</b>	
3.	<b>Designation</b>	
4.	<b>Age</b>	
5.	<b>Female/Male</b>	
6.	<b>Email</b>	
7.	<b>Phone (international no. format)</b>	
8.	<b>Mobile (international no. format)</b>	
9.	<b>Correspondence Address</b>	
10.	<b>Participating in other Ethical Advisory Board structure? If yes, please provide name of programme and years of membership</b>	
11.	<b>CV Attached</b>	

<b>Educational background (please add rows if required)</b>			
	<b>Date</b>	<b>Place</b>	<b>University</b>
BSc			
MSc			



PhD			
Other			
<b>Most relevant work experience (please add rows if required)</b>			
Nr	Date	Place	Organization
1			
2			
3			
4			
5			
<b>Most relevant project experiences related with Renewable Energy scope or other science-related themes (please add rows if required)</b>			
Nr	Date	Funding Program	Name of the Project
1			
2			
3			
4			
5			
<b>Most relevant publications, studies, reports related with Renewable Energy scope or other science-related themes (please add rows if required)</b>			
1			
2			



3	
4	
5	
<b>Other relevant specializations (professional activities/ awards scientific memberships /courses /certificates) (please add rows if required)</b>	
1	
2	
3	
4	
5	

**CONSENT FORM**

I ....., have understood that if I am selected to the Ethical Advisory Board member, that I will fulfill the following requirements of the LEAP-RE Programme:

- a) I will be participate in the Ethics Advisory Board as per the ToR, and as advised by the LEAP-RE Programme Office.
- b) I assure you the ability and willingness to follow the ethics of the LEAP-RE programme.
- c) I will not encourage compromise in quality of ethics reports while avoiding any misconduct and conflict of interest.
- d) I will enhance the content of the LEAP-RE programme during its course. I will frequently update myself with LEAP-RE programme outputs, particularly on any matter that is related to ethics.

**Declaration**

I agree to become an Ethical Advisory Board member for LEAP-RE and abide to adhere to the Rules and Regulations of the Programme regarding my membership. I certify that I am eligible for the membership as per the eligibility criteria provided.

**Signature of Applicant**



.....

**Date signed**      **dd/mm /2021**