



LEAP-RE

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

Research & Innovation Action

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Terms of Reference of the LEAP-RE Scientific Advisory Board (SAB)

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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 Officer 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 5th 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 as¹:

- 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	Mapping joint research and innovation actions for future RES development – 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	End-of-life and second-life management and environmental impact of RE components – Map the component value chain, identification of key

¹ See https://ec.europa.eu/research/iscp/pdf/policy/ccse_roadmap_2017.pdf#view=fit&pagemode=none pg 20



	stakeholders & successful business models promote replicability scenarios of operational models and standard operating procedures in concerned regions
3	Smart stand-alone systems (SAS) – Promote the development of RE-SAS demonstrator(s) considering the diversity of potential local RE sources and the local effective environment
4	Smart grid (different scale) for off grid application – 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	Processes and appliances for productive uses (PRODUSE) – 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	Innovative solutions for priority domestic uses (clean cooking and cold chain) – 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 Scientific Advisory Board (SAB) and Ethics Advisory Board (EAB) be constituted. The SAB and EAB 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 SAB will provide advice and recommendations to align the scientific vision elaborated within LEAP-RE to the main Africa-Europe priorities. The scientific vision of LEAP-RE will emerge from the research projects and the science which emerges from both Pillar I and Pillar II. The scientific vision will be further elaborated within Pillar III by the LEAP-RE Programme Management Board (PMB).

2. LEAP-RE Programme Office Function

The Programme Office will perform a secretariat function and will be responsible for ensuring that the administrative tasks and support to the scientific advisory board are efficiently coordinated and implemented. Their 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 SAB 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 scientific advisory board.

- b. Maintaining effective records and administration. This includes maintaining the contact database of the scientific advisory board, filing minutes/reports on the FLEXX system, keeping a record of the scientific 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. Scientific Advisory Board

The Scientific Advisory Board (SAB): The SAB will be formed by a small number of international experts from non-partner organizations that shall be consulted to provide their independent and external view on the programme objectives and their achievements. The members of the SAB will be nominated by the PMB in the first six months of the commencement of the LEAP-RE Programme. The expected contributions from the members are described in this document.

4. Roles of the Scientific Advisory Board

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

- a. Provide advice to the LEAP-RE PMB on the alignment of Programme activities to the Programme strategic research agenda and its subsequent updates. Recommendations and resolutions of the SAB may be reviewed by the PMB for further discussion.
- b. Provide scientific advice on identification, evaluation and impact of the LEAP-RE activities.



- c. Review the scientific outputs of LEAP-RE and recommend actions to be taken.
- d. Alignment of the LEAP-RE research development activities with strategies such as the Science, Technology and Innovation Strategy for Africa 2024 (STISA 2024), the EU Green Deal, and the Climate Change and Sustainable Energy (CCSE) Roadmap, funding and policy priorities and opportunities.
- e. Individually act as ambassadors for LEAP-RE, representing the Programme at external events of scientific and strategic importance upon request of the LEAP-RE PMB through the LEAP-RE Programme Office in discussion with the LEAP-RE SAB Chair.
- f. May be invited to LEAP-RE General Assembly meetings and report on the activities of the SAB. The Chair of the board may call any member deemed appropriate or the Programme Office in its role as secretariat; to represent the board at meetings in the case the Chair is unavailable to do so.

5. Activities of the Scientific Advisory Board

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

- a. Providing advice for the continuing development and updating of the LEAP-RE MARs and its core themes.
- b. Proposing topics and fostering synergies with other EU-AU programmes or initiatives within the renewable energy landscape.
- c. Providing advice on the implementation aspects of LEAP-RE MARs, e.g. training, capacity building, infrastructures, and knowledge transfer.
- d. As the SAB body, providing advice and input, as required, for the elaboration of the scientific aspects of the Programme's joint actions, the review of LEAP-RE funded projects outcomes, and related meetings.
- e. Giving advice about any kind of critical analysis that may be elaborated around the LEAP-RE output.
- f. Suggesting to the PMB relevant and qualified organizations to join the LEAP RE Community.

6. Composition of the Scientific Advisory Board

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

The members of the SAB shall fulfil the following criteria:

- a. Strong science, innovation and technical background and or industry/private sector experience on renewable energy with



- international visibility, reputation and or experience in international institution(s). Retired individuals with the relevant demonstrated experience, currently active in any related sector will also be considered;
- b. Experience with participation in national or international scientific advisory boards or committees
 - c. Knowledge in Europe and or Africa research and innovation projects or programmes;
 - d. Broad vision of the challenges facing climate change, renewable energy, sustainable development;

6.1. Membership of the SAB

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

a. Nomination of members

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

In addition to the criteria laid out above, gender balance and balance of geographical representation from Africa and Europe are important factors to be considered in the nominations.

b. Membership renewal

The SAB 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 scientific 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 SAB Chair and Vice-Chair(s) are consulted in the process. The candidates with most votes are selected as the new members.

7. Chair and Vice-Chair(s) of the Scientific Advisory Board



The PMB will nominate the Chair of the SAB, while the SAB 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 SAB, 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 SAB 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 SAB 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 SAB 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. The SAB Chair and Vice Chair(s) can nominate another SAB member to attend these meetings depending on their availability and required expertise for scientific matters included on the PMB agenda.

8. Term of office

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

The Chair and Vice-Chair(s) are selected 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 SAB.

9. Meetings of the Scientific Advisory Board and the Ethical Advisory Board

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

9.1. Meeting frequency and attendance



- a. The SAB will meet at least twice and up to three times a year at the invitation of the Programme Office. Meetings of the SAB 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 SAB may be convened by the Chair and/or the PMB if special circumstances necessitate such a meeting.
- b. Regular attendance to meetings is expected and will be a consideration in the renewal process of each SAB member's term of office. Members of the SAB participate in their individual capacity and will not be permitted to delegate their participation in the SAB to their associates.
- c. Meetings of the SAB are organized and attended by the Programme Office ensuring that secretariat support is provided to the SAB. Other members of the PMB could be invited by the Programme Office depending on the matters tabled on the agenda for discussion.
- d. The SAB, through their respective Chairs and the Programme Office, may invite experts to attend SAB 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 SAB activities are coordinated well with PMB expectations.
- b. The Programme Office will prepare an agenda in liaison with the SAB Chair and Vice-Chair(s) taking into account PMB priorities and guidance. The meeting documents will be sent to the SAB members at least 10 working days prior to each SAB 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 record of all discussions and recommendation provided. 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 approved at the beginning of the next SAB meeting.

10. Conflict of Interest (CoI)



- a. SAB members will declare and highlight any potential conflict of interest when and 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 SAB.
- b. In case of a potential conflict of interest, a SAB member will raise the issue with the Chair. The SAB is informed and decides, as a panel, on whether or not the SAB member or associate-member representative can participate in the discussion.

11. 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 and communicated to the PMB.

12. Expenditure and travel expenses

The members and representatives of the SAB 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 SAB Members (e.g. travel and accommodation) for attending meetings and events of the LEAP-RE programme. The selected experts will not receive remuneration fees but, where relevant, 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.

END

LEAP-RE Programme Office

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

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

Educational background (please add rows if required)			
	Date	Place	University



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



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



CONSENT FORM

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

- a) I will be participating in the Scientific Advisory Board as per the ToR, and as advised by the LEAP-RE Programme Office
- b) 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 scientific outputs.

Declaration

I agree to become a Science 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 **did/mm /2021**