

# Terms of Reference and Rules of Procedure

for

the Operating Council, Thematic Areas and  
Working Groups



European Aquaculture Technology & Innovation Platform ASBL

**Title: Terms of Reference and Rules of Procedure for the Operating Council, Thematic Areas and Working Groups**

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**EATIP ASBL – registered as a non-profit Association - BE 808 986 136**

**Secretariat:** rue de Paris 9, B-4020 Liege, Belgium

**Tel:** +32 4 338 2995 **Fax:** +32 4 337 9846 **Email:** [secretariat@eatip.eu](mailto:secretariat@eatip.eu) **Web:** [www.eatip.eu](http://www.eatip.eu)

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# Introduction

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In order to reinforce the research and innovation processes that are required within a modern and developing Europe, the European aquaculture sector has established the *European Aquaculture Technology and Innovation Platform*. This document contains the Terms of Reference for the operational bodies of this Platform.

## Co-ordination and management structure of the EATIP

The primary decision-making body for the EATIP is the Board of Directors, which is elected by its Assembly. The operational bodies of the Platform include:

- The Operating Council is composed of Thematic Area Chairpersons and Facilitators
- The Thematic Areas - identified and agreed by the Assembly
- Working Groups, acting as components of individual Thematic Areas
- The Secretariat, headed by the General Secretary and complemented with secretarial assistance, supports the activities of the Board of Directors and the Operating Council.

National /Regional ‘Mirror’ Platforms on Aquaculture remain external to the functioning of the EATIP but whose work and advice may be considered at all levels of EATIP operation.

## Acronyms used in this document

|       |   |
|-------|---|
| BoD   | Board of Directors                                      |
| EATIP | European Aquaculture Technology and Innovation Platform |
| ETP   | European Technology Platform                            |
| NTP   | National Technology Platform                            |
| OC    | Operating Council                                       |
| RTDI  | Research Technology Development and Innovation          |
| SRA   | Strategic Research Agenda                               |
| TA    | Thematic Area   |
| WG    | Working Group   |

# Thematic Areas Terms of Reference

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The Board of Directors will establish Thematic Areas as agreed by the Assembly. The Board may, at its discretion, create additional Thematic Areas as and when required. Communication between the TAs and the BoD is provided through the Operating Council, the BoD member appointed as Coordinator for the TAs and the General Secretary.

The Board shall appoint a Chairperson, where possible from industry, and a Facilitator from the RTDI sector concerned by the Thematic Area identified. These appointed persons, Chairs (industry) and Facilitators (research), are organisers and coordinators of the Thematic Area (TAs), responsible for:

- Execution of the Mission of the Thematic Area
- Populating the Thematic Areas
  - Establishing Core Groups
  - Establishing specific Working Groups
- Convening meetings and reporting from them
- Providing recommendations to the Operating Council for the advice and proposals that the Council gives to the Board of Directors
- Attend meetings of the Operating Council as representatives of the Thematic Area

Membership of the Thematic Areas:

- i. Senior expertise in the fields of work covered by the Thematic Areas will be required.
- ii. Such experts should be representatives of organisational members of EATIP
- iii. Membership may be by invitation or by application; in each case, the Board of Directors will be required to approve appointment.
- iv. The Chairperson and Facilitator of each Thematic Areas will be members of the Operating Council for discussion and debate on the topics of the Strategic Research Agenda, establishing priorities and balance within the issues agreed.
- v. At the discretion of the Chairpersons and Facilitators, additional experts or observers may be invited to participate in the work, where appropriate or necessary.

## Mission of the Thematic Areas

The Mission of the Thematic Areas is to:

- i. Develop outlines and proposals concerning the Thematic Area for integration into the EATIP's Vision Document, Strategic Research Agenda (SRA) and Implementation Plan.
- ii. Provide the interface on national and European policies and legislation for the issues specific to the interests and activities of the thematic area.
- iii. Seek added-value and enhanced impact through interactions with other Thematic Areas and Working Groups of the EATIP and other European Technology Platforms
- iv. Publicise and promote their activities within the structure of the EATIP.
- v. Initiate and, where appropriate, manage projects that reflect the interests and activities of the Thematic Area.

## Populating the Thematic Areas

The Chair and Facilitator are jointly responsible for populating their Thematic Area. This may be done in different ways:

### a) Establishing a Core Group within the TA

To get the TA established, the Chair and Facilitator may invite a number of persons to join the TA and help in the preparation of producing the SRA. It is important that the work of this group is validated in the wider industrial and scientific community. For small and homogenous subject fields this may be done by simply calling all interested stakeholders to a meeting where a draft SRA is presented, debated and vetted.

### b) Establishing specific Working Groups

For larger or more heterogeneous subject fields populating the TA may be done better by creating a number of Working Groups for specific subject areas and appoint leaders (a chair and a facilitator using the same format as for the TA leaders) for these WGs. These WG leaders shall then convene these groups for producing draft SRAs for the subject fields.

Appointment of WG chairs and facilitators is done by the TA Chair after consultation with the Board of Director's Coordinator for the Thematic Areas and the General Secretary.

### c) A combination of the two above.

The TA leaders together with the WG leaders and/or the Core Group members constitute the Thematic Area. They shall meet as appropriate to coordinate the drafting of the SRA of the TA.

## Convening meetings and reporting

Formal meetings of the EATIP Thematic Areas and its structures are anticipated on the following basis:

1. It is expected that the Thematic Areas/Working Groups are convened at a minimum of twice each year, prior to Operating Council Meetings where possible, accompanied by Conference call meetings (stakeholders/EATIP Members) when required.
2. The TA Chair and Facilitator are responsible for calling the meetings and assuring that minutes are prepared. These Minutes shall be submitted to the EATIP Secretariat. The EATIP Secretariat will circulate the Minutes to all TA members and publish these on the EATIP website for reference and consultation.
3. The EATIP Secretariat will provide appropriate support and organisational services upon agreement with the TA Chairpersons.

## Providing recommendations to the Operating Council

The Chair and Facilitators of each Thematic Area take seats in the EATIP Operating Council as representatives for their Thematic Area. They are responsible for presenting their TA SRA and/or Vision documents to the Council and engage in a dialogue with the other Members of the Council in order to make recommendations for the EATIP Strategic Research Agenda.

The recommendations for the EATIP SRA that the Operating Council gives to the Board of Directors will be submitted later to the Assembly for final approval.

## Working Groups Terms of Reference

The Thematic Area Chairs and Facilitators may establish specific Working Groups at their discretion. Appointment of WG chairs and facilitators is done by the TA Chair after consultation with the Board of Director's Coordinator for the Thematic Areas and the General Secretary.

The Terms of Reference for Working Groups of the Thematic Areas follow in general the same scheme and operational structure as for the Thematic Areas.

The appointed Chairs and Facilitators are organisers and coordinators of the Working Group and are responsible for:

- Execution of the Mission of the Working Group
- Populating the Working Groups
- Convening meetings and reporting from them
- Providing recommendations to the Thematic Area
- Attend meetings of the Thematic Area as representative of the Working Group



#### Membership of the Working Groups:

- i. Senior expertise in the fields of work covered by the WG will be required.
- ii. Such experts should be representatives of organisational members of EATIP
- iii. Membership may be open to all members of EATIP.
- iv. The Chairperson and Facilitator of each WG will be members of the Thematic Area for discussion and debate on the topics of the Strategic Research Agenda, establishing priorities and balance within the issues agreed.
- v. At the discretion of the Chairpersons and Facilitators, additional experts or observers may be invited to participate in the work, where appropriate or necessary.

#### ***Mission of the Working Groups***

The Mission of the WGs is to:

- i. Develop outlines and proposals concerning the WG for integration into the Thematic Area Vision Document, Strategic Research Agenda (SRA) and Implementation Plan.
- ii. Provide the interface on national and European policies and legislation for the issues specific to the interests and activities of the thematic area.
- iii. Seek added-value and enhanced impact through interactions with other Working Groups of the EATIP and other European Technology Platforms
- iv. Publicise and promote their activities within the structure of the EATIP.
- v. Initiate and, where appropriate, manage projects that reflect the interests and activities of the Working Group.

#### ***Populating the Working Groups***

The Chair and Facilitator are jointly responsible for populating their Working Group.

#### ***Convening meetings and reporting***

Formal meetings of the Working Groups are anticipated on the following basis:

1. It is expected that the Working Groups are convened at a minimum of twice each year, prior to TA Meetings where possible, accompanied by Conference call meetings (stakeholders/EATIP Members) when required.
2. The WG Chair and Facilitator are responsible for calling the meetings and assuring that minutes are prepared. These Minutes shall be submitted to the EATIP Secretariat. The EATIP Secretariat will circulate the Minutes
3. The EATIP Secretariat will provide appropriate support and organisational services upon agreement with the WG leaders.

### ***Providing recommendations to the Thematic Area***

The Chair and Facilitators of each Working Group take seats in the Thematic Area as representatives for their WG. They are responsible for presenting their TA SRA and/or Vision documents to the Council and engage in a dialogue with the other Members of the Thematic Area in order to make recommendations for the EATIP Strategic Research Agenda.

The recommendations for the TA SRA that the Working Group gives to the Operating Council will be submitted later to the BoD and Assembly for final approval.

# TA/WG Rules of Procedure

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TA chairs and facilitators prepare and send documents and letters on behalf of their Thematic Area but cannot commit EATIP itself to financial or contractual obligations. Such documents and letters shall be made on letterheads that signify the position that the signatory holds within EATIP.

When sending any hard-copy letter, a copy (hardcopy or electronic) shall always be sent to the EATIP secretariat for reference and filing.

The Secretariat will provide templates for letters to each TACHair/Facilitator, using the format outlined below:



# Operating Council Terms of Reference

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*With the number of Thematic Areas anticipated at present, the Operating Council will thus have a minimum of seven representatives from industry and a maximum of seven members from non-industry sectors.*

Its initial role is to prioritise and balance the conclusions and suggestions of the Thematic Areas for inclusion within the Vision Document and the Strategic Research Agenda.

- i. The Council is composed of the Chairperson and Facilitator of each Thematic Area.
- ii. Two Directors of the EATIP Board will be delegated to follow its work and to report to the Board of Directors on progress and recommendations.
- iii. The Operating Council will select a Chairperson and a Vice-Chair from its Members.
- iv. For effectiveness, it is proposed that the Operating Council will meet following meetings of the Thematic Areas, in order to make the appropriate reports and recommendations in a timely fashion.
- v. The European Commission will be invited to appoint observers to follow the work in the Council.

Initially the Operating Council will meet twice each year, where possible following Thematic Areas (Working Groups) Meetings, providing conclusions and recommendations to the Board of Directors.