

European Forum on Philanthropy and Research Funding Governance

A. Preamble

On January 22nd, 2007, representatives of the European Foundation Centre, the European University Association and the European Commission met to establish a European Forum on Philanthropy and Research Funding. The Forum aims to help underpin philanthropic funding for research through the exchange of experiences and best practices, the development of cooperation on research funding, and the promotion of a favourable environment for foundation and private philanthropy undertakings.

They defined the objectives of the European Forum on Philanthropy and Research Funding and its working method, and decided on the establishment of a Steering Group to act as the Forum's coordinating and decision making body. An initial phase Steering group was set up to start work on the Forum.

A task of the group was to define the Forum Steering Group governance rules.

B. Steering Group (SG) governance rules

1. *Role of the Steering Group*

- 1.1 The role of the SG is as follows:
 - to act as an independent board guiding the Forum's work, reviewing its progress, balance of activities, priorities and financial resources
 - to define the remit, and oversee the working groups set up within the framework of the Forum's work programme
 - to define and oversee the objectives and organisation of the Forum's annual stakeholders conference
 - to promote and represent the Forum
- 1.2 The SG decides on the initiatives to launch in order to achieve the objectives set out in the Forum work programme for 2007-2010. In particular the SG may decide to set up working groups. These groups will operate independently, but must involve a Group member to enable feedback and review of progress.
- 1.3 The SG oversees the financial viability of the Forum and the diversification of support.

2 Membership of the Steering Group

- 2.1 Members of the SG are drawn from the membership of the Forum, from European Foundation Centre (EFC) members, the European University Association (EUA) and its members, and other representative organisations of European research stakeholders.
- 2.2 The European Foundation Centre is an ex officio member.
- 2.3 Membership of the SG may not exceed eleven members, excluding the EFC.
- 2.4 Membership of the SG for the Forum's initial phase is set to one year.
- 2.5 Subsequent mandates will be set to a fixed term of three years.
- 2.6 No more than 1/3 of the SG may be renewed at any one time.

3 Chairmanship of the Steering Group

- 3.1 The SG is chaired by a representative from the EFC membership appointed for a three year non renewable term by members of the SG.
- 3.2 The SG Chair may serve further consecutive terms in another capacity on the SG.
- 3.3 Chairmanship of the SG for the Forum's initial phase is set to a one year term, renewable once.
- 3.4 The chairman is responsible for setting the agendas and objectives of the steering group.
- 3.5 The chairman appoints an acting chair from the membership of the Steering Group should he/she be unable to attend a meeting.

4 Appointments to Steering Group

- 4.1 New members of the SG are appointed according to specific published criteria, including balance between foundations and other stakeholders.
- 4.2 Potential new members of the SG are required to submit documented applications to the SG secretariat.

5 The Steering Group Secretariat

- 5.1 The secretariat provides technical support for the organisation of the SG meetings.
- 5.2 The secretariat assists the Chair in setting the SG meeting agendas and objectives.

- 5.3 The EFC will act as the secretariat of the SG and the Forum for the period 2007-2010, which much be renewed.
- 5.4 The Steering Group Secretariat also acts as the Forum treasurer.

6 Steering Group Meetings

- 6.1 The SG meets three times a year in Brussels, with additional meetings organised when deemed necessary.
- 6.2 Members of the SG may be represented in meeting to which they cannot attend, provided their representative is empowered to make decisions.
- 6.3 Members who fail to attend two consecutive meetings of the Steering Group without being represented will forfeit their membership.
- 6.4 Members are informed of SG meetings by the Secretariat at least two months in advance.

7 Decision Making

- 7.1 Decisions of the SG are taken by consensus.
- 7.2 A quorum of half the steering group membership, rounded to the nearest lowest integer is required to be present for a decision to be taken.

8 Working Groups (WG)

- 8.1 The SG is responsible for organising the forum working groups, including the definition of their aims and objectives.
- 8.2 A member of the SG will take the lead in overseeing each WG as they are set-up
- 8.3 WG membership and organisation rules are set by the secretariat and lead SG member in accordance with the WG objectives.
- 8.2 WG governance will be defined on an individual basis.
- 8.3 All WG must report to the SG on their activities.

9 Finance

- 9.1 Forum staff and activities costs are budgeted on a multi-annual basis according to the Forum work programme. Funding is sought from different sources, including grants.
- 9.2 The first work programme runs from March 2007 to March 2010.
- 9.3 Members of the group are responsible for travel costs linked to their participation in SG meetings.

10 Review

- 10.1 A review of the activities of the Forum and of the secretariat will be undertaken no later than December 2009.
- 10.2 Subsequent annual reviews will be carried out.

11. Modification of Steering Group Governance Rules

- 11.1 The above rules will be reviewed where appropriate by end of the year 2008, to ensure coherence with the governance policy and rules of EFC interest groups and related networks.
- 11.2 Modification of SG governance rules are decided by SG members.
- 11.3 Governance rules are modified by consensus.

ANNEX

*Membership of the Steering Group
in charge of the European Forum on Philanthropy and Research Funding*

March 31st 2008

Current Steering Group Chair:

Pier Mario Vello, Fondazione Cariplo

Current membership:

João Caraça, Fundação Calouste Gulbenkian

Steen Hemmingsen, Lundbeckfonden

David Lynn, The Wellcome Trust

Jakub Wojnarowski, Foundation for Polish Science

Ingrid Wüning Tschol, Robert Bosch Stiftung

John Smith, European University Association

Ex officio members:

European Foundation Centre (Forum secretariat)