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Role and members of the Advisory Board

D1.3

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List of Abbreviations

AB	Advisory Board
AP	Associated Partners
IPRC	Intellectual Property Right Committee
ToR	Terms of Reference

Executive Summary

The Advisory Board (AB) is a group of representatives of different organisations, who are experts in their fields and are willing to give valuable external input to the LOCALISED project. They will accompany the project over the entire duration; their continuous advice is highly appreciated and should also support the planned dissemination activities.

This Deliverable explains the planned role and function of Advisory Board members in the project framework. It will work as Terms of Reference (especially Section 2.4) for our board members and will hopefully help them identifying their role within the LOCALISED project as well as answering practical questions related to the membership.

1 Project Structure

The LOCALISED project established the following project’s governance structure which is composed of the following bodies: the Project Coordinator and project management team, the Management Board including the Intellectual Property Right Committee (IPRC), and the General Assembly. They can be seen as the inner circles of the project team. Additionally, support comes from the Advisory Board (AB) and the Associated Partners (AP) having more of an outside perspective and expertise. Of course, also the funders in the form of the European Commission will follow the project closely and will hold close contact with the coordination team (their interaction and connection are shown in Figure 1).

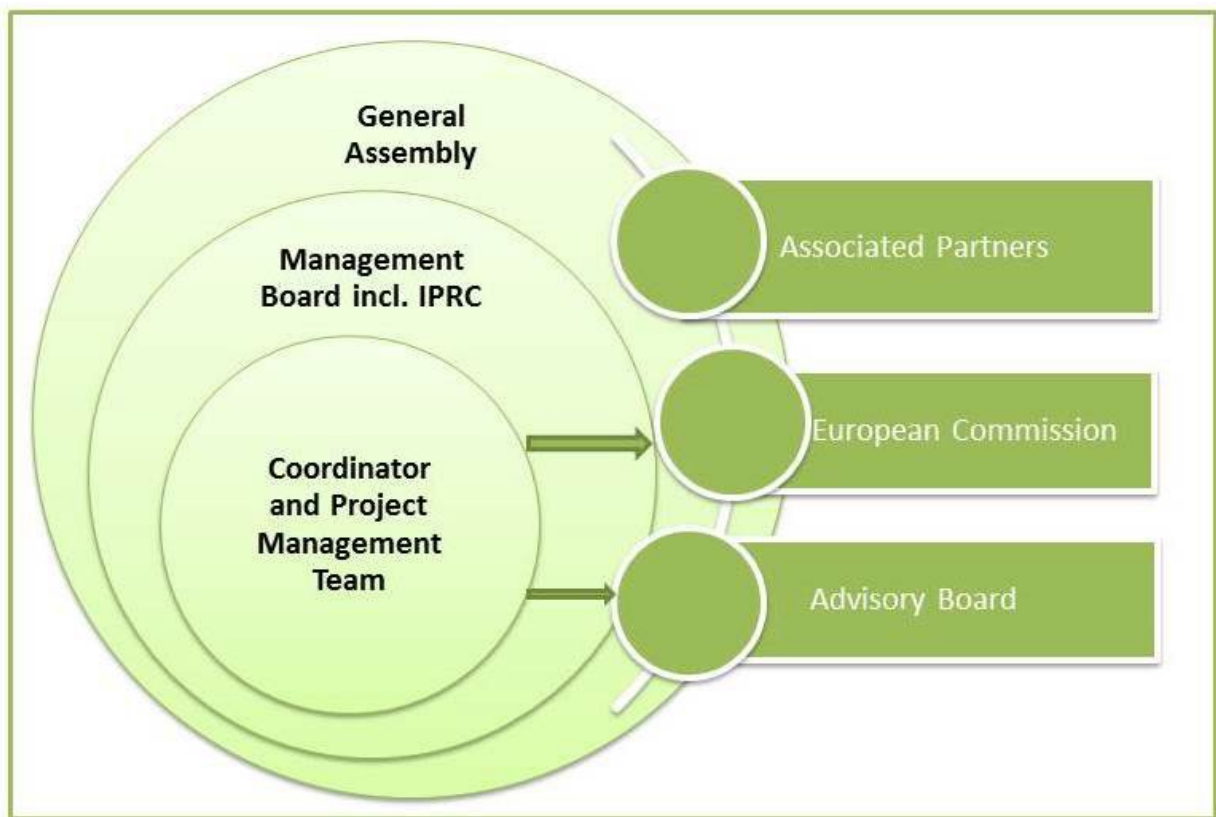


Figure 1 LOCALISED organisational structure.

(source: LOCALISED Grant Agreement no. 101036458)

2 Role of Advisory Board members and Terms of Reference (ToR)

2.1. Role of Advisory Board

Advisory Board (AB) members will provide additional insight and strategic advice into the development of the LOCALISED project, with close links to future users of the project outputs (mainly the planned 'Decarbonisation Profiler' and the 'net-zero business consultant', but of course also scientific results). AB members will enrich the consortium with their expertise, a view from the outside, and will accompany the developments supportive but also critical. Furthermore, they are expected to act as kind of ambassadors and advocates of the project. Their support will aim at:

- Providing an overall assessment of the LOCALISED project progress (coordination team will bundle inputs from all project partners) and according to the expertise;
- Helping setting up links and connection with relevant initiatives and stakeholders, such as regional businesses, citizens, policy makers, governments, overarching initiatives, or other relevant groups of interest;
- Helping LOCALISED activities to scale-up, acting as a multiplying network and being aware of current trends and topics discussed.

The board will consist of a maximum of six members, representing relevant expertise in order to act as external experts helping to improve and ensure quality of the approaches and outcomes.

2.2. Recruitment and composition

A first selection process was done in the proposal writing phase – first three members were already invited and confirmed their participation – using the personal network of consortium members who aimed for experts related to their know-how (Annex 1). For LOCALISED we searched in this first process for experts on energy modelling, co-creation and stakeholder processes, and tried to link our project to larger networks that will help us sharing in a later stage of the project our results with more regions and cities according to the role described before. They were informed about the selection of LOCALISED project for funding (Annex 2).

In a second phase (planned for autumn 2022) we will complete this group according to the needs we identified during the starting phase of the LOCALISED project over the last months. The project consortium defined several approaches also regarding stakeholder process and mapping (Hezel et al. 2022), communication strategy (Firus et al. 2022), as well as gender and diversity (Badieijaryani et al. 2022) which will be considered for the second phase of recruitment. The aim is to form a strong, diverse, and critical group of experts, who is willing to help us improving our approaches, enrich

them and also help us later to link it to the different expert circles, initiatives, and communities they are embedded in or linked to.

The coordinator together with the coordination team is in charge for managing this process and is the main contact point to the AB. They will invite and install the group. Also, the connection to the project team is organised by the coordination team.

2.3. Selection

The establishment of the Advisory Board is a task of Work Package 1 (WP1) and belongs to coordination. To ensure that the AB represents experts from all relevant fields and from a broad range of backgrounds needed to give valuable input and advise, the competition (second step) is part of the stakeholder mapping done within the consortium (for details see Hezel et al. 2022). The Advisory Board can be seen as “the wise” mainly, but for sure belong also to other Stakeholder groups defined in Deliverable 8.1 (for details see also Hezel et al. 2022). We also intend to consider our aims on gender and diversity (see Del. 1.5 by Badieijaryani et al. 2022) in selection but also regarding interaction with the Advisory Board over time. Therefore, the AB aims to be an independent and critical group of external experts, but also a diverse one.

They are already and additional members will be selected due to the following criteria:

- a) Representing different kind of target groups or topics we are dealing with;
- b) familiar with ‘classic’ approaches but be open-minded towards new developments;
- c) interested in worldwide exchange and in sharing their knowledge and expertise;
- d) interested in disseminating LOCALISED results and outputs through their memberships and networks, in particular to promote LOCALISED outputs and tools.

The membership is voluntary and pro bono, the coordinator covers travel and accommodation costs, in case members will attend meetings or other project events. This will be agreed in close exchange with the coordinator and upon personal invitation. Since the LOCALISED project has a duration of four years, we hope that all Advisory Board members will be able to accompany us for the whole duration, but it is also possible to resign from this membership. In that case the member will inform the coordination team and could also help to recommend a successor from the respective peer group. However, the coordination team will try to nominate a new member as soon as possible following the same principles.

Initially we planned to invite also coordinator(s) of other project(s) funded under the same topic as LOCALISED in the Horizon 2020 Green Deal call and working on similar questions, but we realised that we can use the started coordination and support action (Green Deal Support Office) for that kind of exchange and better use the Advisory Board to search for deeper external expert knowledge in order to get a peer review.

2.4. Terms of Reference (ToR)

Purpose

The Advisory Board will have an important role for the consolidation, revision, and future use of the achievements of the LOCALISED project and with this give advice on the long-term impacts of the project as well as on the approaches the project team decides for. As the project has strong integrated components it is needed that stakeholders as well as scientific experts will be members. Membership is about:

- provide independent, expert advice to ensure that the project will develop in accordance to the appropriate general philosophy and direction of the project;
- advise on corrective measures in the content of the work, as well as on the dissemination and exploitation of the projects results.

In more practical detail the main activities of the AB are as follows:

- discuss any issues brought up by consortium members channelled to you by the coordination team;
- provide feedback and input (either solicited or unsolicited) on consortium activities;
- advise on the development, dissemination and exploitation of the project;
- safeguard that the project will follow its set direction, in terms of its general aims;
- advise on any corrective measures needed to retain the previous points.

The AB has no formal decision power within the project, however, the opinions of the AB's distinguished and experienced members will be taken very seriously and it will be documented which advise was integrated and which one not (and why not).

Membership

There are no formal restrictions to membership, except that AB members cannot be part of partner's institutions to ensure that they can operate as a fully external, independent member. The number of AB members was planned at five to six members. The duration of membership is, in principle, the entire project period (from the establishment of the AB until the end of the project, currently foreseen as September 2025). Should there be a need for a reduced period of membership, this will be handled by the coordination team.

Communication workflow

To prevent the AB from being overloaded with multiple small issues or questions, the coordination team has decided to sort questions or issues from the consortium according to their urgency. Thus, feedback on urgent matters will be sought as soon as possible, but matters that can wait will be collected and then communicated to the AB for discussion at a next planned meeting.

To ensure an orderly and traceable communication chain, all questions raised by the consortium will be collected by coordination team, who will decide how to proceed and then disseminate the reply to the relevant parts of the consortium. This also applies to unsolicited advice or information from the AB, which may be relayed straight to coordination team.

Broadly, the AB will provide feedback on questions, issues or comments raised in the consortium. Alternatively, the AB can provide unsolicited feedback on consortium activities. In practical terms, this means you may be asked to provide input or advice on set times (currently foreseen as April/May and September/October). Additionally, you may be asked to provide input or advice on active response or urgent questions in between.

Communication modes

The following working methods are proposed. Email and video or phone conferences are preferred to reduce travel time and expenses.

1. Email. For consistency and traceability, all e-mail sent to, and coming from the AB, will be handled by the coordination team or will at least include them.
2. Virtual meetings via video- or phone conference.
3. Face-to-face meetings. As mentioned earlier, these will be kept to a minimum to reduce travel time and expenses. However, currently two general consortium meetings are foreseen per annum: one in April/May and a second in September/October. These general consortium meetings can be used to meet also the AB or single members in order to discuss important developments in person for about half a day.

The general consortium meetings will always be co-organised and co-chaired by a representative of the coordination team, together with the hosting institution. Documentation of all inputs by minutes taking will be ensured.

According to the schedule and comfort of the AB members the consultation meetings can be also organised separate as video conferences and do not necessarily be combined with the general consortium meetings; they are just an opportunity.

AB members will also be invited to selected monthly virtual general project meetings and selected expert workshops, and they are also welcomed to participate in project dissemination events (in close exchange with dissemination team).

Information sharing

Information will be shared via the existing project communication channels (see D9.1, by Firus 2022) as well as via email from and to the LOCALISED coordination team. In case additional documents or accesses are needed, the coordination team will support AB members.

Regarding meetings, the coordination team will share date and agenda, sending out invitations, organised notetaking at meetings and distributing minutes afterwards.

Some information discussed in and with the Advisory Board may be of a confidential or sensitive nature. Therefore, AB members are asked to show discretion in sharing information about the project in such cases, especially to third parties. In case of doubt, AB members are advised to contact a representative from the coordination team.

Finally, the LOCALISED project will be delighted to present the AB members also on their website (<http://www.localised-project.eu/>), but only if members give their consent following our project standards defined earlier (see D1.2 by Walter 2022) an accepted the ToR defined herewith.

3 Conclusions

The presented Deliverable is meant to clarify the role of the project's Advisory Board for the project team internally and the nominated AB members for helping them to find their role – especially with the help of ToR (section 2.4). It also shows the linkages to already discussed, planned and partly established stakeholder and dissemination activities and tools as well as the need to embed the handling according to ethical, gender, diversity approaches already formulated within the project team.

This clarity will help us to fill the remaining places of the AB in course of the planned stakeholder mapping and in relation to other stakeholder groups we will work with during the project. The main objective is to make this process as productive as possible and gain a lot of external advise that will help improving approaches and results on one hand, but also dissemination and exploitation on the other.

4 References

Badieijaryani, A., Hausner, B. Riemenschneider, M. & Steiner, M. (2022). Guidelines on Gender and Diversity monitoring and within multidisciplinary teams (LOCALISED Deliverable 1.5).

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Hezel, B., Broschkowski, E., Lamberty, R., Firus, K., Shayegh, S. (2022). Stakeholder interaction methodology and schedule (LOCALISED Deliverable 8.1).

Walter, Ch. (2022). Ethical Requirements (LOCALISED Deliverable 1.2).

Annex 1

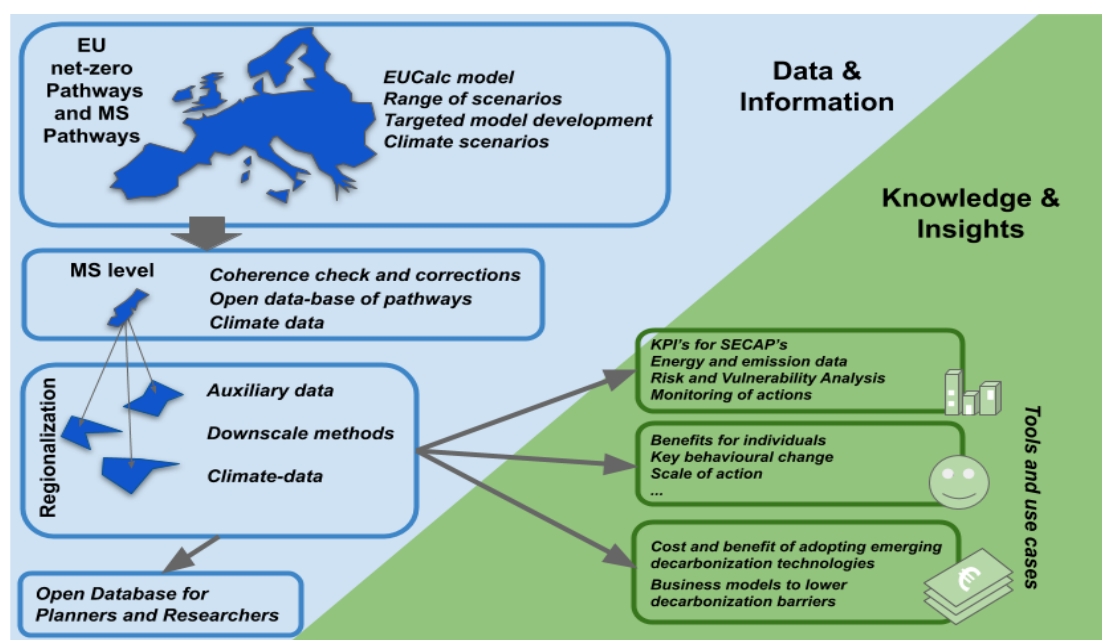
(information letter during proposal writing phase in January 2021):

LOCALISED decarbonisation pathways for citizens, local administrations and businesses to inform and support mitigation and adaptation action

Main objectives and concept

To be most effective, EU-level commitments to net-zero need to be translated into concrete repercussions - both negative and beneficial - to different decision scales such as cities or region (e.g., new infrastructure needs, shifts in sectoral composition), citizens (e.g., costs to consumers, health-related benefits) and smaller businesses (SMEs).

The overarching objective of this project is to downscale EU-level and national level net-zero and added trajectories to local level implication and provide the results to businesses, regions, cities and citizens in a way that is useful and tangible for them specifically. In addition to the issues of mitigation, consideration of adaptation will also be addressed via climate risk analysis and assessment of adequate adaptation options.



Overall concept of the project, starting from a consistent downscaling of energy and climate model outputs to regional scales according to EU and MS mitigation pathways, and the uptake of model outputs by dedicated stream of work supplying tools and outputs tailored to regions/cities, citizens and businesses.

Brief Summary of the project

- Break down the EU energy transition and climate change scenarios to a NUTS-3-Level.
- Use the results to provide insights into the local impact of the energy transition, climate change and the decarbonisation.
- Provide easy to use, free and open source tools to support mitigation and adaptation actions.
- User groups: citizens, regions and businesses.

Main outputs of the project

- At a **regional NUTS-3 level** the project will provide to public authorities of multi-sectoral analysis of the costs, risks and opportunities entailed in deep decarbonization pathways for Europe. The project will supply regions/cities with **baseline and future data on materials, resources, energy and emissions implied in EU and national-specific decarbonization scenarios, considering the SECAPs background**. In addition to the data on energy and emission, the project will deliver **assessments of risk and vulnerability to climate change to inform on appropriate adaptation measures**. Finally, **strategies to monitor mid to long term**

scenarios: climate change adaptation and mitigation strategies will be developed. In doing so the project will allow users to compare their own region's performance in GHG reduction with that required by the EU and identify best practice regions.

- For **citizens** the tools will provide information **how climate change and different EU net-zero scenarios affect positively and negatively their life**, e.g., energy costs savings, air quality gains, additional household investments, etc. Importantly the project will **inform what share of mitigation can be enhanced via key behavioural change** (including differentiation across gender) and what mitigation actions are strongly linked with policies and actions at the regional and national levels. Identification of **vulnerable European citizen groups to low-carbon mitigation strategies**, including assessment by gender and diversity criteria. Distinct focus on how **social innovation** might accelerate the energy transition, addressing democratisation and equity, mainstream new practices, and creating new configurations and relations between local policy and citizen engagement.
- For **businesses** the project will provide the regional businesses and industries with information about emerging mitigation and adaptation end-user solutions based on specific characterizations of different economic sectors, business models, and investor portfolios and preferences. Specifically the project will supply an **assessment of EU's industry and business vulnerability to climate change at NUTS-2 level**. Taking advantage of the regionalization of model outputs (see figure), the project will provide **cost and benefit of adopting emerging decarbonization technologies at regional level**. Overall, the project will provide business models based on systematic evaluation of decarbonization pathways to regional industries and businesses to empower them with **comprehensive information roadmaps compatible with climate-resilient net-zero pathways** in terms of investment in retrofitting existing infrastructure, adopting new technologies, and implementing effective mitigation and adaptation strategies.

The topic call: Developing end-user products and services for all stakeholders and citizens supporting climate adaptation and mitigation. Full details: [LC-GD-9-2-2020](#)

Current partnership:

Organization	Country
Potsdam-Institut für Klimafolgenforschung (PIK) - Coordinator	DE
Fondazione Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC)	IT
Forschungszentrum Jülich, Institute of Energy and Climate Research (FZJ)	DE
Catalonia Institute for Energy Research (IREC)	ES
University of Twente (UT)	NL
Austrian Society for Environment and Technology (ÖGUT)	AT
Polish Academy of Sciences, Institute of Fluid-flow machinery (IMP)	PL
T6 Ecosystems s.r.l. (T6)	IT
Climate Media Factory UG (CMF)	DE

Annex 2

(information letter after receiving funding confirmation in June 2021):

LOCALISED

Localised & actionable
decarbonisation pathways and
climate change knowledge

—
Potsdam-Institut für
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nsp@pik-potsdam.de

[**Day**] JUNE 2021

[**Name of the AB member**

Address of the recipient]

Dear [**name of the AB member**],

On behalf of the LOCALISED team I'm happy to report that the project for which you agreed to participate in the role of Advisory Board member (AB) has been successful in raising funding. The start of the project is planned for October 2021 and will run for a total of 4 years.

The LOCALISED team would like to thank you for agreeing to take an active role in the scientific guidance of this project. We are looking forward to initiating fruitful interactions in the challenges for providing local knowledge to cities, citizens and businesses as to foster the energy transition across Europe.

In due course you will be informed about the date of LOCALISED official launch, foreseen AB meetings for the year 2022 and other relevant information about the project.

In case you have any pressing questions about the project please do not hesitate in contacting us via the email provided.

Sincerely, [**Name**]





www.localised-project.eu