



# CLIMAS

CLIMAtE change citizens engagement  
toolbox for dealing with Societal resilience

## D6.6. – Report on CLIMAS Advisory Board terms of reference and composition and engagement into communication and dissemination plan implementation

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## List of Acronyms

Acronym	Definition
EAB	External Advisory Board
LOI	Letter of intent
NDA	Non-disclosure agreement
KPI	Key performance indicator
WP	Work package



## CLIMAS Project Overview

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Climate change is one of the most critical issues to tackle today as it is foreseen to have detrimental social, environmental, and economic impacts in the near future. The last climate change events, such as flooding in Germany and Belgium in both Continental and Atlantic regions, heat waves and lack of water in both Mediterranean and Boreal regions, show that the policymakers, experts, and stakeholders' actions are not enough, and a 360° citizens engagement is urgently needed. Therefore, we need to learn from the good experience in citizens' engagement in climate change action and build up citizens' supporting infrastructure for climate adaptation measures to help the 150 European regions and local communities to resist. Climate assemblies and Living labs are considered as sustainable and reasonable tools to stimulate deliberative democracy in climate policymaking.

The ambition of the CLIMAS project is to support a transformation to climate resilience by offering an innovative problem-oriented climate adoption Toolbox, co-designed together with stakeholders by applying a values-based approach, design thinking methods and citizen science mechanisms. All that will be carried out with a gender and diversity approach. It is expected that the use of the Toolbox will anticipate possible tensions, points of controversy and dilemmas vis-a-vis the adaptation to resilience. Therefore, the Toolbox aims at enabling empowerment and engagement strategies that produce a society "resilient by design". In addition, CLIMAS will include the empirical component for testing this Toolbox and formulating scientific based guidelines for policymakers on how to shift Climate Assemblies from technically based deliberations that belong to climate change experts to multi-stakeholders' deliberations based on solving the dilemmas from a bottom-up, more societal, and value-based perspective. CLIMAS outcomes will positively influence policy development and awareness raising processes and offer sustainable strategies to enhance the acceptance of citizens' led decisions by policymakers.

## Executive summary

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This document summarises the External Advisory Board (EAB) terms of reference, composition and engagement into the communication and dissemination plan implementation, elaborated as a deliverable (D6.6) in the framework of the CLIMAS project. It describes in detail how EAB members are identified and included in the expert group, how their activities will be managed, their input collected, and their engagement monitored throughout the project, in close synergy with the communication and dissemination plan and strategy defined for the project (D6.1). Moreover, this document clarifies the EAB members' roles and responsibilities, including the voluntary basis of their commitment to the research.

The document is structured as follows:

- **Section 1** describes the process of Advisory Board setup.
- **Section 2** provides the list of Advisory Board Members.
- **Section 3** defines the key roles and responsibilities of the Advisory Board Members.
- **Section 4** defines the key aspects of Advisory Board management including governance, activities, budget allocation and monitoring and reporting arrangements.
- **Section 5** reports references included in the document.
- Annex I – External Advisory Board engagement KPIs reports the list of Key Performance Indicators (KPIs) related to the monitoring of the EAB engagement.
- Annex II – Invitation message template.
- Annex III - Letter of intent template include invitation and LOI letters' templates.

This deliverable is the basis for all partners to ensure that External Advisory Board members are continuously and coherently involved in project activities and timely informed about project advancements and results. By the end of the project at M34, the deliverable D6.7 – Report on CLIMAS Advisory Board engagement – will be submitted, including results from the EAB activities and objectives hereby described.

# 1. Setup of the Advisory Board

One of the first tasks of CLIMAS was to set up an Advisory Board to act as an external consultation body to the project and share its knowledge and expertise with the partners of the project at key stages of its implementation. Following a set up process discussed below, the CLIMAS Advisory Board (EAB) has been established and currently is comprised of 13 experts, reflecting a good blend of different organization types, stakeholders, expertise, genders and geographic coverage across Europe.

## 1.1 Nomination of experts

The setting up of the CLIMAS Advisory Board followed an open and transparent process. Experts active in the academia, civil society, private as well as public sector were identified from the professional networks of CLIMAS project partners. During this process each project partner was asked to identify and nominate between 2 and 5 experts, external to their organisation, to be part of the selection process. These experts were nominated considering a set of EAB member nomination principles including:

- (1) The experts who will comprise the AB should have very good knowledge and experience in at least one or more of the following CLIMAS fields: Climate Assemblies, Citizen Assemblies, Deliberative Democracy, Citizen Science, Community empowerment, Citizen Engagement, Sustainability, Participatory methods and related topics.
- (2) The candidates should be in a good working relationship with at least one consortium partner, albeit external to the consortium.
- (3) The EAB shall be composed of experts from different sectors with diverse expertise, gender mix and geographic spread, while also covering the business community, academia, public authorities as well as civil society.

With the above mentioned in mind, the project partners together identified and nominated over 29 experts across Europe who fuelled the subsequent selection process. All partners provided publicly available information about the nominated experts filling the template presented below (see Table 1).

*Table 1 - Template with information about nominated EAB members*

Partner suggesting	Organization acronym and name	Website, e-mail, other details	Contact person	Target group <i>(e.g., policy maker, CSO representative, researcher, etc.)</i>	Expertise / Reason for involvement

The pool of experts nominated by the project partners served as a starting point to select the members of the EAB. It is important to note, however, that some of the potential members were identified during proposal preparation phase.

## 1.2 Assessment and invitation of experts

Deep Blue performed a preliminary screening and provided a shortlist of candidates with the aim to ensure diversity of profiles, geographical coverage, gender balance and fields of expertise, while at the same time covering the project needs. Following the selection of the experts to be invited to join the CLIMAS EAB, the next step was to contact and engage with them. The selected experts were contacted via email and provided with the following documents: Invitation message providing meaningful information about CLIMAS and the tasks of its Advisory Board (Annex 2) and Letter of intent to participate as a Member of the External Advisory Board to be signed by selected experts, evidencing the fact that they agree with the terms and conditions pertaining to their participation in the Advisory Board (Annex 3). Project partners contacted the selected experts and by the time this report was elaborated, 13 experts had confirmed their willingness to be a member of the CLIMAS Advisory Board.

Prior their direct involvement, all EAB members will be asked to provide their consent to the treatment of their personal data, under the terms and conditions described in the project's privacy policy, both in terms of participants' data protection and compliance with the current regulations, namely the "General Regulation (EU) 2016/679 and its most recent updates" (European Union, 2016). Such consent form will be developed in alignment with the common information sheet included in the deliverable D1.3 - Ethics monitoring.

## 1.3 Additional members

Throughout the project lifetime, all partners will cooperate to expand the EAB to achieve target audiences not previously contacted. To do so, each partner will support the identification of experts and practitioners from different countries, with different expertise, both during online and in-person activities. Moreover, Deep Blue will do the same in identifying potential members through digital outreach activities (e.g., social media networks, newsletter subscribers' review, webinars' participants etc.). Below is the flow of actions to be followed when suggesting and adding new members of the EAB:

- Potential members can be suggested by all partners to the PMO.
- If positive about their inclusion in the EAB, those approved will be contacted directly and an invitation with Letter of Intent shared.
- After receiving the signed LOIs, new EAB members will be added to the EAB contact list, in a file shared with all partners on the project SharePoint folders.

## 2. Advisory Board Members

### 2.1 Core EAB group members

Members who joined the EAB by January 2023 (M1), are listed in the Table 2 below. Core members' travel and subsistence expenses will be covered with a dedicated budget as described in Section 4.3 and further detailed in the Grant Agreement. They will be primarily involved in reviewing project results and reports and invited to participate in both in-person and online events to collect their opinions and views and better steer project activities.

Table 2 - Core group of EAB members

#	Name	Surname	Organisation/Role	Country	Expertise
1	Susan	Handy	Associate Director at the Institute of Transportation Studies and professor at the department of Environmental Science and Policy at the University of California, Davis	California, USA	Environmental Sciences, Sustainable Transport, Travel Behaviour
2	İlgü	Özler	Director SUNY Global Engagement Program and former Executive Board member for Amnesty International - Human Rights and Climate Change (Turkey and United States)	New York, USA	Political Science, International Relations
3	Drosos	Koutsoubas	Head of the Aegean University department of Marine Sciences	Lesvos, Greece	Environmental Sciences, Sustainable Transport, Citizen Science

### 2.2 Broad EAB group members

Members joining the EAB in May 2023 (M6) are listed in Table 3. Their level of involvement and engagement will largely depend on their personal availability and interest. For these members in principle travel reimbursement is not envisioned, since their input and feedback will be mainly collected through dedicated online activities such as workshops, interviews, and surveys and key project public activities with stakeholders.

Table 3 - Broad group of EAB members

#	Name	Surname	Organisation/Role	Country	Expertise
4	Maya	Battisti	Representative of Consumers' association Cittadinanzattiva	IT	Consumer rights
5	Oliver	Escobar	Professor of public policy and democratic innovation at the University of Edinburgh	UK	Citizen participation, deliberative democracy, climate governance
6	David	Farrell	Researcher at the University of Dublin	IRE	Deliberative democracy
7	Alexandra	Gougou	Research associate at the Hellenic Centre for Marine Research - HCMR	GR	Earth sciences, Oceanography and Climate Change
8	Jane	Mansbridge	Professor Emerita at the Harvard Kennedy School	MA, USA	Deliberative democracy
9	Samuele	Nannoni	Member of Prossima Democrazia	IT	Citizen Assemblies, deliberative democracy
10	Josep	Perelló	Researcher at Universitat de Barcelona	SP	Citizen science, citizen participation
11	Paulo	Rosa	JRC Policy Analyst at the Directorate for Innovation in Science and Policymaking	SP	Deliberative Democracy, Citizen Engagement, Policy
12	Luigi	Secondo	President of Visionary.org	IT	Citizen participation
13	Graham	Smith	Founding chair of the KNOCA network	UK	Citizen Assemblies

Broader profiles of the experts will be provided and elaborated in the further versions of the document when the required consent forms will be collected from the members of the EAB.

### 3. Roles and responsibilities of the Advisory Board

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The CLIMAS Advisory Board will act as a consultation body for the project, providing the consortium with strategic guidance and feedback in key stages of the project. The CLIMAS EAB members will provide their expertise on the needs and problems that their stakeholder groups are currently facing as well as with meaningful feedback on the project's ideas, piloting and testing actions and project outcomes. More specifically, the CLIMAS EAB is accountable for:

- Guiding the Consortium towards the achievement of the project objectives, by advising on the scientific quality and relevance of the project deliverables and outputs, as well as participating in workshops and meetings.
- Actively engaging in the baseline design and iterations of the CLIMAS Toolbox. Providing specific advice and/or feedback on project methodologies and advancements, including but not limited to recommendations for enhancing the project impact on target stakeholders.
- Supporting the communication and dissemination activities, including support to the promotion of engagement campaigns. Participation in open access publications and blogpost articles is also feasible, depending on EAB members' availability.
- Facilitating access and extend the reach of CLIMAS consortium to important European stakeholder communities;
- Support the wide-spread acceptance and replication of project's activities, by acting as project ambassadors who will inform and invite their networks to benefit from them when they are available.

Their contribution lies mainly in collecting their expert feedback regarding the project's advancements and applied methodologies as well as their commitment to support the dissemination of relevant outcomes and results, with the aim of raising the project impact among relevant target stakeholders. The EAB comprises a multi-stakeholder roster of relevant experts in the fields covered by CLIMAS and will act as a consultation body for the project, providing strategic guidance in key stages of the project (e.g., revising deliverables related to milestones). By signing the Letter of Intent, EAB members agree to be invited to dedicated project activities such as EAB meetings, workshops, consultations, and interviews. Also, members will be invited to all in-person events and public workshops of CLIMAS. Their participation in project activities is always on a voluntary basis. The participants have no obligation towards the project Consortium, nor do they receive any monetary benefit for their input. A dedicated budget for travel reimbursement for the three core EAB members listed in Section 4.3 has been allocated to CambiaMO and Aegean, to ensure their active involvement in key EAB meetings and, depending on the budget availability, to other workshops and activities. Board EAB members listed in Section 2.2 are invited to join activities but no dedicated budget is allocated to their operation.

## 4. Advisory Board Management

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### 4.1 Governance

According to the Grant Agreement (GA), the External Advisory Board (EAB) will be steered by CambiaMO, especially in relation with the scientific nature of interactions with the EAB, and new members appointed by CLIMAS partners and contacted by Deep Blue after internal consultation with the Project Management Office (PMO<sup>1</sup>) as main management body of the project. Deep Blue as T6.6 leader will write the minutes of the EAB meetings and submit them to the General Assembly (i.e. meetings of the whole project consortium members). The EAB members shall be allowed to participate in the project General Assembly meetings upon invitation but have no voting rights.

### 4.2 Planned activities

#### 4.2.1 Preliminary EAB meetings plan

The EAB is expected to meet virtually, in-person or in a hybrid environment in dedicated meetings to allow direct engagement with CLIMAS activities at least once every year. To maximise their participation an initial EAB questionnaire will be distributed, to collect their level interest in the different project activities, such as public events and workshops, document reviews, surveys, and interviews. Invitations will be sent out by Deep Blue as T6.5 leader, with support from CambiaMO as scientific coordinator and VILNIUS TECH as project coordinators and for logistic support. The first EAB meeting is expected to take place online between M10 and M12 (October 2023), organised jointly by Deep Blue and CambiaMO. In total 3 External Advisory Board meetings will be organised throughout the project and participation is open to all project partners, especially to those most active in the related tasks on which feedback is required. As a good practice, EAB meetings will be organised possibly in connection to Consortium meetings or other project events, to maximise efficacy.

#### 4.2.2 Links with other tasks

The EAB activities are closely linked to Task 6.3 Citizen Engagement campaigns and Task 6.4 Knowledge transfer and interactions led by EIP. The EAB group will be informed and asked to provide feedback about activities running under all WPs tasks, especially activities in Living Labs and Climate Assemblies.

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<sup>1</sup> Including VILNIUS TECH, cambiaMO and Deep Blue.



## 4.3 Budget and operation

### 4.3.1 Operation

The operation of the EAB is steered by Deep Blue as T6.5 leader, supported by EIP, CambiaMO and the project coordinator VILNIUS TECH to decide upon meetings dates and to provide required material and logistic support to ensure successful EAB operations. Periodically, DBL and CambiaMO will collect WP leaders' needs for feedback from EAB members and will find the best suitable way to proceed: depending on the specific project phase and activities or results on which expert feedback is needed, experts' opinion collection will take place alternatively through online surveys, interviews, interactive online and in person workshops or focus groups. In all cases, EAB members will be informed with at least 4 week notice. In some cases, EAB members feedback on specific project results not previously planned might be requested by one or more partners, far from EAB meeting dates. In such cases CambiaMO and Deep Blue will first check EAB members availability, to avoid overburden and overlapping of EAB feedback requests. In such cases EAB feedback can also be swiftly collected via email, separate calls, or other appropriate and more direct communication processes agreed with involved partners. In all cases EAB feedback and input will be collected and shared through debriefing documents and meeting minutes and periodic updates given to the whole consortium during project progress meetings.

### 4.3.2 Budget

Whenever possible, core EAB members' expenses will be covered to allow in-person participation in meetings and/or other project activities. Such expenses will be covered with the dedicated budget allocated to CambiaMO and UAegean. If in-person meetings are held, strategies to save costs and emissions will be set-up, such as organising events back-to-back with other project meetings and key international events and conferences. Travel and subsistence expenses will be primarily covered for the core EAB members. Expenses might be also covered for the broad group external experts including invited experts who are not official members of the EAB only if budget is still available and always upon agreement of CambiaMO, UAegean and the project coordinator VILNIUS TECH.

## 4.4 Monitoring and reporting

### 4.4.1 Key performance indicators of EAB engagement

Under Task 6.5, Deep Blue, with support from all involved partners, will monitor and report on EAB activities. A dedicated monitoring tool and related Key Performance Indicators (KPIs) are listed in Annex I. Such KPIs, in synergy with the KPIs defined in D6.1 – Communication, Dissemination and Exploitation plan (CLIMAS Project, 2023), are tracking the EAB level of engagement in project activities. EAB activities' will be reported in project technical reports under WP6.

#### **4.4.2 EAB Ethics monitoring**

To ensure a balanced composition of the EAB group, in organising activities and contacting new members the consortium will follow the recommendations included in the D1.3 Ethics monitoring, in which the CLIMAS Consortium specifies how to address gender balance, intersectionality, equality and diversity. In particular, the information sheet and consent forms circulated across EAB members will collect background information such as country of origin, gender identity, socio-economic and cultural background. As specified in Section 1.2 such additional and non-mandatory information will be collected through common CLIMAS project consent forms and in compliance with current personal data treatment regulations. The EAB members' data will only be used in aggregated form to monitor the different levels of engagement linked to each segment and to better promote CLIMAS core values in representing diversity and safeguarding equity.

#### **4.5 Changes to these Terms of Reference**

These Terms of Reference can be changed upon agreement across WP1 and WP6 task leaders, with final approval from the project's Steering Committee.

## 5. References

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CLIMAS Project. (2023). *D6.1 - Communication, Dissemination and Exploitation plan*.

CLIMAS Project. (2023). *Grant Agreement*.

Deep Blue Italy. (2023). *CLIMAS project website*. Tratto da CLIMAS: [www.climas-project.eu](http://www.climas-project.eu)

European Union. (2016, April 27). GDPR. *General Regulation (EU) 2016/679 of the European Parliament*.



## Annex I – External Advisory Board engagement KPIs

In this Annex, Table 3 presents an initial set of EAB activities’ related KPIs:

*Table 4 - EAB group KPIs*

<b>KPI</b>	<b>Description</b>	<b>Target objective at M36</b>
1	Number of EAB members participating to CLIMAS public activities (joining at least once, online or in person: a workshop, a roundtable, a climate assembly, any LL or CA activity)	At least 70%
2	Number of EAB members giving keynotes in events and meetings organised by the project	At least 3
3	% of non-male EAB members giving keynotes in events and meetings organised by the project	At least 50%
4	Number of EAB members sharing project updates on social media or websites (on personal or organisations’ social accounts)	At least 30%

## Annex II – Invitation message template

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Dear [Name, Surname]

With this email we would like to invite you to join the **CLIMAS European project External Advisory Board (EAB)**.

### PROJECT INTRODUCTION

CLIMAS is a Horizon Europe Research and Innovation project led by Vilnius Gediminas Technical University with a consortium of 13 other European organisations including representatives of existing Climate Assemblies and Living Labs (for more information, please visit [www.climas-project.eu](http://www.climas-project.eu)). CLIMAS will test a co-designed Toolbox in Climate Assemblies and Living Labs and formulate scientific-based guidelines for policymakers on how to shift Climate Assemblies from technical expertise-based deliberations to multi-stakeholder value-based dilemmas adopting a bottom-up, more societal perspective.

### ADVISORY BOARD INFO

As you probably already know, being a member of a Horizon Europe project's Advisory Board does not imply any formal obligation, besides accepting to receive our invitation to participate in online and/or in person meetings and workshops, to fill in questionnaires or being interviewed to collect your feedback. Advisory board members will **be able to share experiences and opinions on Climate Assemblies and other forms of citizens' deliberation in general, and to the potential advancement represented by CLIMAS solutions and tools**. Besides, you will be able to **connect with other experts in the field of climate adaptation and expand your network**.

If positive, please send us back a signed form using the template attached to this email.

In case you are available and interested to join our EAB group, **please send your signed LoI possibly by [date]**, confirming your interest in supporting the transition to climate adaptation via improved citizen engagement practices in the CLIMAS project.

Looking forward to receiving a positive reply,

Your sincerely,

## Annex III - Letter of intent template

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Date, Location

To: CLIMAS project coordinator  
**VILNIAUS GEDIMINO TECHNIKOS  
UNIVERSITETAS**  
Horizon Europe Project coordinator/contact point  
Aelita Skaržauskienė  
[aelita.skarzauskiene@vilniustech.lt](mailto:aelita.skarzauskiene@vilniustech.lt)  
[climas@vilniustech.lt](mailto:climas@vilniustech.lt)

**Subject: Letter of Intent to participate as a Member of the External Advisory Board (EAB) of the project CLIMAS Horizon Europe under Grant Agreement N° 101094021**

Dear Ms/Mr.,

By the present I hereby express the [Organisation Name]’s commitment to contribute to the aforementioned project submitted to the call *HORIZON-MISS-2021-CLIMA-02-05 - Local engagement of citizens in the co-creation of societal transformational change for climate resilience* and successfully awarded with Grant N° 101094021. The total duration of this project is 36 months, and it is coordinated by Dr. **Aelita Skaržauskienė** from the VILNIAUS GEDIMINO TECHNIKOS UNIVERSITETAS.

As [Organisation] contribution, I propose Mx [Name and Surname] to become a member of the Advisory Board (EAB).

As a member of the EAB, Mx. [Name, Surname] can support the project, by advising the consortium regarding project activities and review project outcomes. I believe that Mx. [Name, Surname] expertise in the field of [Citizen participation, Deliberative democracy, Citizen science, Climate assemblies] can provide useful guidance to this project and look forward to collaborating in this research project.

This contribution is without financial engagement and contingent on the availability of resources. In some cases, travel costs, accommodation and meals will be covered by the project (reimbursed after each travel), but salary cannot be covered.

This Letter of Intent is not legally binding, and it does not create any financial obligations on either party.

Yours sincerely,

[Name, Surname]

[Role]

[Stamp and signature]