

‘Science in Exile’

an activity of Science International

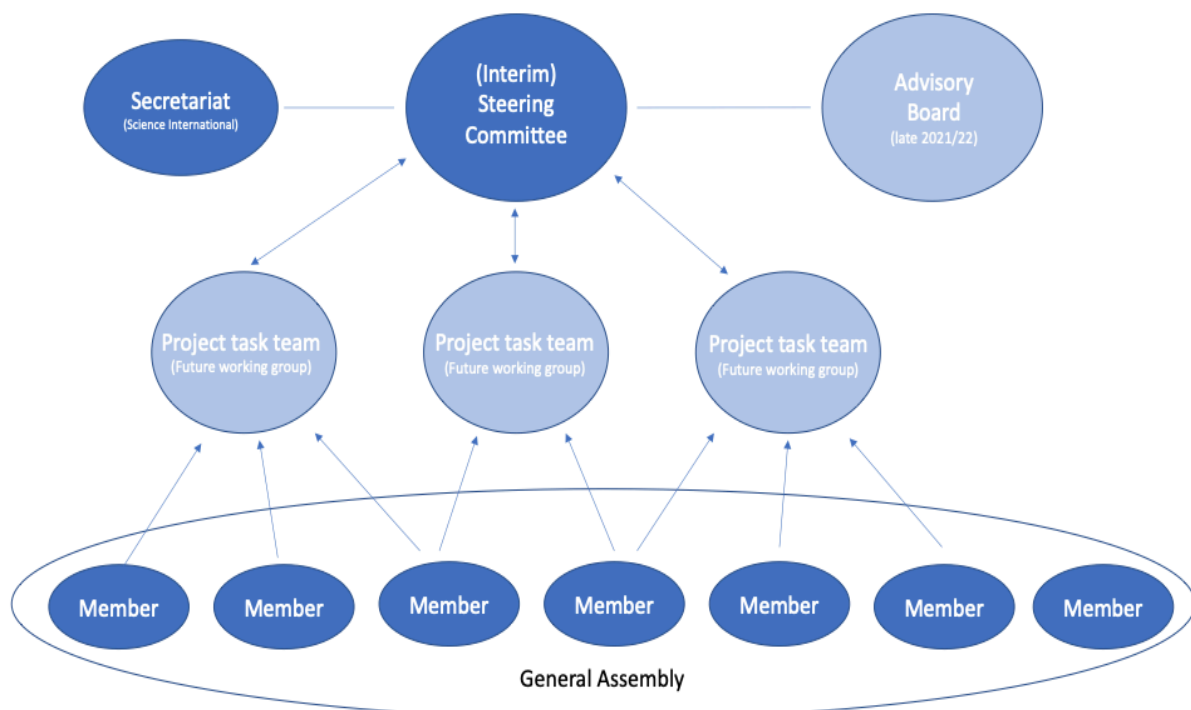
Interim Governance Structure

Terms of Reference

DRAFT - April 2021

Structure

For the first year of this initiative, an interim structure will be put in place around May/June 2021, allowing growth and leadership to evolve before implementing more formal structures. All individuals nominated into leadership roles during the interim phase will be in place for 1 year renewable. The initiative will be led by an interim steering committee supported by a secretariat (Science International), with plans to put an Advisory Board in place at a later date. Instead of putting in working groups initially, there will be task teams focused on specific projects to be completed during 2021, allowing more time for the governance structure to evolve, including the organic creation of working groups. All members of the initiative will be part of the General Assembly and are invited to participate in working groups.



Secretariat

The secretariat for the interim phase will sit with Science International, which is a partnership between The World Academy of Sciences (TWAS), InterAcademy Partnership (IAP) and International Science Council (ISC). This appointment is due to the initial development of the initiative from these partners and the founding grant sits with TWAS. Staff and consultants from Science International will provide coordination and administrative support to the initiative in the following ways:

- Ensure appropriate inclusion of key stakeholders
- Ensure coordination mechanisms between all partners/members
- Provide support in organizing meetings/workshops
- Support the strategic planning, implementation and monitoring of activities
- Facilitate the exchange of information
- Regular reporting to donors and assessing needs

(Interim) Steering Committee

The (interim) Steering Committee will be composed of approximately 8 to 10 nominated individuals and/or organizations. It is essential that the SC is illustrative of the initiative's diversity through expertise, gender, regional, and refugee/displaced scientist's representation. In accordance, at least 3 of the positions are held by women, 2 positions by refugee/displaced scientists, and ideally someone from each region* (Africa, Middle East, Asia-Pacific, South America/Caribbean, North America, and Europe). The role of the Steering Committee is to provide leadership in a collaborative manner, accountable to the General Assembly and donors. Responsibilities of individuals appointed will be expected to attend monthly Steering Committee meetings (1.5 hours), participate in at least one working group, and review documents as needed.

The work of the interim Steering Committee includes:

- Provide leadership, quality assurance and guidance in alignment with the initiative's mission, and vision
- Oversee implementation of the strategic framework, advocacy campaign and other activities
- Develop and implement plans for the next phase/transition to a more formalized structure, including creation of advisory board and revised TORs
- Decision making (?)
- Convene meetings of the General Assembly and Advisory Board
- Communicate (internal and externally) and exchange information, including representing the initiative, e.g. in conference sessions.

If a SC member fails to attend 3 consecutive meetings, they may lose their spot on the committee.

**note representation categories are not mutually exclusive, for example someone could be a female refugee scientist in Asia and check all three categories*

Project Task Teams (future working groups)

Task teams will be created for prioritised projects for 2021. These task teams will have specific deliverables with work plans and be time bound. These task teams allow participants/network members to find ways in which they can get involved in the initiative and also allow working groups to be formed over time, based on emerging interests. Initial task teams will be based on identified needs during this interim phase (April-December 2021).

Eventually, each Working Group will have a lead (with possible co-lead) and a team of dedicated members interested in or knowledgeable about the topic. They should meet once a month for one hour and consider how to address relevant issues and implementation of activities in accordance

with the Strategic Framework. Each Working Group should develop a Terms of Reference and work plan (including key deliverables and timeframe) for approval by the Steering Committee. The Working Groups are responsible for working on a specific task and handling all matters related to it (planning, funding, implementation). Suggested Working Groups could include: Communication and advocacy; Refugee and displaced scientists engagement; Regional outreach and mapping; and Preservation of science.

Advisory Board

During the interim phase of this initiative, an Advisory Board has not been put in place and planning about how to select people to it will be determined later in 2021. Individuals on the Advisory Board will likely be experts from the sciences, academia, humanitarian aid, labour markets and donor communities. The role of the Advisory Board will be to provide support, recommendations and build connections, advocating for the initiative and assisting in resource mobilization. They would also provide feedback on work and performance of the initiative.

General Assembly

The General Assembly is composed of all members except for the Advisory Board. Members may be individuals or institutions, and are encouraged regularly to participate in the meetings. Each member institution should be represented by 1-2 persons. Meetings will take place approximately every 6 months, with one virtual meeting and the other in person, unless decided otherwise by the majority of members.

Modalities

Membership

This initiative seeks to benefit from the strengths and diversity of its members to achieve its mission and vision. Membership will be by individuals, organization or institution, but a formal procedure to join has not yet been established. Members will be expected to participate in the development and implementation of the strategic framework, attend meetings, and contribute to the common good of the initiative.

Communication

Communication of activities and events of the initiative will be circulated amongst members by the secretariat (and Communications WG). Minutes of SC and WG meetings will be kept on file with key decisions and action items shared on a regular basis.

Monitoring and evaluation

Steering Committee and General Assembly meetings are part of the monitoring mechanism. Particularly the Steering Committee meetings are a good tool to measure progress, identify gaps and challenges.

Funding and financial accountability

The Secretariat is the primary grant holder and disburses funds to members as per budget provisions for implementation. Funding requests for activities under this initiative can be done through joint proposals or by individual organizations, but proposals should be submitted to and reviewed by the Steering Committee for approval.