



Joint Programming Initiative

A HEALTHY DIET FOR A HEALTHY LIFE

TERMS OF REFERENCE (ToR)

***STAKEHOLDER ADVISORY BOARD
(SHAB)***

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Governance structure of JPI-HDHL and the mandate of the SHAB

The Governance structure of JPI-HDHL is formed by the Management Board, MB (the decision making body with delegates from the participating countries) with the Steering Committee responsible to deal with the daily and urgent issues, plus two advisory bodies: a Scientific Advisory Board (SAB) and the **Stakeholder Advisory Board (SHAB)**. The SHAB is a communication platform of all relevant stakeholders and thus facilitates a close network between all relevant actors in the field of food and health.



According to the Terms of Reference of the JPI-HDHL, the MB will seek advice from the SAB and the SHAB in conducting all important steps (such as developing Strategic Research Agenda and related matters) within the JPI. The MB will request advice from the SAB and the SHAB on their strategic and implementation plans as well as on communication and dissemination of its results. The MB will also decide on procedures to establish the management structure including the SHAB (rights to suggest candidates, selection criteria, decision on final composition, approval of changes, its role, and its interaction with/integration into the governance, lifespan).

Role of the SHAB Secretariat

The SHAB Secretariat – currently provided by the Joint Programming Secretariat due the funding of a CSA HDHL – will support the SHAB in all aspects concerning the preparation and implementation of decisions.

Role of the SHAB Secretariat

The secretariat will make contact with relevant European stakeholders groups and it will set up an efficient stakeholder dialogue with the members, the SAB and the MB. It will act as a liaison for the SHAB and the other governing bodies for the JPI. The secretariat will report with minutes and it will organize the logistics of the SHAB meetings. The secretariat will ensure issues considering the practical application of the JPI actions like social and product and process innovation are on the agenda of the meetings as well as the evaluation and implementation of the joint actions of the JPI.

The project manager in collaboration with the Steering Committee shall be the intermediary between the MB and the SHAB. The SHAB chair and a representative of the SHAB secretariat are invited to the MB meeting – they do not have voting rights in this meeting. The Minutes of the SHAB meeting will be circulated as an informative document prior each MB meeting and the Minutes of the MB are circulated as an informative document to the SHAB prior to each SHAB meeting.

Composition of the SHAB

The **Stakeholder Advisory Board (SHAB)** is composed of representatives of relevant stakeholder organisations and initiatives, at a European level, related to the three pillars of the Strategic Research Agenda of the Joint Programming Initiative, A Healthy Diet for a Healthy Life:

- Determinants of diet and physical activity
- Diet and food production;
- Diet-related chronic diseases.

The SHAB members have been selected and invited by the Management Board of the JPI. The selection was done based on the three research areas and the following principles:

- Activity of the candidates performed at European/international level and covering, at least, one of the three research areas described in the Vision Paper.
- Engaged on a long-term by an ongoing organization, and not with just a project approach.
- Experience and knowledge in order to give a broad view and assist the JPI-HDHL to meet its goals.
- Representation of the most important type of stakeholders such as consumers and patient associations, industrial representatives, health care, etc.
- Skills to provide the societal European support needed for the implementation of the JPI
- A member of the SHAB cannot be a member of the SAB or MB of JPI HDHL as well.

If a vacancy for the SHAB becomes available both the SHAB members and the MB are requested to advice candidates – which is primarily the name of an organisations with the suggestion of one or two preferred representatives of that organisation. The SHAB and MB members are asked to include a short motivation on why the particular organisation/person should be invited. The MB will vote to define who will be invited as a new SHAB member.

SHAB meetings

At least 2 to 3 SHAB meetings will be organized each year. One of these meetings can be organized in collaboration with the SAB. SHAB members are expected to participate actively at the SHAB meeting.

The members of the SHAB

The members of the SHAB are organisations that forwarded a representative of their organisation. Each organisation that is a member of the SHAB is allowed to select two representatives – one primary contact and one agenda member that is able to replace the primary contact when necessary. SHAB members are expect to be actively involved and to participate on at least 50 percent of the SHAB meetings – both face-to-face and conference calls. The MB is allowed to end the membership of the SHAB if an organisation is not fulfilling these participation criteria without reason and expected progress.

Rules for rotation of members

The SHAB is composed of 15 members, 5 per research area of the Vision Paper/ Strategic Research Agenda. The Chair and Vice Chair of the SHAB are chosen among its members. The Chair of the SHAB is chosen for a period of 2 years, with the possibility or re-election for a period of 1 year. The election will be done during a SHAB meeting. Every 2 to 3 years the MB will evaluate the current compensation of the SHAB; the functioning of the SHAB and if new members/a new approach is needed.

Tasks to be performed by the SHAB

The SHAB should be consulted at various stages of the implementation process, but they will only provide non-binding recommendations and will not be responsible for final investment decisions. Stakeholder involvement is particularly relevant when it comes:

- Commenting on drafts of all relevant documents of the JPI-HDHL – including the Strategic Research Agenda (SRA) and updates of this SRA.
- Keep track of the progress of the JPI-HDHL
- Recommending the MB on the implementation of the SRA
 - Suggesting priorities within each of the three research areas in JPI HDHL
 - Providing strategic advice to the MB on selecting themes for coordinated activities
 - Defining the nature of joint activities
- Providing input on any other matters important to reach the objectives of the JPI HDHL
- Participate in an annual conference and workshops
- Task Force: for each (upcoming) Joint Action a representative of the SHAB (i.e., with expertise on, but no direct interest in the research topic) will be chosen to assist the Task Force & Joint Call Secretariat.
- Communication and dissemination relevant information from the JPI-HDHL like events and other products.

Meetings of the SHAB

The SHAB should meet at least twice a year, and may also be consulted by e-mail and teleconferences. Face-to-face meetings are announced at least 20 working days prior to the meeting. Conference calls and online consultation will at least be announced 10 working days prior to (the end of) the consultation. Members of the MB may attend the meetings of the SHAB as observers as well as representation of the European Commission. The Chair of the SHAB and the SHAB secretariat can also invite experts to (a part of the) SHAB meeting.

During the period of the CSA of JPI HDHL (August 2015) the costs for the attendance to the SHAB meetings of the SHAB members (transport, hotel) can be covered and reimbursed by the SHAB Secretariat, if needed, according to the amendment approved by the European Commission on 18th February 2014, and starting at month 21 of the Coordination and Support Action of the JPI-HDHL.

Conflict of Interest

A member of the SHAB shall not participate in any decision where a situation or circumstance of personal or professional nature can compromise his/her availability to decide in the interest of best performing his/her objectives and tasks. If a member of the SHAB considers himself/herself to be in a situation of potential conflict of interest he/she shall raise the issue with the Chair, who in turn shall inform the SHAB. The SHAB has to decide whether he/she may participate in the discussion. The SHAB will take a decision listing the situations considered as conflict of interest.

If the Chair considers himself/herself to be in a situation of potential conflict of interest he/she shall raise the issue with the Vice-Chair, who in turn shall inform the SHAB. The SHAB has to decide whether he/she may participate in the discussion. The SHAB will take a decision listing the situations considered as conflict of interest.

Confidentiality/Transparency

Members or any other person present in the SHAB shall respect the confidential character of the discussions of the SHAB and the supporting documents of these meetings. To facilitate this process, the documents will be marked as “confidential” where it applies.

With regard to transparency, SHAB members should report on the other relevant positions they hold (e.g. membership of governance bodies like other advisory boards).