



PHASE IX (2014-2018)

**GOAL,
RULES OF PROCEDURES
AND
TERMS OF REFERENCE FOR THE OPERATIONAL BODIES**

Approved by the Steering Committee (Second edition, October 2014)

CONTENTS

- INTRODUCTION 1**
- GOAL 1**
- RULES OF PROCEDURES OF THE ECPGR 1**
- TERMS OF REFERENCE FOR THE OPERATIONAL BODIES OF THE ECPGR 3**
 - Introduction..... 3**
 - National Coordinators 3**
 - Steering Committee..... 3**
 - Executive Committee (ExCo)..... 4**
 - Terms of Reference of the ExCo Chair 5
 - ECPGR Secretariat 5**
 - Working Groups (WGs)..... 5**
 - Terms of Reference of the Working Group Chairs 6
 - Task Forces..... 7**
- ANNEXES..... 8**
 - Annex I. Country Quota System for ECPGR Phase IX..... 9**
 - Annex II. Transition to the new mode of operation regarding the Working Group Activities12**
 - Annex III. Template for an Expression of interest to participate in an ECPGR Activity.....18**
 - Annex IV. Template for an Expression of interest to serve as ECPGR Working Group Chair during Phase IX.....19**
 - Annex V. Main categories of expertise for the appointment of Working Groups’ experts20**

INTRODUCTION

The European Cooperative Programme for Plant Genetic Resources (ECPGR) is a collaborative Programme among most European countries aiming at ensuring the long-term conservation and facilitating the increased utilization of plant genetic resources in Europe.

The Programme, which is financed by the participating countries and is coordinated by a Secretariat, operates through Working Groups dealing with groups of crops or with general themes related to plant genetic resources. ECPGR is guided by a Steering Committee (SC), consisting of the National Coordinators of the member countries. The SC nominates an Executive Committee (ExCo) composed of 5 persons, to plan and execute the ECPGR activities, as decided upon by the SC.

GOAL

(Long-term goal to which ECPGR contributes directly)

National, sub-regional and regional programmes in Europe collaboratively, rationally and effectively

- Conserve plant genetic resources for food and agriculture (PGRFA) *ex situ* and *in situ*,
- Provide access to them, and
- Increase their utilization.

RULES OF PROCEDURES OF THE ECPGR

(Annex I, Report of the Thirteenth Steering Committee Meeting, 4-7 December 2012, Vienna, Austria)

• Rule 1. Membership

1. Membership of ECPGR is open to countries in the European region.
2. Full membership is granted following signature of the Memorandum of Understanding (MoU) between the country and the Director of the hosting institute of the Secretariat for the respective Phase.
3. Associate membership is open to eligible countries in the process of becoming full members.
4. The Membership fee is calculated using the UN Scale of Assessments.
5. Each member country will designate a National Coordinator (NC) who is also member of the Steering Committee (SC).
6. Each member country has a participation quota, based on the level of membership fee for attending meetings organized by ECPGR (see Annex I, pp. 9-11).
7. In case of non-payment of (the) outstanding membership fee(s) for 2 calendar years the member country will lose the right to use any ECPGR funds and the right to vote as long as the contributions have not been paid. A 3-months advance notice of this occurrence will be sent to the implementing agency having signed the Letter of Agreement (LoA) (NC in copy).

• Rule 2. Structure

The operational structure of ECPGR during Phase IX and onwards will be elaborated by the SC. Any change to this operational structure must be approved by the SC.

• Rule 3. Secretariat

1. The Head of the Secretariat of ECPGR shall be the ECPGR Secretary. The ECPGR Secretary shall act in that capacity in all meetings of ECPGR.
2. The ECPGR Secretary shall provide and direct the staff required by ECPGR.
3. The ECPGR Secretary is nominated by the Steering Committee of ECPGR.

- **Rule 4. Meetings**

1. The Steering Committee of ECPGR will meet at least once every two and a half years. All members of the Steering Committee and Focal Persons of Associate Members are invited to attend these meetings.
2. Meetings of Working Groups, Task Forces and other bodies will be organized when necessary and based on the availability of funds.
3. No such meetings should be held during the period of three months before and after a Steering Committee meeting.

- **Rule 5. Agenda and documents for the Steering Committee meetings**

1. The Executive Committee shall prepare a provisional agenda, subject to approval by the Steering Committee at the beginning of each meeting.
2. Any Member of the Steering Committee of ECPGR may request the Executive Committee to consider inclusion of specific items in the Provisional Agenda.
3. The Provisional Agenda shall be circulated by the ECPGR Secretary at least two months in advance of the session to Members of the Steering Committee, Associate Members and Observers.
4. Documents to be submitted to the Steering Committee at any meeting should be provided by the Executive Committee to the Members of the Steering Committee, Associate Members and Observers one month in advance of the session.

- **Rule 6. Decision-making procedure**

1. During its meetings, the SC shall make every effort to reach agreement on all matters by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, subject to paragraph 2, the decision shall, as the last resort, be taken by a two-thirds majority of the Members of the SC present and voting. The SC can only take decisions with a quorum of two thirds of the Members.
2. Notwithstanding paragraph 1, all decisions concerning financial and budgetary matters involving amounts larger than € 5000, shall be taken by consensus.
3. Decisions of the SC can also be taken by electronic means when deemed necessary. Any decisions taken by electronic means shall be taken by consensus. In the case of decisions taken by electronic means a lack of response, in a fixed period of time, shall be interpreted to mean that the issue at stake/proposal is accepted.

- **Rule 7. Associate Members and Observers**

The SC may invite Associate Members and observers to attend the meetings of the SC. Observers can be permanent or can be invited for a specific SC meeting. Associate Members and Observers do not have the right to vote.

- **Rule 8. Reports**

1. Before closing each Meeting, the SC of ECPGR shall approve a meeting report.
2. The report of the SC of ECPGR shall be circulated by the Secretariat to all Members of the SC, Associate Members and Observers and will be made available on the ECPGR website.

- **Rule 9. Language**

The official language of ECPGR is English.

- **Rule 10. Expenses**

Expenses incurred by representatives of Members of the SC for their participation in sessions of the SC, shall be borne by ECPGR.

- **Rule 11. Amendments and suspension of the rules**

1. Amendment of or additions to these Rules may be adopted by consensus, provided that not less than 6 weeks' notice of the proposal for amendment or addition has been given. Proposals for such amendments or additions should be submitted to the ECPGR Secretary.
2. Any of the above Rules may be suspended by consensus, provided that not less than a 6 weeks' notice of the proposal for suspension has been given.

Introduction

This document was prepared after the 13th Steering Committee meeting held in Vienna, Austria, in December 2012 and it is a harmonized compilation of existing and new Terms of References, entering into effect at the beginning of Phase IX of ECPGR in January 2014.

National Coordinators

The Member Countries of ECPGR are represented in the ECPGR Steering Committee by “**National Coordinators**” (NCs) who represent their respective countries within ECPGR on behalf of the respective Ministries. They are responsible for coordination of all ECPGR-related activities within the Member Countries, between the respective country and the ECPGR Secretariat, and between Member Countries.

The National Coordinators are responsible for nominating members in the various Working Groups and in other ECPGR groups and task forces. They nominate the National Inventory Focal Point¹. They are expected to maintain close contact with their country’s Working Group members to monitor progress and identify potential problems with ongoing work.

It is the responsibility of the National Coordinators to obtain necessary governmental commitment to the Programme in general and, more particularly, to take steps to obtain the support required by the national institutes to allow them to contribute to the implementation of the Programme through active participation and through contributions in kind (*ex situ* and *in situ* conservation, provision of access to, and increased use of PGRFA). These activities are the basis of the success of the Programme.

The National Coordinators may also delegate part of their tasks to subsidiary bodies which provide technical support, called “technical National Coordinators” or “technical National Focal Persons”, as appropriate and in consultation with the appropriate ECPGR body.

Steering Committee

The **Steering Committee (SC)**, consisting of the National Coordinators, is responsible for guiding the ECPGR Programme. The European Commission is invited to nominate a representative as a full member of this Committee. The Global Crop Diversity Trust, the European Seed Association (ESA), the European Association for Research on Plant Breeding (EUCARPIA), the Food and Agriculture Organization of the United Nations (FAO), the Nordic Genetic Resource Center (NordGen) and a non-governmental organization (NGO) representative are invited as permanent observers. Representatives of countries that are encouraged to become members of ECPGR (Focal Persons of Associate Members) are invited to attend the SC meetings as observers.

The SC holds the overall responsibility for the Programme; it approves its budget² and provides overall technical and policy guidance to the operations of the Programme. The SC reviews the progress made by the Working Groups (WGs) and Task Forces (TFs) and takes decisions regarding

¹ National Inventory Focal Points hold responsibility for the creation and/or the development and/or the coordination at national level of PGR inventories. They are expected to ensure the appropriate flow of data to the *European Plant Genetic Resources Catalogue* (or *European Internet Search Catalogue*, EURISCO). Their role is essentially technical, but they are also expected to give clearance for the online publication of country passport data. The possibility that the National Inventory Focal Point coincides with the focal point for the FAO *World Information and Early Warning System on PGR* (WIEWS) should be taken into consideration as a possible way to enhance complementarity with the FAO WIEWS (see <http://apps3.fao.org/wiews>).

² Formal decision concerning payment of member annual contributions is taken by the competent authorities within each country.

their general scope and their establishment or termination. It approves and provides guidelines for ad hoc activities. It mandates and oversees the Secretariat to carry out its decisions.

The SC meets at least once every two and a half years. Between meetings, the SC makes use of a dedicated listserver to communicate and take management decisions. The decision-making procedures are defined by Rule of Procedure N°6.

During the Mid-term Steering Committee meeting (year 2 or 3), the SC will:

1. Review the progress made in pursuance of the programme of work, in particular by the Working Groups, during the first part of the Phase and provide guidance for the remainder of the Phase;
2. Establish broad priorities and objectives for the subsequent Phase;
3. Approve a budget proposal for the subsequent Phase.

During the End-of-Phase Steering Committee meeting (year 5), the SC will:

1. Review the activities during the current Phase and progress made so far;
2. Assess opportunities for future activities, considering *inter alia* proposals from WG Chairs;
3. Adopt a programme of work for the subsequent Phase.
4. Approve the final budget for the subsequent Phase.

Executive Committee (ExCo)

1. The Executive Committee consists of a Chair, appointed by the Steering Committee (SC) on his/her personal capacity, four members of the Steering Committee, elected by the SC for a 5-year term of office and representing the European sub-regions (North, West, East and South, in a broad sense), and ex officio the ECPGR Secretary who will be without voting rights. To ensure continuity, one member of the Executive Committee is replaced by a new member on an annual basis. A re-election is possible only after a break-period of 5 years.
2. The Executive Committee proposes each year a new member of the same sub-region as that of the outgoing member, in consultation with the SC. This member will be elected by the SC.
3. The Executive Committee plans or executes the activities of ECPGR as decided upon by the SC.
4. The Executive Committee prepares the SC meetings supported by the ECPGR Secretariat.
5. The Executive Committee identifies strategic issues important for ECPGR and brings proposals to the attention of the SC.
6. The Executive Committee mandates the Secretariat to carry out its decisions, offers guidance to the Secretariat and the Chair assumes the technical supervision of the ECPGR Secretary.
7. The Executive Committee establishes short-term Task Forces (TFs) for well-defined topics as required and develops their Terms of Reference (ToRs). These TFs can be composed of one to five experts. The TFs report directly to the Executive Committee or may also report to the SC if so requested by the Executive Committee.
8. The Executive Committee reports on its activities and outputs to the Steering Committee at each Steering Committee meeting.
9. The Executive Committee members, especially the Chair, represent ECPGR externally, including to the EU and other relevant international and European organizations and assure the good visibility of ECPGR.
10. The Executive Committee will meet when necessary. The decision to meet must be taken by the Executive Committee members on the proposal of the Chair. The minutes of these meetings will be sent to the members of the SC as appropriate.
11. The travel and lodging costs of the Executive Committee meetings will be covered by the ECPGR budget and are subject to available funds.
12. The Executive Committee can deal with financial issues up to € 5000 each, without approval of the Steering Committee.
13. Decisions of the Executive Committee are made by consensus and can also be taken by electronic means when it is deemed necessary to do so.

Terms of Reference of the ExCo Chair

1. The ExCo Chair is appointed by the Steering Committee (SC) on his/her personal capacity.
2. The ExCo Chair represents ECPGR externally, including to the EU and other relevant international and European organizations and assures the good visibility of ECPGR, taking the role of “ECPGR Ambassador”.
3. The ExCo Chair coordinates fund-raising activities of ECPGR.
4. The ExCo Chair makes proposals to the Executive Committee members to meet when necessary.
5. The ExCo Chair maintains the supervision of the Secretary.
6. An operational budget line provides support for travel and part-time activity of the ExCo Chair.

ECPGR Secretariat

- The Steering Committee of ECPGR nominates the ECPGR Secretary.
- The ECPGR Secretary is the Head of the Secretariat and provides and directs the staff required by the Secretariat;
- The ECPGR Secretary acts in that capacity in all meetings of ECPGR;

The responsibilities of the ECPGR Secretariat are:

1. To ensure the implementation of the Programme in accordance with the mandate given by the SC;
2. To coordinate the activities carried out in the framework of the Programme, in close collaboration with the ExCo and the SC;
3. To be responsible for the preparation of the budget and the financial management of the Programme;
4. To provide annually the technical and financial reports to the SC for approval;
5. To provide support to WGs, including the drafting of meetings’ reports and ensure that the agreed workplans are carried out;
6. To provide support to WG Chairs and, where necessary, to assist in preparing evaluation on WG activities and the formulation of workplans and priorities;
7. To initiate ad hoc activities in accordance with guidance provided by the ExCo and SC;
8. To set up and manage the ECPGR scheme for funding WG activities through biannual calls for proposals;
9. To support the operation of AEGIS, including its reporting and monitoring system;
10. To gather and distribute information;
11. To assist in the formulation of project proposals for joint activities and to implement projects, as agreed by the SC;
12. To search for donors to support particular elements of workplans and ad hoc activities;
13. To provide a link with other regions;
14. To contribute to raising public awareness about the Programme and its activities;
15. To participate ex officio in the ExCo (without the right to vote);
16. To assist to the Steering Committee meetings without the right to vote;
17. To undertake any further activity as agreed mutually with the SC.

Working Groups (WGs)

(see also Annex II. Transition to the new mode of operation regarding the Working Group Activities, pp. 12-17)

- WGs are composed of pools of experts proposed by the NCs, on the basis of their expertise and/or interest.
- Each WG is coordinated by a Chair.
- WGs carry out activities mandated by the SC or proposed by the WG and approved by the SC (or ExCo).

- Activities are carried out with a budget that, unless justified, should not exceed € 15 000 per activity and that can be used for various activities including meetings. Activities can also be carried out jointly by more than one WG. Unless justified otherwise, it is recommended to limit participation to 12 members per activity.
- Participants in an activity are selected on the basis of an “expression of interest”, where the potential participants indicate their commitment (see Annex III, p. 18).
- Selection of the participants for an activity is made by the WG Chair from the established WG pools, after consultation with the Secretariat and in collaboration with the NCs who are consulted for endorsement. In case of objections by a NC, the ExCo will take final decisions.
- Proposals for activities will be evaluated and approved every 6 months by ExCo. Proposals should indicate objectives, outputs, budget and active partners with their roles.
- Normally each WG cannot carry out more than one activity per year, i.e. not spend more than € 15 000 per year.
- Outputs of activities are circulated to the entire relevant WG(s) for information and comments.
- A listserver should be established for the WG Chairs to communicate across WGs.

Terms of Reference of the Working Group Chairs

The roles and responsibilities of the Working Group (WG) Chair are the following:

A. Chair of a Crop Working Group

A.1. AEGIS-related tasks

1. Crop Conservation Workplan

In consultation with the WG members, develop at the beginning of each Phase a Crop Conservation Workplan, to be implemented with in-kind contributions and/or ECPGR funds. This Workplan should be based on various sources of information, including: a) the Phase Activity Plans elaborated by the AEGIS Associate Members and aggregated in a crop-wise fashion by the Secretariat; b) the composition of the current European Collection as available from the AEGIS website; c) the Genebank Operational Manuals and the agreed technical standards. This Workplan entails addressing the following aspects:

- a. identifying gaps or redundancies in the European Collection;
- b. promoting inclusion of valuable accessions into the European Collection;
- c. monitoring implementation of genebank standards;
- d. setting priorities for characterization/evaluation;
- e. setting priorities for regeneration;
- f. sharing responsibilities for any of the above-mentioned tasks;
- g. any other aspect that can improve the quality, efficiency and utilization of the Collection.

2. Oversight of Associate Members' European Collection management

Make a critical technical assessment of annual reports for a given crop genepool, provided by the Secretariat upon consolidation of Associate Members' reports. The WG Chair is expected to make suggestions, in consultation with the Secretariat, on possible corrective measures, capacity building activities and/or collaborations with identified Associate Members.

A.2. Other tasks

3. **Provide information** to the WG members on ECPGR events and mode of operation, on a need or request basis.
4. **Orchestrate the know-how available in the pool of experts** for a given crop genepool to resolve specific technical issues that might evolve as part of the operation of the WG or that are being raised by Associate Members as part of the management of the European Collection.
5. **Initiate and coordinate the preparation of project ideas and proposals** for funding from the competitive ECPGR funding scheme and/or from other sources. The WG Chair will also be responsible for the timely submission of the proposals to the Executive Committee (ExCo).
6. **Coordinate ECPGR-related activities for the crop genepool(s)** that fall under the responsibility of the respective WG.

7. **Contribute to the relevant sections of the ECPGR annual reports** and reports to the Steering Committee when prompted by the Secretariat, providing accounts on progress made, including an assessment of what has and has not been achieved considering the crop genepool Phase strategy and workplan, identifying the constraints in reaching the planned objectives.

B. Chair of a Thematic Working Group

1. **Develop a Workplan for each new Phase** in line with the ECPGR objectives for the respective theme, in consultation with WG experts.
2. **Provide information** to the WG members on ECPGR events and mode of operation on a need or request basis.
3. **Provide advice to other WGs** upon request or on a need basis on technical WG-related aspects that are also of interest or importance to other WGs.
4. **Orchestrate the know-how available in the respective pool of experts** to resolve specific technical issues that might evolve as part of the operation of the WG.
5. **Initiate and coordinate the preparation of project ideas and proposals** for funding from the competitive ECPGR funding scheme and/or from other sources. The WG Chair will also be responsible for the timely submission of the proposals to ExCo.
6. **Coordinate ECPGR-related activities** that fall under the responsibility of the respective WG.
7. **Contribute to the relevant sections of the ECPGR annual reports** and reports to the Steering Committee when prompted by the Secretariat, providing accounts on progress made, including an assessment of what has and has not been achieved, identifying the constraints in reaching the planned objectives.

Task Forces

Other than the short-term Task Forces established by the ExCo (see above), the Steering Committee recommends and initiates the establishment of Task Forces in order to fulfil certain tasks. The members of a Task Force are appointed by the ECPGR Secretariat based upon suggestions received from the National Coordinators. The Task Force leader will be selected like a Working Group Chair.

The mandate of a Task Force is described in detail in a workplan including milestones and deliverables. In addition, a Task Force has an allocated budget to fulfil the given task. Task Forces and their work are reviewed during every regular SC meeting.

Procedures of the reviewing process:

- A. The assigned task has been executed by the Task Force, then the Task Force will be dismissed.
- B. The task has not been achieved but the completion of the task will be in the foreseeable future, then the mandate may be extended by the SC.
- C. The Task Force identified further areas of activities, which cannot be achieved in the given timeframe. The SC may therefore recommend the transition of the Task Force into a Working Group.

ANNEXES

Annex I. Country Quota System for ECPGR Phase IX..... 9

Annex II. Transition to the new mode of operation regarding the Working Group Activities12

Annex III. Template for an Expression of interest to participate in an ECPGR Activity.....18

Annex IV. Template for an Expression of interest to serve as ECPGR Working Group Chair during Phase IX.....19

Annex V. Main categories of expertise for the appointment of Working Groups’ experts20

Annex I. Country Quota System for ECPGR Phase IX

1. Background and principles

1.1. Introduction

At its 13th meeting in Vienna, December 2012, the Steering Committee decided to maintain a country quota system to enable a fair use of the funds across countries to be spent for meetings and other activities. All the ECPGR member countries are expected to receive a direct benefit from the use of these funds. The SC requested the Secretariat to prepare a draft system, also giving an incentive to countries offering voluntary contributions, possibly in the form of “country quota”.

During the past two Phases, the country quota system consisted of a given and fixed “quota” (i.e. number of participants in meetings) that was assigned to each country on the basis of their contributing category (the larger the annual contribution, the higher the available quota). A number of quota units were reserved to the WG Chairs, who could invite one extra participant per meeting at their discretion, to ensure the presence of key experts, independently from their country of origin.

WG activities during Phase IX may consist of meetings and/or other activities (such as surveys, research, conservation actions, molecular analysis, etc.).

The number and type of activities is not known in advance, but they will be defined during the Phase, since allocation of funds for activities will be on the basis of a competitive scheme, whereby WGs will need to apply for funding.

The exact budget for activities is also not well known, since the expectation is that fund-raising and voluntary contributions will increase the budget during the course of the Phase. It should also be noted that an increased fraction of Phase IX budget, compared to Phase VIII, will be dedicated to EURISCO. The implementation of AEGIS by the Secretariat will also draw part of the resources. These portions of the budget dedicated to AEGIS and EURISCO should be considered to equally benefit all the countries.

The new mode of operation has introduced increased flexibility, compared to the past, i.e. the number and type of activities is not predefined, but it will depend on which proposals will be successful. Moreover, participation of experts of a given country in activities will be based on expertise and expression of commitment, rather than on the need to represent each country. At the same time, by maintaining a country quota system, the SC intends to guarantee that each country will have the opportunity to benefit from a certain level of participation in activities, either as an active involvement in the research or with the intention to build capacity. Therefore, the country quota system needs to strike a balance between contrasting requirements: on one hand the need for higher flexibility and competition (with the intention to obtain higher quality outputs), and on the other hand the need to insure a minimum level of participation to each country to ensure a Region-wide approach.

1.2. Principles and effects of a Country Quota System for Phase IX

After considering the pros and cons of various options, the Secretariat, in consultation with the ExCo, elaborated the proposal below which is considered an acceptable compromise between the contrasting needs expressed by the Steering Committee regarding the adoption of a country quota system within a new result-oriented mode of operation, aiming at flexibility, technical competence and efficiency.

The main principle of this proposal is that the country quota needs to be expressed in discrete units and it is the most practical to fix the value of one quota as corresponding to the average value of one night, including travel, spent in a meeting anywhere in Europe during Phase IX. Therefore, only the travel component (meetings) of the WG activities can be regulated by a country quota, while the other activities are carried out by the successful project partners, outside of the quota system. Consequently, at the start of the Phase, it is necessary to establish the proportion to be spent for two components of the WG activities budget, i.e. “meetings” and “other activities” (e.g. 75% and 25%).

The advantages of a system based on the above principles are the following:

- The accounting mechanism and monitoring of use of country quotas is simple and easy to display online in real time due to the already gathered experience with this system by the Secretariat.

- The cost of travel is equalized for all the countries (the cost of one night in a meeting anywhere is always one quota unit). In terms of the ECPGR budget, more expensive travels are compensated by less expensive ones. Each country is therefore given the same opportunities to attend meetings.
- Choice of partners and locations for other activities (other than meetings) is only based on expertise and technical convenience and is not influenced by the availability of quotas in the various countries.
- The guarantee for all the countries to receive a benefit from ECPGR is insured (country quota for meetings), although the participation must be based on clear commitment (expressions of interest). Other activities are open to full competition.

One identified disadvantage is that flexibility is reduced, in the sense that the proportion of funds to be spent in meetings vs. other activities throughout the Phase needs to be pre-defined (e.g. 75% vs. 25%).

2. Proposed country quota system

2.1. Splitting the budget in “Meetings” and “Other activities”

The ECPGR budget for activities is split in two components, i.e. “Meetings” and “Other activities”. The relative proportion of the two components is defined at the start of the Phase, e.g. as 75% (Meetings) vs. 25% (Other activities). This proportion needs to be applied to the total budget for WG activities and therefore respected at the end of the Phase, but it does not apply to every single activity. Each activity approved for funding by the Steering Committee can therefore be planned in principle with total flexibility regarding the proportion of funds to be dedicated to meetings or other activities. The Secretariat will monitor the respective thresholds of e.g. 75% and 25% of the total budget for WG activities that need not to be surpassed.

2.2. Country quota

A country quota is assigned to each country based on their category of annual contribution. Quota units can be used to receive reimbursement of “nights” spent for an ECPGR meeting anywhere in Europe, including travel. Two nights in a meeting would cost two quota units and so on. Countries are excluded from reimbursement of costs in meetings whenever their total assigned quota units have been used.

2.3. ExCo quota

A small percentage of the budget (around 6.5%, corresponding to the difference left after all the rounded-up quotas are assigned to categories) is dedicated to a reserve called “ExCo quota”. The use of this quota can be left at the discretion of the ExCo to facilitate attendance of relevant participants to specific meetings (this can be used for capacity building or other purpose).

2.4. Allocation of country quotas per each category

On the basis of the available budget for WG activities agreed at the start of Phase IX, the country quotas for Phase IX are given in Table 1. Should the budget increase during the Phase thanks to voluntary contributions and other raised funds, additional quota units would be assigned to countries, as soon as new contributions are obtained and according to the proposed proportions outlined in Table 1.

2.5. Incentives for voluntary contributions

In the case of voluntary contributions to the “common fund” for WG activities, an incentive is established through the following mechanism: a donor country doubles its proportion of country quota to be received as a result of the increased budget.

Example: A country from category E donates € 100 000. These are split into “meetings budget” (€ 75 000) and “other activities budget” (€ 25 000). The increased “meetings budget” is converted into an additional bonus of 166 quota units to be equally distributed among all the countries, except the donor country that would receive, as an incentive, twice the number of quotas of the other countries.

Table 1. Country Quotas Phase IX (2014-2018)

Contribution category	Annual contribution in Euro	Country	Country quotas (% of total available)	Quota Units*
A	2,750	Montenegro	1.5%	11
A	2,750	Macedonia FYR	1.5%	11
A	2,750	Albania	1.5%	11
A	2,750	Bosnia and Herzegovina	1.5%	11
A	2,750	Azerbaijan	1.5%	11
B	3,500	Serbia	1.7%	13
B	3,500	Bulgaria	1.7%	13
B	3,500	Latvia	1.7%	13
B	3,500	Estonia	1.7%	13
B	3,500	Iceland	1.7%	13
B	3,500	Belarus	1.7%	13
B	3,500	Cyprus	1.7%	13
C	6,500	Lithuania	2.2%	17
C	6,500	Croatia	2.2%	17
C	6,500	Slovenia	2.2%	17
D	7,500	Slovakia	2.4%	18
D	7,500	Romania	2.4%	18
E	11,000	Hungary	2.5%	19
E	11,000	Czech Republic	2.5%	19
E	11,000	Israel	2.5%	19
F	12,000	Ireland	2.6%	20
F	12,000	Finland	2.6%	20
F	12,000	Turkey	2.6%	20
F	12,000	Greece	2.6%	20
F	12,000	Denmark	2.6%	20
G	12,500	Poland	2.8%	21
G	12,500	Austria	2.8%	21
G	12,500	Norway	2.8%	21
H	19,000	Sweden	3.0%	23
H	19,000	Belgium	3.0%	23
H	19,000	Switzerland	3.0%	23
I	20,000	Netherlands	3.2%	24
J	22,000	Spain	3.4%	26
K	52,000	Italy	4.5%	34
K	52,000	France	4.5%	34
K	52,000	United Kingdom	4.5%	34
K	52,000	Germany	4.5%	34
ExCo	-		6.5%	49
Total	510,250		100.00%	757
Total Phase IX	2,551,250			

* Number of ECPGR-funded travel nights available for each country

Phase IX budget elements used to calculate the available quotas

Total budget for Working Group activities during Phase IX	
Total budget for Working Group activities Phase IX	€ 283,809
Total net carry-over from Phase VIII	€ 217,361
Total funds for activities Phase IX	€ 501,170
Estimate for Doc&Info meeting May 2014	(€ 35,000)
Estimate for costs for transfer EURISCO to IPK	(€ 12,000)
Total funds available for activities during Phase IX	€ 454,170
Funds for meetings (75%) for country quotas	€ 340,628
Funds for other activities (25%)	€ 113,543

Calculations of Country Quotas	
Net amount available	€ 340,628
Value of one quota*	€ 450
Total number of quotas available during Phase IX	757

* Estimate average cost of one night in an ECPGR meeting anywhere in Europe (includes cost of travel, lodging, food, local transportation, meeting facilities, etc.)

Annex II. Transition to the new mode of operation regarding the Working Group Activities

As of 1 January 2014, ECPGR entered its Phase IX. A number of decisions were taken by the Steering Committee at its 13th meeting in Vienna, Austria (December 2012) and in the following year through the Steering Committee listserver. This document summarizes: 1. Changes affecting the Working Group operations during Phase IX; 2. Mode of operation of Working Groups; 3. Steps for a transition to the mode of operation of Phase IX; 4. Relevant documents to be consulted for a correct and effective implementation of Phase IX.

1. Changes affecting the Working Group operations during Phase IX

- The Network structure has been abolished. Consequently, also the Network Coordinating Groups have ceased to exist and the role of Network Coordinators has become superfluous.
- The existing Working Groups are maintained. The Documentation and Information Network is converted into a Working Group and its Network Coordinator becomes the Working Group Chair. The list of Working Groups is the following:
 - Crop Working Groups
 1. *Allium* Working Group
 2. *Avena* Working Group
 3. Barley Working Group
 4. *Beta* Working Group
 5. *Brassica* Working Group
 6. Cucurbits Working Group
 7. Fibre Crops (Flax and Hemp) Working Group
 8. Forages Working Group
 9. Grain Legumes Working Group
 10. Leafy Vegetables Working Group
 11. *Malus/Pyrus* Working Group
 12. Medicinal and Aromatic Plants Working Group
 13. Potato Working Group
 14. *Prunus* Working Group
 15. Solanaceae Working Group
 16. Umbellifer Crops Working Group
 17. *Vitis* Working Group
 18. Wheat Working Group
 - Thematic Working Groups:
 1. Wild Species Conservation in Genetic Reserves Working Group
 2. On-farm Conservation and Management Working Group
 3. Documentation and Information Working Group
- Working Groups are composed of pools of experts proposed by the National Coordinators (NCs), on the basis of their expertise and/or interest.
- New Terms of Reference (ToRs) have to be developed for the WG Chairs and a process set up to appoint/re-confirm the Chairs during Phase IX.
- WGs carry out Activities mandated by the Steering Committee (SC) or proposed by the WG and approved by the SC or by the Executive Committee (ExCo).
- Activities are carried out with a budget that, unless justified, should not exceed € 15 000 per Activity, and that can be used for various actions including meetings. Activities can also be carried out jointly by more than one WG. Unless justified otherwise, it is recommended to limit participation to 12 members per Activity.
- Participants in an Activity are selected on the basis of an “expression of interest”, in which the potential participants indicate their contribution to the Activity and their commitment.
- Selection of the participants for an Activity is made by the WG Chair from the established WG pool of experts, after consultation with the Secretariat, and in collaboration with the NCs that will be consulted for endorsement. In case of objections by a NC, the ExCo will take final decisions.

- Proposals for Activities will be evaluated and approved every 6 months by ExCo. Proposals should indicate objectives, outputs, budget and active partners with their roles and be in line with the general objectives of ECPGR.
- Normally each WG cannot carry out more than one Activity per year, i.e. not spend more than € 15 000 per year.
- Outputs of Activities are circulated to the entire WG(s) for information and comments, where relevant.
- A listserv is established for the WG Chairs to communicate across WGs.
- Participation of WG members in ECPGR Activities is funded according to a new mechanism of country quota.

2. Mode of operation of Working Groups

Under the guidance of the WG Chair:

A. Crop WGs

- Contribute to the management of the European Collection through elaboration of a Crop Conservation Workplan. This Workplan entails addressing the following aspects:
 - a. identifying gaps or redundancies in the European Collection;
 - b. monitoring implementation of conservation standards;
 - c. setting priorities for characterization/evaluation;
 - d. setting priorities for regeneration;
 - e. sharing responsibilities on any of the above-mentioned tasks;
 - f. any other aspect that can improve the quality, efficiency and utilization of the Collection.
- Undertake Activities in line with the ECPGR objectives through ECPGR-funded schemes and/or with their own resources.

B. Thematic WGs

- Develop a Workplan for the respective theme for each new Phase of ECPGR.
- Undertake Activities in line with the ECPGR objectives through ECPGR-funded schemes and/or with their own resources.

3. Steps for a transition to the mode of operation of Phase IX

- **Composition of the WGs** (see Flow Chart 1, p. 15)

At the start of Phase IX (January 2014), the WGs are composed of the experts that have been appointed by the NCs during Phase VIII. The composition of the WGs is no longer based on one single representative per country, but it can expand indefinitely with suitable experts (no limit in the number of nominated experts per country). Therefore, at any moment NCs can indicate to the Secretariat additions or deletions of country experts for the WGs. These experts will no longer have a country representative function but they may be selected to participate in ECPGR-funded cooperative Activities on the basis of their expertise and/or interest.

The Secretariat will regularly send reminders to the NCs about their right/duty to revise the list of WG experts. A list of relevant categories of expertise will be provided (see Annex V, pp. 20-21).

- **Selection of WG Chairs for Phase IX** (see Flow Chart 2, p. 16)

The mandate of the Chairs of all WGs that were in charge at the end of Phase VIII is extended until the end of 2014. During 2014, the Secretariat will initiate a process to identify the WG Chairs for the rest of Phase IX, ensuring that the new ToRs are taken into consideration. This process will be articulated as follows:

- NCs will be invited by the Secretariat to propose, by the end of May 2014, the names of candidate Chairs that they recommend for any given WG, on the basis of the new ToRs for WG Chairs. It is expected that NCs consult with their respective country's WG members before making their proposals. These proposals may well include experts from another country.

- All candidate Chairs who received at least one nomination will be invited by the Secretariat to write an “expression of interest” (template provided Annex III, p. 18), to be endorsed by their respective NC. Within the expression of interest it should be made clear that the candidate Chair will be able to dedicate quality time to undertake ECPGR tasks. Expressions of interest should be received by the Secretariat before the end of September 2014.
- All the expressions of interest will be evaluated by ExCo, with support from the Secretariat. The ExCo will take decisions and appoint WG Chairs before the end of 2014.

- **Procedure to apply for funding of WG activities** (see Flow Chart 3, p. 17)

Depending on funding availability, the Secretariat will regularly open calls for ECPGR-funded actions, initially once per year. Each call will be open to submission of proposed “Activities” that, unless convincingly justified, should not exceed € 15 000 per Activity. Proposed Activities are expected to address elements of the ECPGR objectives, outputs and activities for Phase IX and to contribute to outputs achievements. Eligible expenditures to carry out Activities include staff costs, equipment, supplies, travel and meeting costs. Overheads are not eligible. The budget needs to be broken down in “meetings” and “other actions”. Whereas within the entire Phase IX the overall budget proportion of “meetings” vs. “other actions” is fixed to a ratio of 75:25, within each single Activity the proportion between funds dedicated to “meetings” and to “other actions” is at the discretion of the proponents.

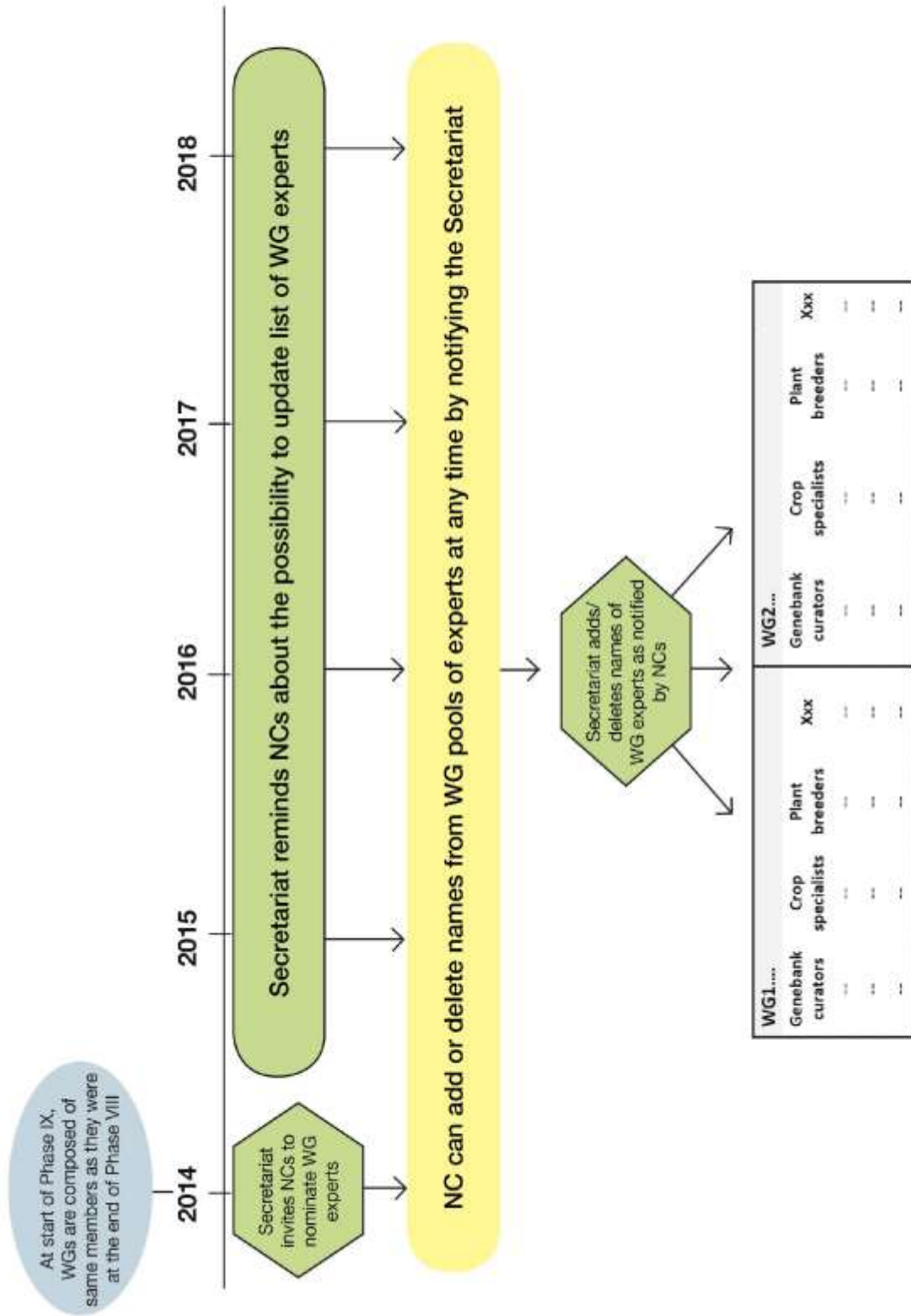
Proposals should be submitted by WG Chairs and can involve more than one WG and they should indicate objectives, which are in line with the general objectives of ECPGR, outputs, budget and active partners with their respective roles. In order to select participants in a proposed Activity, the WG Chairs should seek expressions of interest from among the WG experts. Expressions of interest should indicate the offered contribution to the Activity and the level of commitment of each interested participant. The WG Chairs will then select the participants, after consultation with the Secretariat. Unless justified otherwise, it is recommended to limit participation to 12 members per Activity. Travel funds for meetings will be available, subject to the country quota rules agreed by the SC for Phase IX. The remaining balance of the country quota(s) for each country will be available online from the ECPGR website.

A template for proposal submission and for the expressions of interest form to be filled in by each participant will be provided on the ECPGR website. Proposals for Activities will be evaluated and selected by the ExCo. Criteria for selection of the proposals are included in the templates for submission. The Secretariat will need to verify the availability of country quota for the participation of each partner in meetings (if appropriate) and/or the presence of self-funding arrangements. National Coordinators will need to be consulted for endorsement of the final list of participants in successful Activities, in particular from their respective country’s perspective. In case of objections by a NC, the ExCo will take final decisions regarding the list.

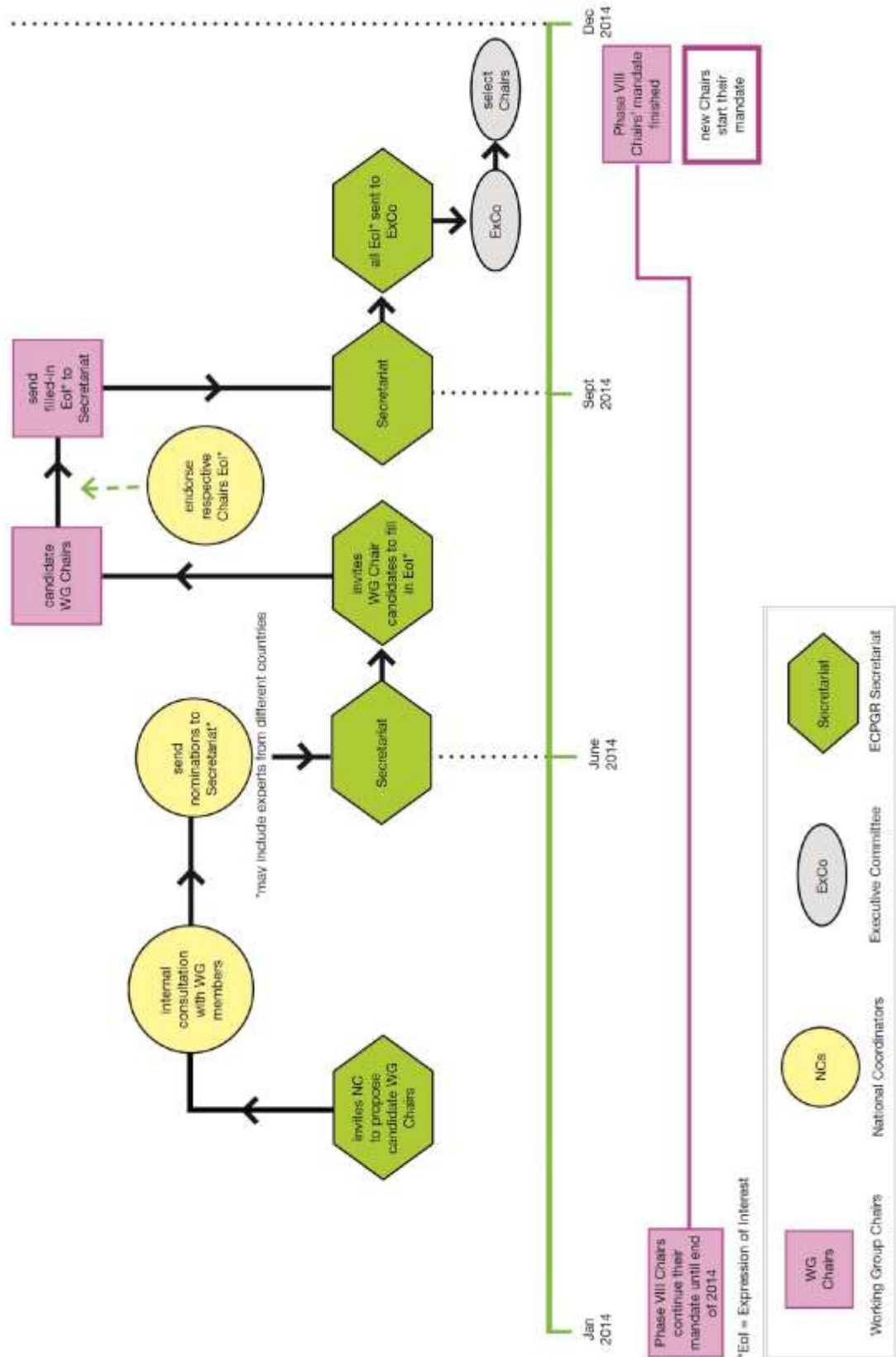
4. Relevant documents to be consulted for a correct implementation of Phase IX

1. ECPGR Phase IX – Goal, Rules of Procedure and Terms of Reference for the operational bodies, including Annexes
 - a. Country quota system (Annex I, pp. 9-11)
 - b. Transition to the new mode of operation regarding the Working Group activities (Annex II, pp. 12-17)
 - c. Templates for expressions of interest: (i) for a WG expert to participate in a WG Activity (Annex III, p. 18), (ii) to serve as a WG Chair (Annex IV, p. 19)
 - d. Categories of expertise and criteria for selection of experts (Annex V, pp. 20-21).
2. ECPGR Objectives (*v1, June 2014, approved by the SC – Outcome 3 to be finalised, pending agreement of the SC on the concepts on in situ and on-farm conservation and management*)

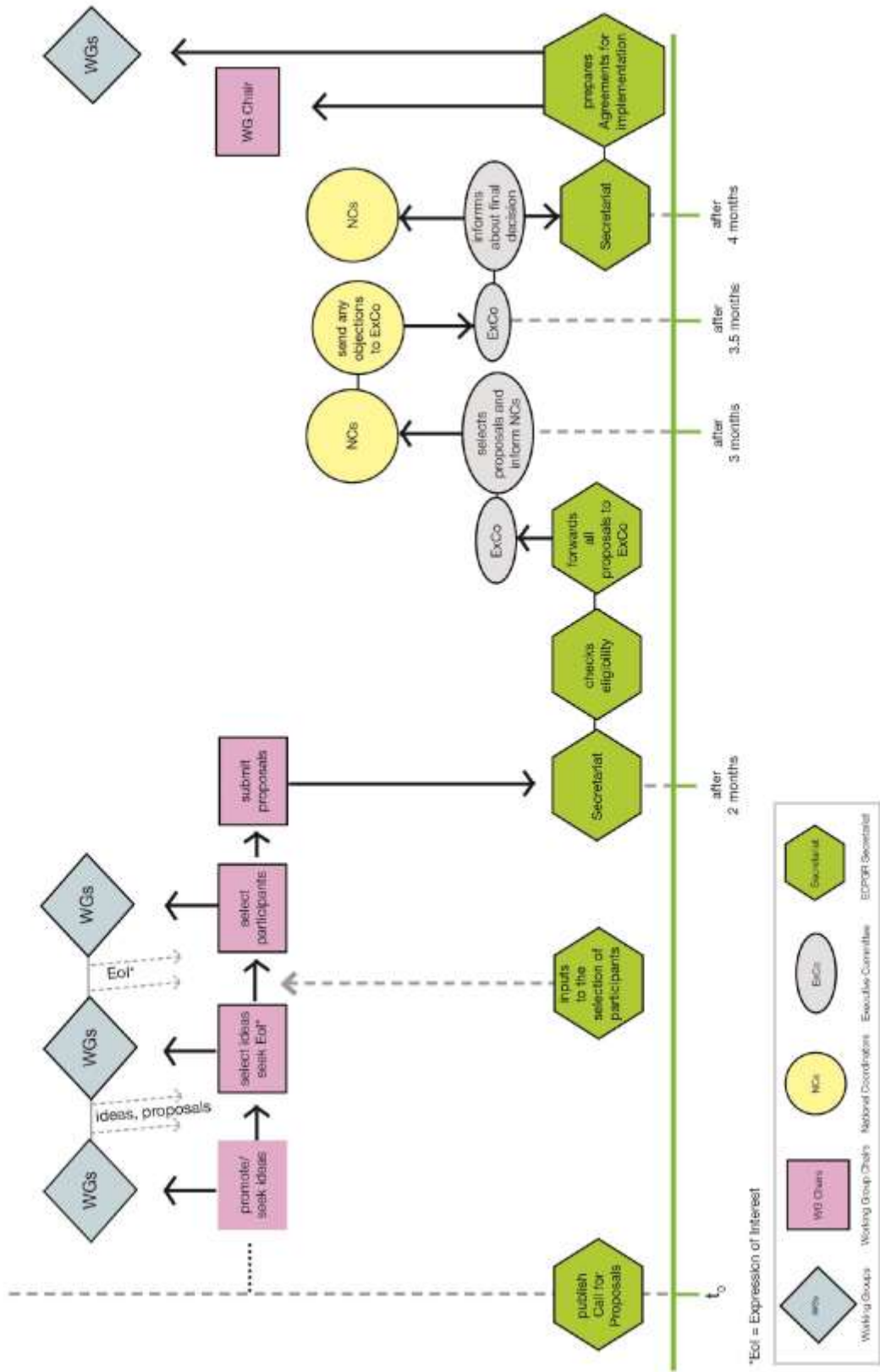
Flow Chart 1. Renewal of composition of Working Groups



Flow Chart 2. Renewal of WG Chairs appointment



Flow Chart 3. Competitive scheme for WG activities



Annex III. Template for an Expression of interest to participate in an ECPGR Activity

During ECPGR Phase IX (2014-2018), Working Groups (WGs) carry out activities mandated by the Steering Committee or proposed by WGs and approved by the Steering Committee (or Executive Committee).

Participants in an Activity are selected on the basis of an “Expression of interest”, where the potential participants indicate their commitment.

Selection of participants for an Activity is made by the WG Chair from the established WG pools of experts, after consultation with the Secretariat and in collaboration with the National Coordinators, who are consulted for endorsement.

The Expression of interest to participate in a proposed ECPGR Activity is completed by any individual belonging to the pool of experts of a given Working Group. The nomination of WG experts from each country is done by the respective National Coordinator.

EXPRESSION OF INTEREST

I herewith declare my personal interest and institutional commitment to participate in the proposed ECPGR Activity (*title of proposed Activity*) and certify that the information provided below is correct and reflects my current position in the institute/organization.

Name: Position:
 Institute name:
 Country:
 Working Group:

The contribution that I can offer to the proposed ECPGR Activity consists of the following specific actions, services or skills (e.g. provision of expertise, research infrastructure, equipment, experimental field/glass house space, staff time, logistic support, others).

Please specify in detail below:

- a.
- b.
- c.

I have obtained the endorsement from my National Coordinator (Mr/Ms) for this Expression of interest
 Yes / Not yet

My direct supervisor (Mr/Ms) is supporting my participation in the proposed ECPGR Activity
 Yes/ No/ Not applicable

I am therefore committed to spend the full time necessary to meet/comply with ECPGR-Activity related obligations.

Signature Date

Annex IV. Template for an Expression of interest to serve as ECPGR Working Group Chair during Phase IX

The mandate of the Chairs of all ECPGR Working Groups (WGs) who were in charge at the end of Phase VIII has been extended until the end of 2014. The ECPGR Secretariat has been requested to initiate a process to identify the WG Chairs for the rest of Phase IX. New Terms of Reference (ToRs) for the WG Chairs have been approved by the Steering Committee and are available from the ECPGR website (http://www.ecpgr.cgiar.org/about_ecpgr/structure.html). Following an invitation sent by the Secretariat to National Coordinators (NCs) to propose potential candidates for the positions of WG Chairs, all those who received at least one nomination are invited to complete and sign the below "Expression of interest", to be endorsed by their respective NC. Expressions of interests should be received by the Secretariat before the end of September 2014. All the Expressions of interest will be evaluated by ExCo, with support from the Secretariat. The ExCo will take decisions and appoint WG Chairs before the end of 2014.

EXPRESSION OF INTEREST

I herewith declare my personal interest and the institutional commitment that allows me to serve as the Chair of the ECPGR Working Group.....during the period from January 2015 to December 2018 and certify that the information provided below is correct and reflects my current position in the institute/organization.

Name: Position:
 Institute name:
 Country:
 Field of interest:
 Range of expertise:
 Experience of working in international projects

Based on: i) the current knowledge of the situation in Europe related to the crop(s) or theme(s) of the WG; ii) the objectives, outputs and activities for ECPGR Phase IX (http://www.ecpgr.cgiar.org/about_ecpgr/objectives.html); iii) the ToRs of WG Chairs (http://www.ecpgr.cgiar.org/about_ecpgr/structure.html);

I am planning to promote the following main activities of the WG during Phase IX:
 a.
 b.
 c.

I confirm that I am aware of the ToRs of a WG Chair and that I am available and committed to fulfil the related obligations.

I have obtained the endorsement from my National Coordinator (Mr/Ms) for this Expression of interest
 Yes / Not yet

My direct supervisor (Mr/Ms) is supporting my engagement as Chair of an ECPGR Working Group
 Yes/ No/ Not applicable

Signature Date

- Enclosed:
 - CV
 - References of 3-5 relevant publications

Annex V. Main categories of expertise for the appointment of Working Groups' experts

At its Thirteenth Meeting (December 2012), the ECPGR Steering Committee agreed on a new operating structure for Phase IX of ECPGR (2014-2018), including a different composition of the Working Groups (WGs). Whereas WG members were previously nominated as country representatives (one per WG), this membership is replaced in Phase IX by a much more flexible and open system: the WGs will now be composed of pools of experts.

National Coordinators are invited to nominate experts from their country for any WG by informing the Secretariat of their selection. The pool of experts constituted for each WG will be regularly updated upon request from the Secretariat or upon notification from the National Coordinators.

As the participants in the ECPGR-funded Activities will be recruited from the pools of experts, based on an "expression of interest" by the experts to participate in any given Activity, it will be important to make sure that experts are timely nominated in order to allow their participation in Activities in their field of competence.

In order to facilitate and guide the nomination process, it was decided by the Steering Committee to establish a list of relevant categories of experts.

The experts can come from the public as well as the private sector. Academia as well as non-governmental organizations are important sources of experts. Whenever possible, governmental officers should also be included to facilitate implementation and possible upscaling of Activities.

The main categories of experts for the WGs are listed below. Examples of relevant types of specialists are provided between brackets.

1. Curators of germplasm collections (e.g. seed, *in vitro* / cryopreservation, field genebanks; on-farm specialists, *in situ* specialists)
2. Crop specialists (e.g. botanists, taxonomists, agronomists, physiologists, geneticists, phytopathologists)
3. Information management and documentation specialists
4. Plant breeders
5. PGRFA-related policy and law specialists.

National Coordinators are invited to fill the table below to nominate experts for all the WGs, where applicable. Several names can be indicated in each cell, while not every cell needs to be filled.

Experts nominated for the Working Groups

(Please provide full contact details of all experts in a separate sheet)

Working Groups	Categories of experts				
	Genebank Curator	Crop specialist	Information / documentation	Plant breeder	Policy and law
Crop					
Allium					
Avena					
Barley					
Beta					
Brassica					
Cucurbits					
Fibre Crops					
Forages					
Grain Legumes					
Leafy Vegetables					
Malus/Pyrus					
Medicinal and Aromatic Plants					
Potato					
Prunus					
Solanaceae					
Umbellifer Crops					
Vitis					
Wheat					
Thematic					
Wild species					
On-farm					
Documentation and Information					