

Plant2Food Rules of Procedure

Steering Group

Constitution:

- The Steering Group consist of one dean or vice-dean from each of the institutions, a representative from Food & Bio Cluster Denmark, a representative from an NGO of relevance to the Plant2Food mission, potentially a representative from other OIS initiatives, and one high level representative from three companies. *
- The company members will be assigned on a rotational practice. *

Meeting frequency and practice:

- The Steering Group will meet as required, but at least twice a year, in person or via teleconference or the like. *
- The Secretariat will send out an agenda and materials for the meeting two weeks prior to the meeting.
- Minutes from the meeting must be approved by the Steering Group members no later than seven days after receiving the minutes. The Secretariat will send out the final minutes from the Steering Group meeting after approval.
- The Steering Group can make decisions via e-mail when needed. The Secretariat will facilitate the process. Steering Group members must vote no later than seven days after receiving the material via e-mail.

Decision-making competence / quorum:

- The Steering Group shall form a quorum when two thirds of members are present or represented by another member by a power of attorney. *
- Each voting member of the Steering Group has one vote. *
- Guests and observers can participate in meetings by invite with speaking rights but without voting rights.
- The Steering Group strives to achieve consensus when making decisions. In case consensus cannot be achieved, the Steering Group will make a decision by a two thirds majority by the present members. *

Confidentiality:

- The Steering Group members are bound by rules of confidentiality as stated in the Framework Agreement clause 7 (7.1-7.8) and the Non-Disclosure Agreement.

Conflict of interest:

- Procedures for conflict of interest are stated in the Plant2Food Rules for Eligibility.

* Defined in the Plant2Food Framework Agreement.

Review Committee:

Constitution:

- The Review Committee consists of 6-10 members from academia and industry with an elected chairperson. The members of the Review Committee must be employees of the Parties. *
- The company members will be assigned on a rotational practice. *
- The Review Committee members shall be appointed by the Steering Group.
- Each Party shall have the right, subject to the approval of the Steering Group, to replace its member of the Review Committee with another representative from their organization. If a Party resigns or withdraws its member in the Review Committee without appointing a replacement, the Steering Group may appoint a substitute. *

Meeting frequency and practice:

- The Review Committee shall meet as required, virtually or in person, to ensure swift assessment of Project Proposals from the Parties and nominate Project Proposals to the Steering Group. *
- The Review Committee meets regularly at set time-points to review Project Proposals from up to two annual call rounds and, if needed, ad hoc to follow up on the progress of projects. *
- The Secretariat will send out an agenda and materials for the meeting no later than three days before the meeting.
- Minutes from the meeting must be approved by the Review Committee members no later than 4 days after receiving the minutes. The Secretariat will send out the final minutes from the Review Committee meeting after approval.
- The Review Committee can make decisions via e-mail when needed. The Secretariat will facilitate the process. The Review Committee members must reply no later than three days after receiving the material via e-mail.

Decision-making competence / quorum:

- The Review Committee shall form a quorum when two thirds of all members are present or represented by another member by a power of attorney. *

- Each member of the Review Committee shall have one vote.
- The Review Committee strives to achieve consensus when making decisions. In case consensus cannot be achieved, the Review Committee will make decisions by a simple majority vote by the present members.
- In case of a tie regarding a proposal, the initial review from the international specialist pool will be assigned more weight to resolve the situation.

Confidentiality:

- The Review Committee members are bound by rules of confidentiality as stated in the Framework Agreement clause 7 (7.1-7.8).

Conflict of interest:

- Procedures for conflict of interest are stated in the Plant2Food Rules for Eligibility.

* Defined in the Plant2Food Framework Agreement