



# **DELIVERABLE 7.1**

## **Report Describing the ToR and Composition of the Advisory Board**

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*MacDonald, J. & Krey, V. (2022). Report Describing the ToR and Composition of the Advisory Board (CircEULAR Deliverable 7.1)*



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# CircEular

## Developing circular pathways for a EU low-carbon transition

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| <b>Deliverable number</b>         | <b>7.1</b>  |
| <b>Deliverable name:</b>          | Report Describing the ToR and Composition of the Advisory Board |
| <b>WP / WP number:</b>            | Coordination and Management/WP 7                                |
| <b>Delivery due date:</b>         | 31/December/2022  |
| <b>Actual date of submission:</b> | 23/December/2022  |
| <b>Dissemination level:</b>       | Public  |
| <b>Lead author(s):</b>            | Jennifer MacDonald, Volker Krey                                 |

### Version log

| Version | Date       | Issued by          | Description  | Summary of changes                        |
|---------|------------|--------------------|--------------|---|
| 1       | 29.11.2022 | Jennifer MacDonald | First draft  | n/a                                       |
| 2       | 23.12.2022 | Jennifer MacDonald | Second draft | Revised based on internal review comments |



## **Executive Summary**

This deliverable describes the terms of reference and composition of the Advisory Board for the CircEULAR project. This information will guide the implementation of the Advisory Board and will continue to steer Advisory Board activities throughout the project.

## **Keywords**

Advisory Board, Terms of Reference



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## Abbreviations

|           |   |
|-----------|---|
| CircEular | Developing circular pathways for a EU low-carbon transition |
| EU        | European Union  |
| IAM(s)    | Integrated Assessment Model(s)                              |
| IIASA     | International Institute for Applied Systems Analysis        |
| WP        | Work Package  |



## Report Describing the Terms of Reference and Composition of the Advisory Board

### 1. Introduction

This deliverable describes the terms of reference and composition of the Advisory Board for the **CircEULAR** project. This information **will guide** the implementation of the Advisory Board and will continue to **steer** Advisory Board activities throughout the project. Advisory Board members have been nominated by members of the CircEULAR consortium and coordinated by IIASA. As specified in the Consortium Agreement: *The Advisory Board, composed by at least three academics and/or decision makers will be appointed and steered by the General Assembly. The AB provides scientific and policy relevant feedback on the Project activities, thus facilitating and supporting with information the decisions made by the Consortium Bodies.*

Following the nomination process, a set of eight Advisory Board member candidates were identified that provide a balance representation across three dimensions: (i) professional background (academia, public policy, private sector), (ii) region of origin (EU, non-EU), and (iii) gender. By the time of finalizing this deliverable, six of the eight candidates have agreed to join the CircEULAR Advisory Board (see Section 3) with the other two responses still pending.

### 2. Terms of Reference for the Advisory Board

The Advisory Board for the CircEULAR project is tasked with engaging with the project's scientific content and process to advise on the direction of the project. Each Advisory Board member has been initially briefed on the project's partners, objectives, and WP details. Each member has been asked to attend as many project meetings as possible (remotely or in-person) to facilitate interactions with project partners. At each project meeting, Advisory Board members present will share their feedback on the project's progress and future directions. This feedback will be incorporated into a written report and shared with the EU Project Officer. To facilitate effective communication between the Advisory Board and project coordinators, all Advisory Board members have been added to the project's Advisory Board email list ([circular.advisory@iiasa.ac.at](mailto:circular.advisory@iiasa.ac.at)) and to the Advisory Board section of the project SharePoint. Members have been advised that they can contact the project's secretariat ([circular.secretariat@iiasa.ac.at](mailto:circular.secretariat@iiasa.ac.at)) with questions or concerns at any time.

Prior to joining the Advisory Board, all members have accepted via signing a Non-Disclosure Agreement, covered under Section 6 of the Consortium Agreement, and have been provided with an invitation letter (see Annex 1 and 2).



### 3. Composition of the Advisory Board

At the time of submission of this document, the Advisory Board is composed of six members. Members represent academia, public policy, and the private sector. In terms of regional balance, representatives from the EU as well as non-EU institutions in China, Israel, and the USA. Three members are female and three members are male constituting and equal gender balance. The current standing Advisory Board members are listed in Table 1 below.

*Table 1: List of Advisory Board Members (Accepted)*

| Name                           | Gender | Title and Affiliation  | Region | Sector                        |
|--------------------------------|--------|--|--------|-------------------------------|
| Prof. Dr. Bing Zhu             | M      | Tsinghua University, Director of Institute for Circular Economy, China                                   | Non-EU | Academia (Industrial Ecology) |
| Prof. Dr. Melanie Jaeger-Erben | F      | Professor of Sociology of Technology and the Environment at BTU Cottbus – Senftenberg, Germany           | EU     | Academia (Social Science)     |
| Dr. Tamar Makov                | F      | Senior Lecturer at the Guilford Glazer Faculty of Business and Management, Ben Gurion University, Israel | Non-EU | Academia (Circular Economy)   |
| Dr. Vered Blass                | F      | Senior Lecturer, Department of Environmental Studies, Tel Aviv University, Israel                        | Non-EU | Academia (Environment)        |
| Dr. Philipp Nuss               | M      | Researcher at the German Federal Environmental Agency, Germany   | EU     | Public Policy                 |
| Dr. Geoffrey Guest             | M      | Amazon-Research Scientist, USA   | Non-EU | Private Sector                |

CircEULAR consortium members have contacted two additional, potential Advisory Board members from the policy and private sectors, of which final decisions are currently pending.





## Annex 1: Letter of Invitation

**Volker Krey**

Research Group Leader,  
Integrated Assessment and  
Climate Change (IACC) Group  
Energy Climate and Environment  
(ECE) Program

**[AB Member]**

[AB Member address]

**Subject:** Invitation as Advisory Board Member of Horizon  
Project-CircEULAR

**Date:** 06.12.2022

Dear [AB Member],

I am contacting you in relation to a new four-year research project entitled [CircEULAR](#) (Developing circular pathways for a EU low-carbon transition), which launched as of 01 September 2022. As such, we are currently establishing an Advisory Board, which will comprise of academics, policy makers and global multinational business representatives. In this regard, the CircEULAR consortium members would be delighted to benefit from your expertise and insights and invite you to join the Advisory Board of the project.

The [project consortium](#) comprises of 9 organizations from 7 countries and is a unique combination of European institutes and collaborators from Austria, Germany, Italy, the Netherlands, Norway, Switzerland, and the UK.

The Project aims to understand the dynamics and levers for societal transformation towards a net-zero emission circular economy. CircEULAR will develop new modelling approaches for analysing circularity from a systems perspective accounting for: 1) dematerialisation and the transition to a service-based economy to limit material stock growth; 2) lifetime extension of material stocks through repair, maintenance, reuse; 3) waste treatment and material recycling.

The role of the Advisory Board is to follow the progress of the CircEULAR project and provide strategic advice for the project's future directions during its four-year duration. The Advisory Board members are also encouraged to attend the Project Meetings which will take place on a regular basis to foster the input to the full consortium. The venue of these meetings will be shared among the partners, and we will likely hold meetings in alignment with the locations of some of our volunteer host partners: Venice, Italy, Berlin, Germany, and Groningen, The Netherlands. For occasions where you are not able to travel to the meetings, we will have a hybrid connectivity for web streaming to allow remote participation.

Our next consortium meeting will be hosted by the CircEULAR partner CMCC in Venice, Italy, from Monday, April 17 to Wednesday, April 19. It would be a great pleasure if you are in the position to join us for the meeting.



Please do not hesitate to get in touch if you would like more information. We would be very happy to discuss the project in more detail should you have any questions.

We would be very much honored if you would join us as an Advisory Board member. I thus hope that you will be able to accept our invitation. If you do accept our invitation, I would kindly request for you to go ahead and sign and return the attached Non-Disclosure Agreement with your confirmation.

Yours sincerely,

**Volker Krey**

Principal Investigator of CircEULAR  
Research Group Leader IACC Group,  
International Institute for Applied Systems  
Analysis (IIASA)



## Annex 2: Non-Disclosure Agreement for Advisory Board

Non-Disclosure Agreement for Advisory Board agreed under Section 6 of Consortium Agreement "Confidentiality Undertaking"

of

**<name and address of Advisory Board (AB)>**,

- hereinafter referred to as »the Advisory Board Member« -

Towards

the Parties of the Project called **CIRCEULAR - DEVELOPING CIRCULAR PATHWAYS FOR A EU LOW-CARBON TRANSITION (Horizon Europe N° 10105681)**:

1. **INTERNATIONALESINTERNATIONALES INSTITUT FUER ANGEWANDTE SYSTEMANALYSE (IIASA)** with legal address in Schlossplatz 1, LAXENBURG 2361, Austria, the Coordinator
2. **UNIVERSITAET FUER BODENKULTUR WIEN (BOKU)**, with legal address in GREGOR MENDEL STRASSE 33, WIEN 1180, Austria,
3. **FONDAZIONE FONDAZIONE CENTRO EURO-MEDITERRANEO SUI MEDITERRANEOSUI CAMBIAMENTI CLIMATICI (FONDAZIONE CMCC)**, with legal address in VIA MARCO BIAGI 5, LECCE 73100, Italy,
4. **LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN (LMU MUENCHEN)**, with legal address in GESCHWISTER SCHOLL PLATZ 1, MUENCHEN 80539, Germany,
5. **NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU (NTNU)**, with legal address in HOGSKOLERINGEN 1, TRONDHEIM 7491, Norway,
6. **RIJKSUNIVERSITEIT GRONINGEN (RUG)**, with legal address in roerstraat 5, GRONINGEN 9712CP, Netherlands,
7. **T6 ECOSYSTEMS SRL (T6)**, with legal address in VIA AURELIANA 63, ROMA 00187, Italy,
8. **TECHNISCHE UNIVERSITATUNIVERSITATUNIVERSITATUNIVERSITÄT BERLIN (TUB)**, with legal address in STRASSE DES 17 JUNI 135, BERLIN 10623, Germany,
9. **MERCATOR RESEARCH INSTITUTE ON GLOBAL COMMONS AND CLIMATE CHANGE (MCC) GGMBH (MCC)**, with legal address in EUREF Campus 19, in TORGAUER STR 12-15, BERLIN 10829, Germany,
10. **EIDGENOSSISCHE MATERIALPRUFUNGS- UND FORSCHUNGSANSTALT (EMPA)**, with legal address in UEBERLANDSTRASSE 129, 8600 , DUBENDORF Switzerland
11. **THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD (UOXF)**, with legal address in WELLINGTON SQUARE UNIVERSITY OFFICES, OX1 2JD, OXFORD United Kingdom

- hereinafter referred to as »the Project Parties« -



Whereas:

A. The Parties of the Project are carrying out the Project **CIRCEULAR - DEVELOPING CIRCULAR PATHWAYS FOR A EU LOW-CARBON TRANSITION (Horizon Europe N° 10105681)**

- hereinafter referred to as »Project« -

and

B. The Advisory Board Member has been recruited to act as a member of the Advisory Board established for the Project according to the EU Grant Agreement and for a period of **44 months**, starting **01 January 2023**

and

C. In the course of the Advisory Board Member's work within the Project, the Project Partners may wish to disclose technical and/or commercial information of a confidential nature to the Advisory Board Member, and wish to ensure that the same remain confidential.

Now, therefore, the Advisory Board Member shall undertake the following:

- 1 For the purposes of this Undertaking «Confidential Information» shall mean such technical and/or commercial information, including but not limited to any documents, drawings, sketches or designs, materials or samples (including software) disclosed by the Project Partners to the Advisory Board Member, and which at the time of its disclosure is identified as being confidential.
- 2 The Advisory Board Member undertakes to treat as confidential, as it does for its own proprietary information of like importance, but at least with a reasonable degree of care, all and any Confidential Information and agree not to disclose the same to any third party except with the Project Partners' prior written consent and to use Confidential Information only for the purpose of fulfilling the Advisory Board Member's tasks. The Advisory Board member shall take all necessary and appropriate precautions to prevent the unauthorized disclosure or access to confidential information to third parties.
- 3 The restrictions on the use and disclosure of Confidential Information shall not apply to any information which is:
  - (a) proven to have been known to or developed by the Advisory Board Member prior to the time of its receipt pursuant to this Undertaking; or
  - (b) already in the public domain at the time of disclosure to the Advisory Board Member or thereafter enters the public domain without breach of the terms of this Undertaking; or
  - (c) lawfully acquired by the Advisory Board Member from an independent source having a bona fide right to disclose the same and/or that does not have a nondisclosure obligation with respect to it; or
  - (d) independently developed by the Advisory Board Member who has not had access to any of the Project Partners' Confidential Information.
- 4 Unless it is necessary for the fulfilment of the Advisory Board Member's tasks within the Project, the Advisory Board Member shall not, without the Project Partners' prior written consent, copy or reproduce any document provided to the Advisory Board Member containing in whole or in part Confidential Information and any party receiving any such document shall return or destroy the same and any copies, extracts or other reproductions regarding Confidential Information, thereof on the Project Partners' request but the latest on the date of termination of this Undertaking.
- 5 All Confidential Information supplied pursuant to this Undertaking shall remain the property of the Project Partner supplying it and no rights, including but not limited to the right to apply for industrial property rights, are granted to the Advisory Board Member.
- 6 Any sample or material which may be supplied by any of the Project Partners to the Advisory Board Member shall be treated as confidential according to section 2 to 5 of this Undertaking and shall be used only for the purposes of fulfilling the Advisory Board Member's tasks. The Advisory Board Member shall not analyse, decompile or reverse-engineer the sample or



software to determine the identity and/or properties of components used to prepare the sample or software.

Any sample or software shall be returned to the Project Partners at the Project Partners' request, but the latest until termination of this Undertaking.

7 This Undertaking shall come into force on the date of the last signature with retroactive effect as of the date mentioned under B above, and shall thereafter continue until **31 August 2026**. The obligation of confidentiality hereunder shall continue in force for 4 years from the date of the last signature.

8 Amendments or additions to this Undertaking must be made in writing.

9 This Undertaking is subject to resolution in accordance with the provisions of Settlement of disputes in Section 11.8

10 If any provision of this Undertaking is determined to be illegal or in conflict with the applicable law, the validity of the remaining provisions shall not be affected. The ineffective provision shall be replaced by an effective provision which is economically equivalent. The same shall apply in case of a gap.

.....  
<Insert name and position of person(s) signing>  
Signed on behalf of the Advisory Board Member

**For more information:**

<http://circeular.org/>



*The CircEULAR project is funded  
by the European Union*

This work has received funding from the Swiss State Secretariat for Education,  
Research and Innovation (SERI).

**Project funded by**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER  
**State Secretariat for Education,  
Research and Innovation SERI**

