

ANNEX II

Draft terms of reference of the Open Science Advisory Committee

1. Background

Recognizing the potential of open science to democratize science and close the gaps in science technology and innovation, the Executive Board recommended that the General Conference invite the Director-General to initiate the process of elaborating a draft text of a new standard-setting instrument on open science in the form of a recommendation, to be submitted for consideration by the General Conference at its 41st session (206 EX/Decision 9 and 207 EX/Decision 7). In this context and further to the request of the Executive Board, the Director-General also presented a consolidated roadmap for a possible UNESCO recommendation on open science (as contained in the annex to Executive Board document 207 EX/7) describing the organization and timeline of a consultative process leading to the adoption of a UNESCO recommendation on open science in 2021.

As noted in the above-mentioned consolidated roadmap, the organization of the process leading to the possible adoption of a UNESCO recommendation on open science in 2021 will be led by UNESCO Member States and:

- facilitated by an internal multisectoral UNESCO open science team led by the Natural Sciences Sector;
- supported by a broad open science partnership;
- guided by an Open Science Advisory Committee.

The current document provides the draft terms of reference of the Open Science Advisory Committee.

2. Role of the Open Science Advisory Committee

The Open Science Advisory Committee will be established by the Director-General of UNESCO to provide guidance and advice on the overall implementation of the consolidated roadmap for the UNESCO recommendation on open science, as contained in the annex to Executive Board document 207 EX/7.

Its role will be to guide the consultative process leading to the recommendation by:

- providing expert and strategic advice;
- ensuring delivery of the process milestones; • providing support with fundraising.

In addition, the Open Science Advisory Committee will be invited to:

- propose relevant institutions and stakeholders to join the open science partnership so as to ensure its geographical representativeness and broad scope covering all scientific disciplines and systems of knowledge;
- propose experts to take part in the regional and thematic consultations taking into account gender and geographical balance;
- contribute to and review any documentation that will be produced to accompany the consultative process leading to the recommendation;
- communicate broadly on the importance of the recommendation and the related work of UNESCO.

3. Membership of the Open Science Advisory Committee

3.1 Members

It is proposed that the Open Science Advisory Committee be composed of 30 members including:

- four representatives of Member States from each of the six electoral groups of UNESCO;
- six representatives of key scientific bodies and institutions dealing with open science.

3.2 Guiding principles

The selection of the members of the Open Science Advisory Committee will be made by the Director-General of UNESCO based on an open and transparent process taking into account the following principles:

- geographical balance; – gender balance;
- expertise and competence in the field of open science.

3.3 Election of a chairperson and a vice-chairperson

At their first meeting, the Open Science Advisory Committee members will elect a chairperson and a vice-chairperson with the following responsibilities:

- setting the agenda for the meetings in consultation with the secretariat;
- making sure that each meeting is planned effectively and that matters are dealt with in an orderly and efficient manner;
- encouraging participation of all members of the Open Science Advisory Committee in the discussions; – summarizing the conclusions of discussions, the decisions taken and the agreed follow up actions.

3.4 Observers

Observers will be permitted to attend the meetings of the Open Science Advisory Committee. Observers should inform the secretariat about their intention to attend the meeting no less than five business days before the scheduled meeting.

4. Operating procedures

4.1 Secretariat of the Open Science Advisory Committee

The secretariat will consist of the internal multisectoral UNESCO open science team.

4.2 Frequency of the meetings

The Open Science Advisory Committee meetings will be organized at least twice a year in line with the key steps of the implementation phase of the consultative process as foreseen in the consolidated roadmap. Depending on the funds available and/or the willingness of the members of the Open Science Advisory Committee to self-fund, meetings will be conducted face-to-face or virtually.

4.3 Documents for the meetings

The agenda of the meetings will be set by the Open Science Advisory Committee chairpersons in consultation with the secretariat. The secretariat will prepare and distribute the minutes of the meetings. Any other documents to be considered by the Open Science Advisory Committee will be decided by its chairpersons in consultation with the secretariat and the members of the Open Science Advisory Committee.

4.4 Quorum and decision-making

Quorum for meetings will be attendance by a simple majority of committee members. All decisions will be taken by consensus.

4.5 Reporting of the decisions of the Open Science Advisory Committee

The results of the discussion of the Open Science Advisory Committee are reported to the Director-General of UNESCO, via the chairperson of the committee.