

## **Science Advisory Committee (SAC): Terms of Reference**

Approved by FODAFO on June 27, 2019

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### **Mandate and relation to Footprint Data Foundation (FODAFO)**

The Science Advisory Committee shall provide advice to the board of FODAFO about proposals to improve, and implement changes in, the methodology of the National Footprint and Biocapacity Accounts, and such other purposes as the board of FODAFO may direct from time to time. The Science Advisory Committee may formulate its own rules of procedure, subject to such regulations or directions as the board of FODAFO may make, from time to time.

More specifically, advice may include, but not be restricted to matters such as:

- the scientific basis and methodology for defining and measuring Ecological Footprint and Biocapacity, including its conversion factors (yield, equivalence) for analyses at all scales;
- key areas of research and development that will improve the calculation methodology;
- the strengths and limitations of relevant data sources.

The SAC will respond to requests for advice from FODAFO as well as provide advice to FODAFO on issues chosen by SAC members.

### **Composition**

The SAC will be comprised of a maximum of 12 members, one of whom will be the chair of the committee. The FODAFO Board will appoint the chair. Other members will be appointed by the FODAFO Board based on recommendations of the chair. Members will be chosen for their expertise in the natural and social sciences of relevance to SAC. Diversity in background, experience, and perspectives will be important in the selection of committee members.

FODAFO and its members will provide administrative support to the Committee.

### **Tenure of Committee Members**

Members will be appointed for 3 years. In each of the first three years a maximum of 4 members will be appointed. This will result in a maximum of 12 members after 2 years with a turnover of up to 4 members per year thereafter. Members, including the chair may be re-appointed once for an additional 3 years.

### **Responsibilities of Committee Members**

- To be conversant with the methodologies for calculation Footprints and Biocapacity;

- To provide relevant advice based on the best research and databases in their areas of expertise;
- To canvass the views of their respective networks on controversial science matters relevant to SAC's mandate;
- To attend all SAC meetings;
- To read all materials provided in advance of meetings.

### **Meetings**

The SAC will meet three times a year, in person if possible and if funds allow. Members will be able to participate electronically.

The chair will circulate an agenda in advance of each meeting together with any relevant materials. Committee members will be expected to suggest agenda items.

Advice formally transmitted from the SAC to the Board will be in writing from the chair. To the extent possible, advice to the Board will be based on a consensus of the members. In the absence of consensus, all views will be transmitted.

### **Funding**

SAC may request funding for annual operating costs from FODAFO and, with approval of FODAFO, may be funded by other entities.