

## **Advisory Board - Terms of Reference**

### **1. Organisational Structure of the APPEAR programme**

The Austrian Partnership Programme in Higher Education and Research for Development - APPEAR is a programme of the Austrian Development Cooperation (ADC) with the aim to implement its strategy for support of higher education and research for development on an academic institutional level in the ADC's southern priority countries and key regions and in three priority countries of the South Caucasus and Black Sea Region. The overall objective is to strengthen the institutional capacities in higher education, research and management in the addressed countries through Academic Partnerships with Austrian higher education institutions and master's and PhD scholarships as a contribution to effective and sustainable reduction of poverty. APPEAR is financed by the Austrian Development Cooperation (ADC) and implemented by the Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH) with the support by the World University Service Austria (WUS) as subcontractor. The APPEAR office is at the OeAD-GmbH.

The Selection Board awards funding from component 1 (Preparatory Funding, Academic Partnerships, Advanced Academic Partnerships) and component 2 (PhD scholarships if not embedded in existing APPEAR projects) of the APPEAR programme. Complete proposals for Academic Partnerships and Advanced Academic Partnerships are evaluated and ranked by peer reviewers who are assigned by the programme management. Commissioned by the Austrian Development Agency (ADA), the Operational Unit of the Austrian Development Cooperation, the APPEAR office is in charge of all relevant programme procedures, provides sufficient information to applicants and communicates the programme results to the scientific community, governmental and non-governmental agencies in the field of development cooperation as well as to the broader public.

### **2. Tasks**

In the course of the programme the Advisory Board advises the ADA and the APPEAR office in technical and strategic issues (e.g. international developments and the resulting challenges for the programme) and contributes on a meta-level to the further development of the programme.

Relevant partners from Austria, Europe and the global South are involved for the programme.

The Advisory Board of the Austrian Partnership Programme in Higher Education and Research - APPEAR has the following tasks:

- Strategic feedback and adjustment of the programme to international developments in the field of higher education and research for development
- Contribution for further development of the programme

### **3. Composition**

Members of the Advisory Board belong to either the scientific community or the sector of higher education and research cooperation from Austria, Europe and the global South:

- One representative of the Federal Ministry of Europe, Integration and Foreign Affairs (BMEIA)
  - chair of the board

- One representative of the Austrian Development Agency (ADA)
- One representative of the Federal Ministry of Science, Research and Economy, Section Science / Research (BMWFV)
- One representative of a European development agency with expertise in higher education, science and research for development
- One representative of a European agency in the field of higher education, science and research for development
- One representative of a transcontinental/international network/organisation in the field of higher education and research
- Two representatives of academia with experience in international/bilateral academic partnership projects / programmes - one from Europe, one from the global South.

Members are nominated in person for the entire period of the second programme phase; proxies are not permitted.

#### **As permanent members:**

- Representative of the APPEAR office
- Chair of the Selection Board

The members of the Advisory Board named in point 3 are selected by mutual consent by the ADA and the APPEAR office. The representative of the BMEIA will take the chair in the Advisory Board.

The work in the Advisory Board is unpaid. Travel costs can be refunded against submission of appropriate documents (e.g. second class train ticket, economy flight ticket).

#### **4. Mode of working**

The Advisory Board usually holds one meeting a year:

The exact dates of the meetings of the Advisory Board are determined by mutual consent between the members at the end of each meeting for the next meeting. The meetings are called by the APPEAR office in consultation with the chairperson. The APPEAR office also informs about the agenda of the meetings, at least three weeks before they take place.

The documents will include relevant materials describing the progress in the cause of the programme – such as annual reports or interim progress reports.

#### **5. Quorum**

The Advisory Board is quorate if the members have been duly invited to the meeting and if at least half of the members are present. Recommendations are taken by simple majority.

#### **6. Minutes**

The recommendations of the Advisory Board are documented in the resolution minutes by the APPEAR office and signed by the chairperson. An electronic version of the minutes has to be sent to all members of the Advisory Board within three weeks after the meeting.

#### **7. Miscellaneous**

Any change in the Terms of Reference of the Advisory Board has to be agreed upon mutually by the ADA and the APPEAR office.