

## **GIPO AG meeting #2: ANNEX**

### ***Modus Operandi of the Advisory Group***

#### **Mandate**

1. GIPO's Advisory Group (AG) works independently from the services of the European Commission and the contractor. Its main tasks are to:
  - provide guidance on all aspects of the evolution of GIPO, including – but not limited to – new technological solutions for the tool
  - publicise GIPO through their own institutions and networks
  - ensure that GIPO remains abreast of topics and that the challenge of ‘selectivity’ or ‘bias’ in source selection is minimised
  - contribute to the steering of GIPO’s development, for instance by highlighting content for the tool's homepage.
2. The mandate of the AG is flexible, personal and based upon the tasks described above.
3. Each AG member will provide input based on their area of expertise.
4. The AG can act upon consultation by the services of the European Commission or the contractor, or issue its own non-binding advice without a prior request. In this respect, the AG will operate on a ‘consensus -2’ principle.<sup>1</sup>

#### **Membership & Responsibilities**

5. The AG will consist of twelve members. It is envisaged that the European Commission (EC) will invite eight members, with the remainder being nominated through an open process ([ag-nominate@giponet.org](mailto:ag-nominate@giponet.org)).
6. No legally binding commitment will be required from AG members vis-à-vis their tasks in the AG (i.e. no contract will be signed). However, the commitment to engage in the process for at least one year will be required, with renewal possible.
7. AG members’ information will be circulated in GIPO documentation, and highlighted on the GIPO website.

#### **Meetings**

8. Most communication will be carried out through virtual means.
9. A ‘requirement’ to discuss every two months will be flexibly interpreted: it is best to maintain regular communication channels that can be ‘activated’ at key moments, rather than ‘forced’ at fixed moments. Email shall be the primary mode of communication for the AG ([ag@giponet.org](mailto:ag@giponet.org)).
10. For ‘virtual’ meetings, we shall organize closed webinar-style events with flexible participation requirements, where AG members and other invitees can join in (if participation is deemed useful by AG members, the AG Secretariat, or the EC. The

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<sup>1</sup> “If no consensus can be reached, consensus shall be considered achieved if no more than 2 Members object” (Article IX, IRENA Statutes 2009, available from: [http://www.irena.org/documents/uploadDocuments/Statute/IRENA\\_FC\\_Statute\\_signed\\_in\\_Bonn\\_26\\_01\\_2009\\_incl\\_declaration\\_on\\_further\\_authentic\\_versions.pdf](http://www.irena.org/documents/uploadDocuments/Statute/IRENA_FC_Statute_signed_in_Bonn_26_01_2009_incl_declaration_on_further_authentic_versions.pdf))

- Project Officers in the EC have a standing invitation. The AG Secretariat will organize and host the events.
11. When the AG has developed to a critical mass (six members or more), we shall try to arrange for key AG members to meet at (externally-organised) events of mutual interest.

## Documentation Associated with the AG

12. The draft agenda will be circulated per email one week prior to the meeting, with the final agenda available 48 hours before the meeting.
13. Very brief minutes (action points) will be circulated within 48 hours after the meeting.
14. The AG agenda, minutes and other relevant information will be made public via the GIPOnet.org engagement website.