

# Future Earth National Committees and Structures

## Terms of Reference

### Shortened FINAL

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*These Terms of Reference provide guiding principles, within which the Future Earth Secretariat and each National Committee and Structure will negotiate and manage their relationships.*

### **Definition of a Future Earth National Committee/Structure**

Future Earth National Committees and Structures are independently organized groups of professionals in sustainability science, representing Future Earth communities in their countries or local regions in the Future Earth global structure. In countries with a Future Earth Global Secretariat Hub, the National Committees/Structures work closely with the Global Secretariat Hub to coordinate the national programs and initiatives of Future Earth.

Typically, National Committees/Structures are hosted by national science academies, national funding organizations or leading research universities or institutes.

### **Mission of a Future Earth National Committee/Structure**

Future Earth National Committees/Structures mobilize and support sustainability science in their countries and in a bi-directional way connect national expertise with the global networks, initiatives and activities of Future Earth.

The National Committees/Structures shall promote the objectives of Future Earth in their respective countries with specific reference to international aspects. They shall diffuse information from the global level to the scholars in their country, and nominate delegates to represent them at global meetings.

### **The relationship between a Future Earth National Committee/Structure and the Future Earth Secretariat**

The Secretariat supports the National Committees/Structures through:

- Formal recognition of the Committees as a part of the Future Earth global network, including the right to use the Future Earth name and logo and access to benefits

provided for the Future Earth National Committees/Structures (see the following bullet points)

- Global and regional coordination of National Committee/Structure activities
- Membership services (see Annex A)
- Offering representation in the Future Earth governance (Assembly seat and possibility to be elected to the Governing Council)

The responsibilities of the National Committee/Structure include:

- Active contribution to the Future Earth global discussions and initiatives, including but not limited to engagement with Future Earth Global Research Network members and International Project Offices (IPOs) within the country of the National Committee/Structure
- Support for Future Earth International Project Offices (IPO) in their country or seeking to relocate to their country. This support may include endorsements, development of collaborative initiatives or hosting or supporting an IPO or IPOs
- Active engagement with Future Earth individual members in the country of the National Committee/Structure

### **Setting up of a National Committee/Structure**

- Admission of a National Committee shall not constitute recognition of its political but only of its scientific status. Each National Committee has the same rights and the same duties except as hereinafter provided.
- Future Earth recognizes one National Committee per country or autonomous economic entity.

For the process and requirements of setting up a National Committee/Structure, see Annex B.

### **Closing up of a National Committee/Structure**

- A National Committee/Structure that wishes to end its activities will inform the Future Earth Global Secretariat of the formal closure of that National Committee/Structure.
- The Future Earth Governing Council also has the right to remove the National Committee's/Structure's affiliation with Future Earth if the Committee is acting against the interest of Future Earth and/or fails to respect and cherish the core values of Future Earth. A Governing Council decision to close a National Committee/Structure will be ratified by the Assembly.

### **Making changes to this Terms of Reference**

All changes to this Terms of Reference will be made by the new Governing Council, on the initiative of the National Committees/Structures, and ratified by the Future Earth Assembly.

## ANNEX A

### Future Earth Secretariat Services for the National Committees and Networks:

- A membership platform with specific functions and services dedicated to National Committees/Structures
- A dedicated webpage on the Future Earth website for each National Committee/Structure
- Priority access to Future Earth global programs that advance sustainability science, locally, nationally, regionally and globally. This includes support for national program implementation or direct inclusion in program development
- Opportunities to participate in international science policy initiatives
- Opportunities to apply for Future Earth funds and participate in networking project proposals
- Access to Future Earth global governance through representation at the Future Earth Assembly
- A clearly defined pathway, and support, for becoming a Future Earth Global Secretariat Hub with a global mandate if they wish to
- Opportunities to organize a conference under the auspices of Future Earth

## ANNEX B

Process and requirements for setting up a National Committee:

### Requirements:

- The work of a National Committee/Structure shall align with the Mission and Objectives of Future Earth
- Each National Committee/Structure is encouraged to seek funding support dedicated to the national activities of the Committee/Structure
- A National Committee/Structure shall include representation from different disciplines from different parts of the country
- Agreement to contribute to the Future Earth Member Portal and agreement to a universal data policy approved by the Governing Council.
- Each National Committee/Structure will provide the Future Earth Global Secretariat
  - annual updates of activities for the Future Earth Annual Report
  - the name of a National Committee/Structure Chair and a Point of Contact as well as a complete list of National Committee/Structure members
  - an annual updated activity or work plan as well as information on current activities and opportunities

### Process:

- A national institution wishing to establish a Future Earth National Committee/Structure should contact the Future Earth Secretariat to express their interest and schedule a short call. This conversation will initiate the application process.
- Refer to the [Guidelines for the Establishment of a New National Committee](#) for full details on the application and accreditation process, including the steps as follows:
  1. [Create an account on the Future Earth Member Portal](#) to begin your application.
  2. Complete your application, available [here](#).
  3. Attach a letter requesting accreditation on a hosting organization's letterhead or the National Committee's/Structure's letterhead signed and dated by the Committee/Structure Chair/Lead.
  4. Attach a copy of any founding document outlining the proposed committee structure and status in the country. (If available, for example, Memorandum of understanding, partnership/collaboration documents.)
  5. Submit the application and notify the Future Earth Secretariat once it has been submitted.
- The Future Earth Global Secretariat Directors Council will review each application and make a recommendation to the Future Earth Governing Council for approval. The Governing Council decisions concerning new National Committees/Structures will be ratified by the Future Earth Assembly at the Assembly meeting.