Rules of procedures for Steering Committee for Public-Private Partnership for pre-breeding

§ 1 Scope of the Public-Private-Partnership for pre-breeding (PPP)
The partnership shall support development of collaboration projects in Nordic plant breeding for long-term needs in agriculture & horticulture with the aim of:
- Adaptation to climate change
- Meeting environment goals
- Consumer & market demand

The Collaboration shall be pre-competitive, strategic, aimed at variety production and anchored in the needs of the plant breeding entities and society.

§ 2 Tasks of the PPP Steering Committee (SC)
The SC shall establish and administer the PPP, assure adequate evaluation of the PPP by the end of the funding period, and further develop the PPP for future collaboration.

The SC shall:
1. Develop annual budget & business plan for the PPP. (1)
2. Issue calls for project proposals and decide how project proposals shall be accepted. Set PPP projects in action on condition that 50% private funding is assured. (2, 3, 4, 7)
3. Prioritize between project proposals and decide on which projects shall be carried out and on the amount of funding allocated to each proposal. In case the proposed project budgets exceed available funding, the share of own contribution from project partners paid in cash should have substantial influence on funding decisions. (5, 7)
4. Develop rules & guidelines on rights / obligations for collaborative project partners. (6)
5. Approve project partners, budget, funding, project leader, project plan and time scheme. (8)
6. Ensure appropriate project follow-up and reporting on project budget, project participation, funding, project leader, project plan and time scheme. (9)
7. Secure synergy between PPP and other relevant national & Nordic activities within the area of plant breeding. (10)
8. Decide on possible collaboration between PPP and non-Nordic partners. (11)
9. Secure efficient communication on PPP function & activities. (12)
10. Approve annual reports from projects funded by the PPP. (13)
11. Develop PPP strategy for further development of long-term Nordic collaboration on pre-breeding: (14)
   a. Work actively for long-term funding of projects.
   b. Work actively for development and expansion of activities into other crops.
12. Develop terms of reference for evaluation of PPP and evaluate its activities at the latest by 31. December 2013. (15)
13. Report directly to the partners of the agreement (Avtal). (16)

§ 3 Composition of the SC
The SC consists of 10 members:
- 5 appointed by the Nordic Council of Ministers (NCM) after recommendation from national ministries, representing 5 national ministries
- 1 appointed by Nordic Agricultural University NOVA network after recommendation from the Nordic agricultural universities
- 4 appointed by Nordic plant breeding entities
NCM appoints SC chair person from ministry representatives. Members are appointed for 3 years. A balanced composition in gender, age etc. is sought in line with Nordic policies.

§ 4 Order of decision
- A quorum is formed when 50% of the members of the SC are present.
- Decisions are taken unanimously.
- Decisions can be taken by written procedures. A quorum is formed when 50% of the members of the SC are responding.

§ 5 SC meetings
The SC meets at least 2 times per year. Ad hoc meetings can be arranged when necessary.

§ 6 Call for meetings
Call for meetings must be sent out minimum 2 weeks prior to the date of the meeting. Documents presented for SC must be distributed to the members minimum 1 week prior to the meeting. Call for ad hoc meetings must be sent out 1 week prior to the date of the meeting.

§ 5 Meeting minutes
Minutes on meeting decisions are made at each meeting. Following points of agenda will be included:
- Time and place for the meeting
- Participants present
- Agenda
- Decisions taken at the meeting
Items for the agenda can be proposed by all SC members to chair of SC and secretariat minimum 3 weeks prior to the date of the meeting.

§ 6 Format of written material
Items for SC meeting agenda are presented with a short introductory summary, a short proposal for decision and relevant background document(s).

§ 7 Evaluation of project proposals
Project proposals are evaluated for 1) scientific quality and 2) relevance for Nordic plant breeding.
- For evaluation of scientific quality an international non Nordic peer, unattached to any of the proposed projects, is identified. This person is requested to perform evaluation of scientific quality, giving special attention to use of current state-of-the-art techniques and knowledge to be applied in the proposed pre-breeding activities.
- Evaluation of relevance for Nordic plant breeding is done by SC.
The evaluation will be decisive for granting support.

§ 8 Attestation
Attestation of payments of grants is done by the director of NordGen. Attestation of other costs is done by the administrator of the PPP program. If special situations of strategic importance arise, SC chair may be consulted.

§ 9 Secrecy
PPP will follow Nordic guidelines and Swedish law on secrecy. Project proposals will be kept confidential. For granted projects, proposals will be publicly available. Sensitive company information may be kept confidential when required for the accomplishment of the project.

§ 10 Conflicts of interest
All SC-members are expected to act ethically and to follow such conduct guidelines as may be applicable to them. If a SC-member becomes aware of any actual or potential conflict of interest, this SC-member shall inform the board immediately.
A SC-member may not participate in the deliberation of matters in which he or she has a material interest.
• If a SC-member is main applicant or coordinator of a proposed project to the PPP program, he or she may not be involved in evaluation, discussions nor funding decision of the specific project.

• If a SC-member’s home organization is involved as a partner in a proposed project to the PPP program, the SC-member may be involved in evaluation and discussions, but not in the funding decision of the specific project.

SC members are in the context of the PPP SC work representing their branch of science/business/administration, and not only their home organization. As the intention of the PPP is to engage the core stakeholders within the field of pre-breeding from both public and private side as well as from the scientific community, it is of high importance that these stakeholders are heard, and that the specific competences are applied for the all over benefit of the PPP collaboration.

§ 11 Dispute
Legal dispute arising is to be solved by Swedish rule and legislation.

§ 12 Authorization and change of Rules of procedures
Rules of Procedures for the SC are set by the SC based on decisions made by the NCM. Change of Rules of Procedures can only be done by the SC at ordinary meetings.