

TERMS OF REFERENCE

For establishing the Collaborative Research Network on
Sustainable Temperate Agriculture (TempAg)

TABLE OF CONTENTS

I. Preamble.....	3
II. Definitions.....	4
III. Understandings / Statement of intent.....	6
IV. Aims and Strategic Objectives.....	7
V. Scientific Plan	9
VI. TempAg Organisation and Membership	11
VII. The Governing Board	12
VIII. The Bureau	14
IX. TempAg Secretariat Host.....	15
X. TempAg Secretariat	16
XI. Budget, Finance	18
XII. Association and Disassociation of Members	19
XIII. Effective Date, Duration, and Discontinuation	20

Terms of Reference

I. Preamble

National institutions representative of national governments recognise that meeting growing societal demands for food while restoring our damaged environment create the need for the development of robust policies and management strategies worldwide. More sustainable agriculture systems are essential to deliver these policy and management objectives.

Accordingly, the signatories have decided that a new internationally-coordinated policy approach will support the collaborative research endeavour in this area, and they hereby express their intention to become Members of the Collaborative Research Network on Sustainable Temperate Agriculture (hereafter “TempAg”) as an international coordinated research network.

II. Definitions

Associate Member: An international or inter-governmental organisation or professional society that can be invited by the Governing Board to be non-voting participants in TempAg's Governing Board and other activities. Associate Members are those organisations with initiatives relevant to TempAg and would be valuable additions to its network and would abide with the spirit of these ToR.

Bureau: Consists of the President and Vice-President(s) of the Governing Board with Secretariat staff attending as non-voting members.

Governing Board: TempAg's decision-making body comprised of designated representatives of Full and Associate Members.

Implementation Phase: The period of time after Full Members have signed TempAg's Memorandum of Understanding to form the Governing Board, replacing the Interim Governing Board.

Interim Governing Board: Representatives of potential Full Members who have submitted Letters of Intent to join TempAg and developed TempAg's MoU and ToR during the Establishment Phase.

Interim phase: The period of time during which potential Full Members submit Letters of Intent to join TempAg, and the subsequent period of time during which they sign a Memorandum of Understanding. The Interim Phase ends when an adequate number of Full Members have signed the Memorandum of Understanding and made financial commitments to provide an adequate operating budget in the judgment of the Interim Governing Board.

Member: A research institution/organisation or a consortium of research institutions/organisations nominated by and representing a national government that signs the TempAg Memorandum of Understanding, provides TempAg with the appropriate annual membership fee, and has voting rights.

Non-Member Partners: Representatives of international or other organisations participating in projects in Temperate agriculture Research with which TempAg has agreements approved by the Governing Board.

TempAg: Sustainable Temperate Agriculture Collaborative Research Network, an international coordinated research network developed and proposed under the auspices of the OECD Global Science Forum.

Temperate Agriculture: This is meant in TempAg as agricultural systems found in non-tropical areas. Temperate agricultural systems include a number of characteristics that distinguish them from tropical systems including: 1) seasonality, leading to well-defined operations and growing periods and seasonally-dependent pest and disease incidence (although some tropical areas may also share some such seasonal characteristics); 2) less weathered soils, with different fertility characteristics and slower soil organic matter dynamics; 3) substantial inputs of fertilisers, agrochemicals or mechanisation in different combinations; 4) substantial investment by the private sector favouring investment in "high-value" crops such as wheat, soya, oil seed rape (canola), maize (corn) and potato, and in improved grasslands, and 5) globally the highest yields (mainly due to 2, 3 and 4).

Working Group: Working groups with a defined duration, approved by the Governing Board, are the principal mechanism for taking forward the scientific activities of TempAg. Participants in Working Groups would commit in-kind resources to underpin their membership of the Group.

III. Understandings / Statement of intent

1. TempAg is an open-ended international network for Temperate Agriculture research with stakeholders devoted to coordinating activities of mutual benefit.
2. TempAg membership is based on a legally non-binding "Memorandum of Understanding" (MoU).
3. The involvement of Members in the MoU is subject to the goodwill and appropriation or allocation of contributions by the appropriate authorities. Each Member's participation is subject to the applicable laws and regulations of the countries in which it is located (this does not apply to Associate Members).
4. Nothing in the MoU can be interpreted to contradict relevant national legislation and provisions.
5. The signatories to the MoU subscribe to the general purposes, objectives and organisational principals of TempAg and rules of operation as laid out in this Terms of Reference (ToR) document.

IV. Aims and Strategic Objectives

TempAg's mission would be to serve as an international research network for national governments involved in agriculture research in temperate climates, represented by an agent as described later. The network seeks to increase the impact and return on the investments that Members make in their national research programmes. TempAg's activities would enable communication between, and coordination of, existing and new research and technology as well as identify areas of research relevant to scientists and policymakers alike that are currently not addressed at an international level. The scientific program of TempAg shows a high relevancy to practice.

TempAg would assist Members to respond to emerging challenges such as “sustainable intensification” (driving agricultural productivity gains while using inputs more efficiently, and lowering pressure on the environment by reducing losses of water and nutrients, and greenhouse gases from agricultural lands), and “resilience” (the development of farming systems that are resistant to and can recover from economic and climatic shocks).

TempAg would enable synthesis, evidential review and best practice, thereby increasing scientific added value and credibility. It coordinates open and inclusive activities including conferences, working groups, networking activities and outreach efforts. These activities generate research collaborations, publications, recommendations, reports and other tangible output of value to the agricultural research community, researchers, funding agencies, governments and international organisations involved in agriculture policies.

TempAg also facilitates the development of internationally-accepted, common methods for assessing the sustainability and the efficiency of current, emerging and novel agricultural practices and systems that aim to improve the productivity of agriculture.

The overarching goal of the network would be to deliver resilient agricultural production systems at multiple levels. This includes specific focus on:

- a) Optimising Land Management to Produce Food and Other Ecosystem Services at the Landscape Level
- b) Sustainable Food Production at the Farm/Enterprise Level

The expected long-term outcomes of the activities developed through TempAg are:

Scientific results that have policy relevance

- Coherent international structure leading to better identification of temperate agriculture issues in international forums
- Better applicability of research outcomes (science-based knowledge) for users and governments
- Improved understanding of the needs to build resilience in agriculture systems leading to development of a consensus on the drivers of change

Adding value

- Better knowledge of existing research

- Facilitate the identification of future collaborative projects
- Value added to existing investments through synthesis and other collaborative activities
- identify opportunities for further investments

Academic advances

- Development of a common language for sustainable agriculture
- Agreed protocols for data collation and interpretation
- Agreed methods for international collaborative research in this area

V. Scientific Plan

Delivery of the overarching goal would be achieved by a research programme consisting of three themes (each theme would be addressed through an initial set of scientific questions):

1. Delivering Resilient Agricultural Production Systems at Multiple Spatial and Temporal Levels

Scientific questions:

- a. How can conceptual frameworks be developed for defining agricultural sustainability at multiple levels?
- b. How can temporal variability in production be reduced, and how can this be managed as one of the causative agents of price volatility?
- c. What are the implications of change in multiple socio-economic and environmental drivers for delivering sustainable intensification?
- d. How can policies and strategies be optimised to promote agricultural systems that are resilient and that can adapt to climate change, economic and environmental shocks?
- e. What are the limits to and trade-offs within sustainable production systems, and how are they best governed?

2. Optimising Land Management to Produce Food and Other Ecosystem Services at Landscape Level

Scientific questions:

- a. How can tensions between competing land uses be resolved? (includes existing and changing land use and natural resources; across temporal levels)
- b. How can land use systems be designed to optimise synergies which satisfy social, economic and environmental goals, and the provision of ecosystem services?
- c. How can scale, location, diversity and complementarity of rural enterprises be optimized to enhance the provision of complementary activities within a landscape?
- d. What are the limits to and trade-offs within sustainable production systems, and how are they best governed?

3. Sustainably Improving Food Productivity at Farm/Enterprise Level

Scientific questions:

- a. What practices (including uptake of existing and novel technologies) can be developed and adopted to maximise resource-use efficiency in different contexts (space and time)
- b. What knowledge and information can be delivered to sustainably improve the quality of crops at the farm/enterprise level (what/where/how)?

- c. What knowledge and information can be developed to sustainably deliver improved quality of livestock products (what where how) and welfare considerations and feed issues?
- d. How can interactions between genetic resources, environment and management (GxExM) in different locations be optimised?
- e. What strategic and tactical tools and practices can be developed and adopted to adapt to and mitigate consequences of extreme events/increasing volatility including those related to climate variability and other changes?

Priority Research Questions

To ensure that the project has rapid outcomes, three pilot activities have been identified for the first 12 – 18 months of the network:

1. How can conceptual frameworks be developed for defining agricultural sustainability at multiple levels?

This would include:

- Review of the current concepts of agriculture sustainability and the work underway
- Assessment of which systems can be made sustainable, and in which regions, and those that may need to relocate or transform
- Development of technical guidelines showing different approaches to the evaluation of agriculture sustainability

2. How to design land use systems that optimise synergies between agricultural production and ecosystem services

This would include:

- Case studies and analysis, such as integrated crop-livestock-forestry systems, and novel food/non-food production systems at landscape level
- Quantification of ecosystem services in agriculture

3. Yield gaps and resource use efficiency

This would include:

- Quantifying yield and water productivity gaps for major cereal crops
- Compilation of a database of nitrogen (and possibly phosphorus) applications on major food crops with estimates of use efficiencies
- Comparative analysis of yields, yield gaps and resources use efficiencies with an initial assessment of how yield gaps might be narrowed and resource use efficiency increased

VI. TempAg Organisation and Membership

1. TempAg is an international network, globally oriented and open to any interested country as represented by relevant research organization or institution from around the World.
2. TempAg is composed of Members that have signed the MoU and Associate Members (which are not required to sign the MoU).
3. Members of TempAg are entitled to voting rights in the Governing Board, and are expected to pay an annual financial contribution according to the provisions of Paragraph XI.3 of these Terms of Reference or as determined by the Governing Board. Members are research institutions or organisations, or consortia of research institutions, nominated by and representing national governments. Failure to pay the annual membership fee constitutes termination of membership.
4. Membership would normally be for an initial period of three years, with the possibility to withdraw under exceptional circumstances by submitting written notification.
5. Associate Members of TempAg are institutions or organizations which may participate in all TempAg activities and the Governing Board but are not entitled to voting rights. It is expected that they would be mostly academic or professional societies, or international or inter-governmental organizations interested in temperate agriculture research. Associate Members could bring financial support for specific TempAg work programmes or activities, in which case they would be entitled to take part in making decisions affecting that specific program or activity.

VII. The Governing Board

1. The Governing Board represents all the TempAg participants, including all Members and Associate Members, and is the ultimate decision-making and governance body for TempAg. All decisions would be taken by a quorum consisting of at least half of the Members.
2. The Governing Board has the authority, among other tasks:
 - to modify these Terms of Reference and TempAg's MoU;
 - to alter the scales of the annual financial contributions by members;
 - to decide the annual operating budget, work programme;
 - to approve the financial reports and audits as proposed by the Secretariat ;
 - to decide on TempAg's strategies;
 - to elect its President and Vice-President(s) and establish the Bureau at its first meeting after the 8th Member has signed the MoU and annually thereafter;
 - to renew the term of or replace the Secretariat Host;
 - to approve rules of procedure, regulations, policies and such subsidiary bodies as it may be necessary for its proper functioning and the achievement of TempAg goals;
 - to consider any matters pertaining to TempAg or its operations submitted to it by the Executive Secretary, the Secretariat Host, or by any Member;
 - to choose the Executive Secretary and make arrangements for his/her appointment;
 - to review the performance of the Executive Secretary in collaboration with the Secretariat host;
 - to approve the staffing structure (reporting hierarchy, number of staff, titles, salaries, and roles) for the Secretariat Office as arranged with the secretariat host.

The Governing Board will, in general, make decisions by consensus. If a vote is called, the decision would be made by a simple majority, with the following exceptions which would be taken with a two-thirds majority:

- Modifying these Terms of Reference and TempAg's MoU; and
 - Changing the scales of the annual financial contributions by Members.
3. The Governing Board is composed of representatives of Members and Associate Members. Members are those who have paid their current annual subscription. Members may send more than one representative to meetings of the Governing Board but only have one vote. A Member may cast its vote *in absentia* or may delegate its vote to another Member present at a Governing Board meeting. *In absentia* votes and a delegation of voting rights would be provided to the

Secretariat prior to the beginning of a Governing Board meeting. Associate Members do not vote.

4. The Governing Board would have an ordinary meeting at least once a year. An annual vote to approve the operating budget, work programme, and other essential decisions recommended by the Bureau would take place at ordinary meetings or by electronic ballot. An extraordinary meeting may be convened upon the request of at least a quarter of Members. Meetings are preferably held each time in a different geographical location hosted by a Member.
5. The meetings of the Governing Board are chaired by the President of the Bureau/Governing Board.
6. The Executive Secretary is a non-voting *ex officio* member of the Governing Board and acts as its secretary.

VIII. The Bureau

1. The Bureau oversees the operations of the Secretariat in implementing the Work Program and budget.
2. The Bureau comprises the President and Vice-President(s) of the Governing Board;_The Executive Secretary is be a non-voting *ex officio* member of the Bureau and acts as its secretary.
3. The Bureau would meet at least once per year, but it is expected that the President and Vice-President(s) would work closely with the secretariat on a regular basis (including electronically) to provide oversight and guidance on specific activities.

IX. TempAg Secretariat Host

1. The TempAg Secretariat Host provides the location, facilities and services for all or part of the TempAg Secretariat as established in the Annex 1 of these Terms of Reference Secretariat Host Terms and approved by the Secretariat Host and the Governing Board.
2. Expected services include, but are not limited to, office infrastructure, staff management, financial management, human resource management, accountancy, Internet access, IT capabilities, access to expertise on communications (including website management), access to publishing services, and logistical and technical assistance. The TempAg Secretariat Host houses all or part of the TempAg Secretariat and manages it in accordance with the Secretariat Host Terms, the operational policies of the Secretariat Host, and domestic laws. Subject to the laws of the country in which it is located, the Secretariat Host is accountable to the Governing Board for all matters pertaining to TempAg, except as otherwise provided in these ToR and the Secretariat Host Terms.
3. Neither the TempAg Secretariat Host, nor its employees, agents, representatives or contractors are entitled to commit the Members to any expenditure beyond what is available in the budget.
4. During the Establishment Phase, the Interim Governing Board selected the UK Biotechnology and Biological Sciences Research Council (BBSRC) as Secretariat Host for an initial 18-month period. It was further agreed that INRA would contribute to the provision of Secretariat facilities from late 2015.
5. During its initial 18 month period, TempAg would operate as a funded initiative within the BBSRC and would not have an independent legal status. Following a period of time during the Implementation Phase, the Governing Board may consider creation of independent legal status for TempAg.
6. Renewal of the BBSRC as Secretariat Host or its replacement would be decided by the Governing Board.

X. TempAg Secretariat

1. The Secretariat serves as the TempAg international executive office. It also provides membership services and implements the Work Programme in accordance with the Strategic Plan, and spends the Budget, under the direction of the Executive Secretary.
2. The TempAg Secretariat
 - (a) includes the Executive Secretary and other TempAg Secretariat staff, employed by the Secretariat Host or offered by other countries;
 - (b) manages the funds received as subscriptions or from other sources;
 - (c) develops financial arrangements with Members specifying how they make their financial contributions;
3. The Secretariat is hosted in/by a TempAg Member providing building/rooms, basic facilities and services. For the initial 18-month period, the secretariat host is the UK and the Secretariat is provided by 0.5 FTE contributions from both the UK and France. The Secretariat would communicate regularly in person, by video conference and electronically to take forward activities, and works closely with the Bureau.
4. It is led by an Executive Secretary, with a key senior role for leadership, management, and representation. The Executive Secretary is appointed by the Governing Board and confirmed by the General Assembly. He/she serves as secretary to the Governing Board and to the Bureau. A performance evaluation is carried out by the Chair and Vice-chairs of the Board.
5. Additional staff: in addition to the Executive Secretary, the TempAg Secretariat consists of such other staff as are judged necessary by the Secretariat in consultation with the Bureau and the Secretariat host.
6. Contingent on the availability of resources and with the involvement of Members, the core services provided to TempAg members by the Secretariat would be to:
 - Organize meetings of the Governing Board;
 - Develop a draft Work Program and operating budget for consideration and approval by the Governing Board and facilitate its delivery once approved;
 - Establish a website and online community network to facilitate communication among TempAg members and with their respective communities;
 - Develop outreach material to disseminate information about Temperate Agriculture research and their impacts, and about TempAg and its activities;
 - Conduct a proactive outreach campaign to the scientific communities, institutions, professional associations, government agencies, IGOs, NGOs and others relevant to TempAg's mission,;
 - Monitor and report to the Governing board on the outputs, outcomes, and impacts of TempAg activities;

- Provide an annual report of finances and activities to the Members;
- Establish or support those Working Groups, Networks, Programs and other entities approved by the Governing Board for inclusion in the TempAg Program of Work and budget; and
- Assist the Governing Board to seek project funding for priority activities that are not supported by the TempAg budget.

XI. Budget, Finance

1. The core TempAg budget would be based on Member contributions, to support the TempAg Secretariat for the basic functionalities and duties mandated in Paragraph 9, the organisational operations of TempAg including basic information and communications services for Members, and the management of its work programs as approved by the Governing Board. Members contributions would be managed by the TempAg Secretariat in a core fund and used as stipulated in the annual operating budget approved by the Governing Board. A provisional budget for the first two years is presented in Annexe 2.
2. In support of the TempAg work programs, especially for implementing specific tasks and pilot research projects, supplementary budgets can be formed from additional financial contributions obtained from individual Members, funding agencies, relevant organisations, and other donors. Contributions to supplementary budgets from such funders can be linked ["earmarked"] to specific tasks and deliverables.
3. Full Members of TempAg would contribute an annual financial contribution. These contributions would vary across categories defined by the Gross Domestic Expenditure on Research and Development (GERD) of National Members. Members wishing to contribute on an exceptional basis part or all of their contribution in-kind need to put their case to the Governing Board. The amounts of the expected annual financial contributions for the first year of TempAg's operations are presented in Annex 3. The expected contribution level for each category of Membership may be changed by a two-thirds majority of the Governing Board. The Governing Board may, during the third year of TempAg operations, re-consider the framework of basing expected contributions on Gross Expenditure for Research and Development (for National Members). This reconsideration would take effect in the fourth year of TempAg operations if approved by a two-thirds majority.
4. Members would pay their initial expected contributions within three months of signing the MoU. New Members would pay the expected annual contribution for the calendar year in which they sign the MoU. Subsequent annual expected contributions would be made within the first three months of each calendar year.
5. Members to TempAg bear the costs to their own participation in TempAg, including the travel costs and other expenses related to attendance of their representatives to meetings of the Governing Board and other TempAg events and activities.

XII. Association and Disassociation of Members

1. Association of Members

a. Members

i. Any national government, represented by a designated research institution/organisation, may apply to the Governing Board to become a Member. Status as a Member follows upon signing the MoU, and payment of the expected financial contribution within three months of that signing.

b. Associate Members

Any inter-governmental, inter-governmental or international professional organization may be invited by the Governing Board to become an Associate Member.

2. Disassociation of Members

Any Member may disassociate itself from TempAg for the following calendar year by advising the Governing Board in writing of its intention to do so by 1 November of the preceding year. Members who dissociate are not entitled to any monetary refund or reimbursement of funds already committed to TempAg.

In the event of disassociation of a Member, the Governing Board may decide by consensus to adjust the Work Program and the operating budget to take account of such disassociation.

XIII. Effective Date, Duration, and Discontinuation

1. The effective date, duration, and discontinuation of these ToR are specified in the MoU.
2. In anticipation of the initiation of TempAg activities, preparatory activities would be conducted using voluntary contributions from interested national governments and institutions.

ANNEXE 1

Proposed Arrangements to Host the Secretariat of the Temperate Agriculture Network

Global Food Security (GFS) Programme on behalf of the Biotechnology and Biological Sciences Research Council (BBSRC) and French Institute National de la Recherche Agronomique (INRA)

This application to host the Secretariat of the Temperate Agriculture Network is prepared by Dr. Riaz Bhunnoo, Head of the Global Food Security (GFS) Programme on behalf of the Biotechnology and Biological Sciences Research Council (BBSRC), Swindon, UK, where part of the secretariat would be based, and completed by INRA that will provide the second part of the secretariat.

Background

BBSRC was established by Royal Charter in 1994. It is one of 7 Research Councils that work together as Research Councils UK (RCUK). We are funded by the Government's Department for Business, Innovation and Skills (BIS). Our Mission is to promote and support, by any means, high-quality basic, strategic and applied research and related postgraduate training relating to the understanding and exploitation of biological systems. We also aim to advance knowledge and technology (including the promotion and support of the exploitation of research outcomes), and provide trained scientists and engineers, which meet the needs of users and beneficiaries (including the agriculture, bioprocessing, chemical, food, healthcare, pharmaceutical and other biotechnological related industries), thereby contributing to the economic competitiveness of the United Kingdom and the quality of life.

As an active and well respected funding agency we are well placed to host the TempAg secretariat. The secretariat would be based in the GFS programme which has considerable expertise in coordination activities. It is a cross-government cross-Research Council programme which aims to improve coordination and collaboration on food security across the UK public sector.

INRA, the French national institute for agricultural research was created in 1946, with the mandate to develop targeted research in the fields of agriculture, food and environment. It employs 8,500 permanent staff within 13 scientific divisions and 17 research centres in France, and has initiated 8 integrated and transdisciplinary metaprogrammes addressing current challenges facing agricultural research. It coordinates European and international scientific initiatives, such as the Joint Programming Initiative FACCE or the Wheat Initiative launched by G20.

Facilities and Services

BBSRC as host will provide office infrastructure, staff management, financial management, human resource management, accountancy, Internet access, IT capabilities, access to expertise on communications (including website management), access to publishing services, access to procurement services, and logistical and technical assistance. We will provide shared office space for the UK Secretariat Office staff member. Offices will be furnished and will include telephones and separate line for the staff member and a fax line for the office. We will also provide desktop and laptop computers. Our staff member will be given an email account and address along with storage space on BBSRC servers. Utilities (electricity, heat, air conditioning, water) will be provided without cost to TempAg. We also have access to a conference suite with several meeting rooms that could be used to host meetings.

INRA will cover the overheads associated with the senior staff it will provide to TempAg secretariat.

Managing the Network

For the initial 18-month period, the secretariat will consist of 0.5 FTE contributions from both the UK and France. The secretariat will communicate regularly in person, by video conference and electronically to drive forward activities, and will work closely with the Bureau.

The 0.5FTE provided by INRA in France will assume the responsibilities of the Executive Secretary focusing largely on leadership, driving forward activities and being accountable to the Governing Board, whereas the 0.5FTE provided by the UK (funded by BBSRC, NERC and the GFS Programme) will focus largely on providing support for TempAg's activities, noting that administration will only form part of this role. Both roles will be involved in developing the scientific content of activities. The 0.5FTE that INRA provides to the TempAg Secretariat is a senior scientist with an additional professional background in the science-policy interface, and current responsibilities in the organization of international scientific conferences addressing challenges of importance for the TempAg network (Climate Smart Agriculture Conference, March 2015, Montpellier and Our Common Future under Climate Change, July 2015, UNESCO).

The UK FTE will not report directly to the France FTE but instead the principles of matrix management would be used, with the France FTE taking the overall lead. It is expected that both posts would work together to drive forward activities and would divide the tasks between them. Any issues that arise would be resolved by their respective line managers (Riaz Bhunnoo for the UK FTE, and Jean-Francois Soussana for the France FTE).

Tasks of the secretariat, as resources allow, will include:

- Organize meetings of the Governing Board; (UK FTE)
- Develop a draft Work Programme and operating budget for consideration and approval by the Governing Board and facilitate its delivery once approved (both UK and France FTEs);

- Establish a website and online community network to facilitate communication among TempAg members and with their respective communities (UK FTE);
- Develop outreach material to disseminate information about Temperate Agriculture research and their impacts, and about TempAg and its activities (both UK and France FTEs);
- Conduct a proactive outreach campaign to the scientific communities, institutions, professional associations, government agencies, IGOs, NGOs and others relevant to TempAg's mission (France FTE);
- Monitor and report to the Governing board on the outputs, outcomes, and impacts of TempAg activities (France FTE with support from UK FTE);
- Provide an annual report of finances and activities to the Members (UK FTE with input from the France FTE);
- Establish or support those Working Groups, Networks, Programs and other entities approved by the Governing Board for inclusion in the TempAg Program of Work and budget (both UK and France FTEs).

Receiving and Managing Subscriptions

Subscriptions will be deposited into BBSRC's accounts and managed by the UK 0.5 FTE. This would require each member country to be added as a supplier to our shared service system before we can invoice each country. It can take 12 weeks to be added as a supplier so BBSRC will offer some flexibility in covering initial costs of the network on the basis that this is reimbursed when the subscriptions are paid. All transactions are tracked by a centralised financial accounting system against which local budget spreadsheets are reconciled. Member country subscription amounts are outlined in Section G of the MOU. Subscriptions must be paid in Great British Pounds (GBP) sterling to ensure accurate financial management in the face of exchange rate fluctuations. The first payment must be made by 1 October 2015, and would cover the subscription period 1 April 2015 to 31 March 2016.

Hiring Staff

The UK 0.5FTE will be recruited using standard Research Council procedures, which involve advertising for a minimum period, applications from candidates consisting of covering letter and CV, and an interview by a small panel. In accordance with current UK Government rules, any vacancies have to be advertised internally through the UK civil service first, before being advertised externally.

Legal Status

TempAg will operate as a funded initiative within the UK and will not have an independent legal status. This would avoid the delay and expense associated with seeking the legal status of a non-profit entity. The initial 18-month period will be a critical period for demonstrating the impact and value of TempAg as an international coordination mechanism. Establishing a formal, legal entity could be a significant distraction from TempAg's programme of work in the short term. The Governing Board may review this after the initial period.

Estimate of financial contribution by the host

Based on similar activities hosted by the international programmes of BBSRC, it is estimated that the total cost of hosting a 0.5FTE at BBSRC's offices (including salary, pension, benefits, infrastructure and other overheads) is €33,600 per annum. In addition to these costs, the costs of handling the subscriptions and other financial matters will be borne by the host organisation.

ANNEXE 2

Provisional Budget

This budget (€) has been drawn up with the following assumptions:

- The financial year is the calendar year.
- That BBSRC will contribute secretariat costs (0.5 FTE) for 21 months commencing 1 April 2015 with INRA contributing (also 0.5 FTE) for 15 months commencing 1 October 2015.
- Because INRA secretariat costs are currently unavailable, they have been inserted as the same as BBSRC; in practice the staff member is likely to be at a higher grade.
- That the minimum level of subscriptions of €100,000 will be achieved in 2015 with €125,000 in 2016.
- To a first approximation, the subscriptions will be used to fund the programme of work outlined in the three scientific themes together with the meetings of the Governing Board.

	2015	2016
Income		
UK Secretariat costs	23,200	33,600
France Secretariat costs	20,900	80,300
Subscriptions	100,000	125,000
Total income	144,100	238,900
Expenditure		
<i>Secretariat costs</i>		
0.5 FTE Admin officer, UK	14,000	18,600
0.5 FTE Admin officer, France	19,000	73,000
Office infrastructure including IT, accounts, telephones, operating budget, UK	9,200	15,000
Office infrastructure including IT, accounts, telephones, operating budget, France	1,900	7,300
Total secretariat costs	44,100	113,900
<i>Programme of work</i>		
Workshops and ad-hoc meetings for three pilot activities	70,000	70,000
Ad-hoc activities (e.g commissioned research, workshop development, report drafting)	10,000	35,000
Total programme of work	80,000	105,000
<i>Administration of Programme</i>		
Meetings of Governing Board	10,000	10,000
Development of website	10,000	10,000
Total administration of programme	20,000	20,000
Total expenditure	144,100	238,900

ANNEXE 3

Membership contributions

Financial contributions made by Members, in accordance with the scales set out in this document, are considered to be Basic Financial Contributions.

The Basic Financial Contribution is based on Gross Domestic Expenditure on Research and Development (GERD) for the member country represented by its institution or consortium of institutions and would be updated every year using the relevant figures from OECD's GERD. The Governing Board may change the definition of categories and the Basic Financial Contribution for each category.

Representative institutions from least developed countries (based on the UN definition¹) are entitled to a reduction of 50% from the proposed scale.

Initial Year Payment Table

Full Members contributions:

Category	GERD (latest available figs in US\$)	Members (examples)	Expected contribution (€p.a.)
1	> \$50 billion	China, Germany, Japan, USA	27,000
2	\$18-50 billion	Canada, France, Russia, UK	18,000
3	\$7.5-18 billion	Australia, Austria, Netherlands, Spain, Sweden, Switzerland	12,000
4	< \$7.5 billion	Belgium, Mexico, New Zealand, Poland	8,000

Associate members make no membership contribution.

¹ <http://unstats.un.org/unsd/methods/m49/m49regin.htm>