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Foundation Climate changes Spatial Planning

Roles and responsibilities organization

1. Board

The Board of the Foundation decides about the allocation of the budget, supported by scientific advice from the programme board led by the scientific director and administrative support from the programme office.

Tasks

- Responsible for the preparation of the strategic planning contents of the programme
- Representation of the main scientific disciplines as well as stakeholders

2. Programme Council

A Programme Council has been established as a main body to assure scientific and thematic programming of CcSP, and to support and supervise implementation of the entire knowledge programme. Formally, the Programme Council is putting forward extended recommendations to the Board on all scientific and programming issues in CcSP programme and its individual projects.

The members of the Programme Council are experts in the scientific field as described in the Programme. The Programme Council is chaired by the scientific director of the programme. The theme coordinators are supported by, and work closely with, the Programme Office. Their tasks are maintaining an overview of the scientific work covered by their theme, coordinating the preparation of consolidated progress and final reports and evaluating integration and cooperation in their theme.

Tasks

- Drafting and reviewing of the Terms of Reference for the projects in the Programme
- Analysis and synthesis of independent reviews of the projects and the implementation of the Programme
- Formulating calls for proposals for financing from the 'discretionary reserve'
- Advising on the annual financial plan, the programme budget and the financial allocation

3. Programme Office

The Programme Office is the executive organ of the Foundation. It is located at the VU University Amsterdam with a branch office at the Wageningen University and Research Centre.

Tasks

- Management of the programme
- Preparing all documentation and reports relating to finance and content for the meetings of the Programme Council and of the Board
- Support chair of the Board, chairs of the advisory councils
- Implementing projects
- Administrative coordination of all programme related activities, such as consortia meetings, workshops and (inter)national CcSP symposia

4. Knowledge transfer

The Knowledge transfer aims at effective transfer and sharing of knowledge on climate change adaptation between knowledge suppliers and (potential) knowledge users.

Tasks

- Knowledge dissemination: actively disseminate knowledge through brochures, workshops, courses and master classes, conferences, newsletters, exhibitions, websites, social media
- Knowledge impact: actively promote putting developed knowledge to use in everyday practice

5. Advisory committees

The Societal Advisory Council and International Scientific Advisory Council advise the Board of the Foundation on social-political embedding of the programme, on the scientific standards (national and international), innovative nature and on international embedding of research projects in the programme.

a. Societal Advisory Council

Task

- Advising the Board, biennial, on the societal relevance and impact of the programme as whole

b. International Scientific Advisory Council

Tasks

- Responsible for a two year evaluation on progress and scientific quality of the programme (and the Knowledge for Climate programme)
- Advising the Board on the various programme components
- Advising on the Terms of Reference for the scientific evaluation of the programme