



## TERMS OF REFERENCE

### *COMMISSION EXPERT GROUP TO SUPPORT THE MONITORING OF EU MISSIONS*

#### 1. BACKGROUND

EU Missions are one of the key novelties of the 2021-2027 EU Framework Programme for Research and Innovation, Horizon Europe. EU Missions set directions to achieve ambitious objectives with societal relevance through cooperation across sectors and disciplines<sup>1</sup>.

Five mission areas were identified and agreed by the co-legislators, then further developed by dedicated Mission Boards of experts and on the basis of broad consultations with stakeholders and citizens<sup>2</sup>. Following this process, on 29 September 2021 the Commission launched the implementation of five EU Missions:

- Adaptation to Climate Change: support at least 150 European regions and communities to become climate resilient by 2030.
- Cancer: improving the lives of more than 3 million people by 2030 through prevention, cure and for those affected by cancer including their families, to live longer and better.
- Restore our Ocean and Waters by 2030.
- 100 Climate-Neutral and Smart Cities by 2030.
- A Soil Deal for Europe: 100 living labs and lighthouses to lead the transition towards healthy soils by 2030.

While Missions are rooted in Horizon Europe, their implementation goes far beyond research and innovation to develop new solutions and improve the lives of Europeans. Their novelty and added value is its approach of operating as a portfolio of actions involving different instruments, business models and public and private investments at EU, national, regional and local levels. For missions to be successful, support from other European and national programmes is crucial.

The Horizon Europe Regulation defines a detailed framework for the monitoring of the Framework Programme: the Key Impact Pathways. The impact pathways describe the expected effect over time, in the short, medium, and longer-term, for the three complementary impact categories: scientific, societal, and technological/economic impacts (see more information and indicators defined in Annex V of Horizon Europe Regulation<sup>3</sup>). The Horizon Europe Regulation aligns EU Missions with the overall monitoring and evaluation framework for Horizon Europe, particularly to the new Key Impact Pathways (KIPs). The Key Impact Pathways are Horizon Europe's innovative approach for capturing and communicating

<sup>1</sup> More information here: [https://ec.europa.eu/info/horizon-europe/missions-horizon-europe\\_en](https://ec.europa.eu/info/horizon-europe/missions-horizon-europe_en)

<sup>2</sup> [https://ec.europa.eu/info/research-and-innovation/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/eu-missions-horizon-europe/citizen-events-and-specialised-missions-conferences\\_en](https://ec.europa.eu/info/research-and-innovation/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/eu-missions-horizon-europe/citizen-events-and-specialised-missions-conferences_en)

<sup>3</sup> <https://eur-lex.europa.eu/eli/reg/2021/695/oj>

impact. This approach aligns with a new level of ambition to boost the diversity of impact of EU research and innovation funding. The objective is to allow policy makers and the wider public to get regular insights regarding the effects and benefits of the programme or European science, the economy and wider society. The Key Impact Pathways allow the Commission to capture and communicate the difference we are making around 9 key story lines during and after the programme. KIP n°5 is dedicated to monitoring EU Missions (Delivering benefits and impact through research and innovation missions)<sup>4</sup>.

In light of the above, the Commission's Directorate-General for Research and Innovation ('DG RTD') has taken the initiative to set up a new expert group with a view to developing and deploy a methodology to monitor EU Missions beyond Horizon Europe, looking at the contribution of other funding programmes at EU and national, as well as at regional and local level towards the achievement of Missions' objectives.

The methodology will enable to:

- Monitor EU Missions beyond Horizon Europe, looking at the contribution of other funding programmes at EU and national, regional and local level towards the achievement of Missions' objectives.
- Monitor whether Missions are on track to deliver against their main objectives.
- Monitor the supportive measures implemented to enable EU Missions, including policy interventions, governance approaches, deployment actions and involvement of end-users.

The group's work should build upon the Horizon Europe monitoring system (Article 50 and Annex V of Horizon Europe Regulation), in particular on the development of the Horizon Europe Key Impact Pathways. Furthermore, the group shall complement the work done in the context of the overall Horizon Europe monitoring and evaluation framework.

The expert group shall provide guidance to individual missions in the development of their mission-specific monitoring frameworks and draft a monitoring report, building upon data reported by Member States.

## **2. SUBJECT MATTER**

The group of experts to support the monitoring of EU Missions ('the group') is set up.

## **3. TASKS**

The group's tasks shall be to advise the Commission in the development and implementation of a robust monitoring framework to track EU Missions' implementation at the EU, national, regional and local levels. In particular, the group shall:

- (a) Develop a robust and harmonised framework for monitoring EU Missions beyond Horizon Europe, including:
  - the definition of common indicators;
  - the identification of the data sources and methodologies allowing for the monitoring over time of achievements, progress towards objectives and impacts, including delivery on EU policy objectives;
  - the identification of potential needs for corrective measures;

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<sup>4</sup> More information on the monitoring approach of the KIP system, as well as links to the indicator methodology and metadata book, as well as to the baseline and benchmark report are available here [https://research-and-innovation.ec.europa.eu/strategy/support-policy-making/shaping-eu-research-and-innovation-policy/evaluation-impact-assessment-and-monitoring/horizon-europe\\_en#monitoring-horizon-europe](https://research-and-innovation.ec.europa.eu/strategy/support-policy-making/shaping-eu-research-and-innovation-policy/evaluation-impact-assessment-and-monitoring/horizon-europe_en#monitoring-horizon-europe)

- the development of concrete approaches for tracking the progress and impact of Missions at EU and national level (and at the regional and local level if appropriate).
- (b) Draft a dedicated monitoring report on EU Missions. The monitoring report on EU Missions will be the main visible output of the group’s work and will provide a systematic overview of the overall Missions’ landscape. In particular, the report will shed light on:
- The effectiveness of the new policy approach for EU Missions and the extent to which it generates a higher mobilisation of critical mass and resources towards the achievement of objectives and impacts;
  - The progress of EU Missions and underlying activities according to their objectives and targeted impacts (individually and collectively; at the EU, national and, where relevant, regional and local levels);
  - Early implementation barriers and drivers towards impacts, e.g. in terms of contributions, coherence, mobilisation of resources, leverage of additional public and private funds, collaboration;
  - First results achieved, in view of their further demonstration, exploitation and valorisation, including for policy making by Commission Services and national administrations.
- (c) Interact with Mission representatives and Mission Boards, involve Member states in order to ensure that there is coordination and exchange of good practices for the reporting and monitoring between the EU and the national level. This should include qualitative information in order to better understand the impacts of EU Missions at national, regional and local level.

#### **4. MEMBERSHIP**

- 4.1. The group shall be composed of up to 9 members.
- 4.2. Members shall be individuals appointed in a personal capacity, who shall act independently and in the public interest.
- 4.3. Members who are no longer capable of contributing effectively to the group’s deliberations, who resign or who, in the opinion of DG RTD, do not comply with the conditions set out in Article 339 of the Treaty on the Functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the group and may be replaced for the remainder of their term of office.

#### **5. SELECTION PROCESS**

- 5.1. The selection of the group’s members shall be carried out *via* a public call for applications, to be published on the Register of Commission expert groups and other similar entities (‘the Register of expert groups’). In addition, the call for applications may be published through other means, including on dedicated websites. The call for applications shall clearly outline the selection criteria, including the required expertise in relation to the work to be performed. The minimum deadline for applications shall be four weeks.
- 5.2. Individuals applying to be appointed as members of the group in a personal capacity shall disclose any circumstances that could give rise to a conflict of interest. In particular, the Commission shall require those individuals to submit a declaration of

interests ('DOI') form on the basis of the standard DOI form for expert groups<sup>5</sup>, together with an updated *curriculum vitae* (CV), as part of their application. Submission of a duly completed DOI form shall be necessary in order to be eligible to be appointed as a member in a personal capacity. The conflict of interest assessment shall be performed in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>6</sup>. In addition, members will need to respect the conflict of interest rules described in the Code of Conduct annexed to their contract and be subject to the contractual measures in case of their breach.

- 5.3. The members of the group shall be appointed by the Director-General of DG RTD from applicants with competence in the areas referred to in point 3 and who have responded to the call for applications.
- 5.4. Members shall be appointed for one year from date of signature of the contracts. They shall remain in office until the end of their term of office or until replaced. Their term of office may be renewed.
- 5.5. DG RTD shall establish a reserve list of suitable candidates that may be used to appoint members' replacements. DG RTD shall ask applicants for their consent before including their names on the reserve list.

## **6. CHAIR AND RAPPORTEUR**

- 6.1. DG RTD shall appoint the Chair and rapporteur among the members of the group.

## **7. OPERATION**

- 7.1. The group shall act at the request of DG RTD, in compliance with the Commission's horizontal rules on expert groups ('the horizontal rules')<sup>7</sup>.
- 7.2. In agreement with DG RTD, ad-hoc and progress meetings are possible on the initiative of the Chair with the agreement of DG RTD.
- 7.3. DG RTD shall provide secretarial services. Commission officials from other departments with an interest in the proceedings may attend meetings of the group.
- 7.4. In agreement with DG RTD, the group may, by simple majority of its members, decide that deliberations shall be public.
- 7.5. Minutes on the discussion on each point on the agenda and on the opinions delivered by the group shall be meaningful and complete. Minutes shall be drafted by the secretariat under the responsibility of the Chair.
- 7.6. As far as possible, the group shall adopt its opinions, recommendations or reports by consensus. In the event of a vote, the outcome of the vote shall be decided by simple majority of the members. The members who have voted against or abstained shall have the right to have a document summarising the reasons for their position annexed to the opinions, recommendations, or reports.
- 7.7. The working arrangements and methodology are organised as follows:
  - 7.7.1. The Chair will decide on precise working methods and work plan in close collaboration with the rapporteur and the other members and in agreement with DG RTD.

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<sup>5</sup> C(2016), Article 11 and Annex 4.

<sup>6</sup> Idem.

<sup>7</sup> C(2016) 3301, Article 13.1.

- 7.7.2. DG RTD will remain in regular contact with members and notably the Chair and the rapporteur to ensure smooth execution of the work, and attend the meetings to provide appropriate information and orientations.
- 7.7.3. The Chair will be in charge of coordinating and harmonizing the work of the group in accordance with the agreed work plan, steering the discussion and summing up the main conclusions of each meeting.
- 7.7.4. The rapporteur will support the Chair in structuring the work of the group, lead the drafting, editing and quality control of the reports, on the basis of the other members' written contributions and liaise for the reporting with the Chair and DG RTD.
- 7.7.5. Members should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to be involved in preparatory work ahead of meetings, to examine and provide comments on documents under discussion and to act, as appropriate, as 'rapporteurs' on *ad hoc* basis. They should equally be prepared to conduct part of the required analysis (including data collection), prepare written individual or joint contributions and present them at the meetings and contribute to the drafting of the reports. Members shall contribute to the group's work according to the agreed work plan.
- 7.7.6. Meetings of the group shall be held on Commission premises, or virtually, depending of the circumstances. In principle, the group will meet four times over a period of one year.
- A kick-off meeting of the group is expected to take place as soon as its composition is fixed. During this meeting the Commission and the group members will discuss how best to achieve the objectives within the timescale and resources available and determine the rest of the meeting dates. In this context, the Commission will present an overview of its objectives and the planned time schedule. The Chair of the Expert Group will present their proposal for a method and adapted work plan<sup>8</sup>.
  - A first interim meeting is expected to discuss the draft report "A framework for integrated monitoring and data collection across EU Missions".
  - A second interim meeting is expected to discuss the development of the draft report "Performance of EU Missions: Monitoring Report 2023".
  - A final meeting is expected to present the results of the final reports.

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<sup>8</sup> Before the kick-off meeting, the experts will be invited to remotely interact with the Commission for the detailed planning of their work. No work can take place with an expert before both parties (expert and EC) have signed the contract.

7.7.7. In addition, three additional dedicated meetings will bring together the group, the EU Missions representatives and the Member States representatives (e.g. in the form of a hearing or a validation workshop) that the group members will prepare together with the European Commission Directorate Generals managing the 5 EU Missions (Directorates General for Research and Innovation, for Climate Action, for Maritime Affairs and Fisheries, for the Environment, for Agriculture and Rural Development<sup>9</sup>):

- A hearing/workshop with the representatives of Missions and Member States to discuss about the harmonised framework for monitoring, including data requirements and inputs from Missions and national authorities.
- A hearing/workshop to present the harmonised framework for monitoring Missions and tracking the progress and impact of Missions at EU and national level (and at regional and local level if appropriate) and discuss how inputs will be collected.
- A final hearing/workshop with the Member State and Mission representatives to present the preliminary results of the expert group for the preparation of the monitoring report on EU Missions. Each meeting shall typically last for one or half day.

The first two meetings will take place in a virtual setting. The final meeting with EU Missions representatives and Member states representatives will take place on Commission premises or virtually, depending on the circumstances.

7.8. DG RTD will remain in regular contact with members and notably with the Chairperson and the rapporteur to ensure smooth execution of the work, and attend the meetings to provide appropriate information and orientations.

7.9. The group will produce two deliverables:

7.9.1. The report “A framework for integrated monitoring and data collection across EU Missions” (expected Q2 2023), which shall serve as data collection and reporting template for the monitoring of EU Missions;

7.9.2. The report “Performance of EU Missions: Monitoring Report 2023”, that will ensure the systematic overview of the overall EU Missions landscape, including lessons-learned for the future (expected in Q4 2023).

7.10. All draft reports will be submitted as draft documents for feedback to DG RTD and other relevant Commission services. The reports will be then finalised within the agreed timeline taking into account the comments received. After submission, Commission services may suggest modifications and comments, but the final reports shall express the views of the group only.

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<sup>9</sup> DG RTD, DG CLIMA, DG MARE, DG ENV, DG AGRI.

## 8. INVITED EXPERTS

DG RTD may invite experts with specific expertise with respect to a subject matter on the agenda to take part in the work of the group on an *ad hoc* basis.

## 9. RULES OF PROCEDURE

On a proposal by and in agreement with DG RTD, the group shall adopt its rules of procedure by simple majority of its members, on the basis of the standard rules of procedure for expert groups, in compliance with the horizontal rules<sup>10</sup>.

## 10. PROFESSIONAL SECRECY AND HANDLING OF CLASSIFIED INFORMATION

The members of the group, as well as invited experts, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as to the Commission's rules on security regarding the protection of Union classified information, laid down in Commission Decisions (EU, Euratom) 2015/443<sup>11</sup> and 2015/444<sup>12</sup>. Should they fail to respect these obligations, the Commission may take all appropriate measures. In addition, members will need to respect the confidentiality rules described in the Code of Conduct annexed to their contract and be subject to the contractual measures in case of their breach.

## 11. TRANSPARENCY

- 11.1. The group shall be registered in the Register of Commission expert groups and other similar entities ('the Register of expert groups').
- 11.2. The name of individuals appointed in a personal capacity shall be published on the Register of expert groups.
- 11.3. All relevant documents, including the agendas, the minutes and the participants' submissions, shall be made available on the Register of expert groups. In particular, DG RTD shall publish the agenda and other relevant background documents in due time ahead of the meeting, followed by timely publication of minutes. Exceptions to publication shall only be possible where it is deemed that disclosure of a document would undermine the protection of a public or private interest as defined in Article 4 of Regulation (EC) N° 1049/2001<sup>13</sup>.

## 12. SPECIAL ALLOWANCES

The experts will provide high-level advice to the Commission by developing and deploying a methodology to monitor EU Missions beyond Horizon Europe. In light of this, and as highly qualified, specialised, independent experts selected following a public call for applications on the basis of objective criteria, it is justified to remunerate the members of the group for the services they offer, pursuant to Article 21 of the horizontal rules. Members of the group shall

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<sup>10</sup> See Article 17 of the horizontal rules.

<sup>11</sup> Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission (OJ L 72, 17.3.2015, p. 41).

<sup>12</sup> Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

<sup>13</sup> These exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

be granted a special allowance of EUR 450/day for each full working day spent assisting the Commission. The expert group will be financed according to the provisions of the Horizon Europe Work Programme 2021-2022 - European Commission Decision C(2022)2975 of 10 May 2022.

### **13. MEETING EXPENSES**

Travel and subsistence expenses incurred by participants in the activities of the group shall be reimbursed by the Commission. Reimbursement shall be made in accordance with the provisions in force within the Commission and within the limits of the available appropriations allocated to the Commission departments under the annual procedure for the allocation of resources.

Done in Brussels, on 6 October 2022.