

## **Citizen Science Board Regulation**

### **Preamble**

*The Citizen Science Board (CSB) represents a governance mechanism through which perspectives from different stakeholder groups can inform research agendas, as well as reflect on results and influence procedures related to research conducted within cohort and other institutions.*

### **I. General provisions**

- 1. The CSB is part of the JoinUs4Health project (Project). It is an advisory body operating simultaneously at 3 universities (cohort study institutions) where the project is implemented - one CSB per university*
- 2. The main goal of the CSB is to oversee the JoinUs4Health Project's activities related to scientific, ethical and dissemination matters.*
- 3. In matters not regulated by these Regulations, the content of both the Grant Agreement and Consortium Agreement signed between the partners implementing the Project shall be applicable.*

### **II. The method of establishing the Citizen Science Board**

- 1. The CSB consists of 10-15 Board members from the defined Project stakeholder groups (2-3 members representing Citizens, Researchers, Education community, Policy makers, Business/Industry). The operation of the CSB is possible with a minimum of 8 members.*
- 2. Information about recruitment of CSB members will be disseminated via the local websites of the JoinUs4Health project and networks of the project partners. Applications can be made via e-mail (contact@joinus4health.eu) by submitting the provided application form developed by the Project Management Team.*
- 3. The selection of the members of the CSB from the candidates is made by the project representatives or the Steering Committee of the respective cohort.*
- 4. The term of office of the CSB is ideally until 31/12/2023. However, members can choose to leave the board any time.*
- 5. If a CS Board member resigns, another member will be recruited. This is the task of the Project Management Team in cooperation with the CSB.*

### **III. Principles of operation of the Citizen Science Board**

1. *CSB meetings are scheduled in associations with management cycles, which are organized in monthly intervals to manage contributions, outputs and requested inputs submitted via the platform.*

#### **Roles**

2. *CSB members can take on different roles, which can either be fixed for a year or alternate between members: Chairperson, moderator, reporter (keeping notes and circulating draft reports).*
3. *The CSB will be chaired by a designated CSB representative. A chairing CSB member may either be elected by CSB members as a fixed member for one year or different members can share this responsibility to switch the chairing role between meetings.*
4. *One or more board members are selected to represent the CSB externally as well as in exchange with the representatives of the Project Management Team, Monitoring and Evaluation Group, and Scientific steering committee.*
5. *In Bialystok, the meetings are moderated by the project partner - the SocLab Research and Social Action Laboratory Foundation. In other cohorts, they may be moderated by one or more selected CSB members or a project representative.*

#### **Organization of the meetings**

6. *Before each meeting, Project Management Team staff and board members propose agenda points and relevant documents to the Chair(s) of the respective group via e-mail. The JoinUs4Health Team will directly (or indirectly via the platform) provide a summary of outputs and activities of JoinUs4Health contributors.*
7. *The chair (with assistance from other members) revises these suggestions and discusses / clarifies aspects with project staff in advance and subsequently forwards these documents to the other group members. Ideally sought decisions and input are clearly specified in advance.*
8. *At least one Project Team Member will join each meeting.*
9. *CSB's decisions are made in open voting, by 2/3 majority of votes. If such an agreement cannot be reached, conflicting views will be clearly indicated in the meeting report and assessed by the JoinUs4Health project management team. Minority views will also be included in the meeting summary.*
10. *CSB meetings are usually held via virtual meetings.*
11. *A summary of each local meeting is translated into English for information of the Citizen Science Boards of the other countries to allow peer-learning and inclusion of different (country) perspectives.*
12. *The CSB may invite experts participating in the project, platform members or other stakeholders to its meetings, as well as consult external experts on the discussed issues.*
13. *The CSB may establish partnership with other similar citizen science advisory bodies.*
14. *The CSB complies with national and European laws on personal data protection, research ethics and intellectual property.*

#### **IV. CSB tasks and the manner of their implementation**

1. *The tasks of CSB resulting from the provisions of the project include in particular:*
  - *consultations regarding the platform design*
  - *revising requests, demands, proposal and decisions related to the engagement process via the technical platform or other means;*
  - *in case of disagreement arising within the Consortium, it will negotiate fair solutions and present them to the Monitoring and Evaluation Group, which meets quarterly;*
  - *propose decisions and prepare responses to applications arising from JoinUs4Health contributors (e.g. working groups, decision on voting results);*
  - *propose, discuss and initiate ideas in relation to JoinUs4Health;*
  - *contribute to the content and timing of press releases and joint publications by the Consortium or proposed by the European Commission with respect to the procedures of the Grant Agreement Article 29;*
  - *support the dissemination of project, scientific or societal outputs*
2. *CSB members should:*
  - *prior to the meeting: Read the circulated documents and contemplate on the raised aspects;*
  - *at the meeting: Contribute to discussions and decision-making;*
  - *after the meeting: Revise the meeting summary.*
3. *A CSB member with personal connections to the issue under review (for example if the member is part of a working group submitting an application) is excluded from voting*
4. *Opinions, conclusions and recommendations developed by the CSB are presented in writing and sent to the Project Manager Team within ten working days.*
5. *CSB members perform their tasks free of charge.*
6. *CSB members can propose to extend their activities to the Project. Proposals for new activities are presented to the Project Management Team through the Chairperson or another CSB member appointed by the Chairperson.*

#### **V. Citizen Science Board dissolution (termination)**

1. *After the end of the funding period (31/12/2023), the CSB is dissolved as an advisory body for the JoinUs4Health Project.*
2. *Since the activities via the platform and institutional changes are envisaged to continue after the end of the project, a CSB is envisaged to continue advising their respective cohort institution.*
3. *The functioning of the future Citizen Science Board will be regulated by separate regulations prepared by the respective cohort institution, although cooperation between the three institutions would be beneficial even after the end of the project.*