

APPEAR Advisory Board | Terms of Reference III | Version 1.11.21

1. An introduction to APPEAR III

The Austrian Partnership Programme in Higher Education and Research for Development – APPEAR finances partnerships between higher education institutions (HEI) in Austria and universities and research institutions in the following partner countries:

- Burkina Faso, Ethiopia, Mozambique, Uganda
- Bhutan
- Palestinian Territories
- Armenia, Georgia, Moldova
- Albania, Kosovo

APPEAR aims to contribute to the Sustainable Development Goals (SDGs) by improving the scientific foundation in the partner countries and by increasing the commitment to development cooperation of the Austrian higher education institutions.

In order to achieve these impacts, APPEAR has defined the following outcomes at programme level:

- Research, teaching and management capacities of participating institutions in partner countries are improved.
- Research and higher education in the participating institutions are informed by international cooperation, by dialogue with stakeholders and are more gender-equal, diverse and inclusive.
- Research and higher education for development is more visible and acknowledged among Austrian higher education institutions.

2. Organisational structure of APPEAR

APPEAR is financed by the Austrian Development Cooperation (ADC) and follows its strategy for Higher Education and Scientific Cooperation. Since 2009 it has been implemented by Austria's Agency for Education and Internationalisation (OeAD-GmbH) in the course of three programme phases: APPEAR I (2009–2014), APPEAR II (2014–2020), APPEAR III (2020–2027).

The OeAD is commissioned by the Austrian Development Agency (ADA), the operational unit of the Austrian Development Cooperation, who has the overall responsibility for APPEAR. The OeAD/APPEAR Office is in charge of all relevant programme procedures, provides sufficient information to applicants and communicates the programme results to the scientific community, governmental and non-governmental agencies in the field of development cooperation as well as to the broader public.

The implementation is supported by the Selection Board, who awards the funding, and by the Advisory Board, who advises on technical and strategic issues.

3. Tasks of the Advisory Board

The Advisory Board advises the ADA and the APPEAR Office on technical and strategic issues and contributes on a meta-level to further developing and optimising the programme. It also reflects on the implementation of the APPEAR Gender Strategy and Diversity Strategy in the course of the programme. The Advisory Board has the following tasks:

- Strategic feedback and adjustment of the programme in view of international developments in the field of higher education and research for development
- Recommendations for further development and optimisation of the programme in order to achieve the defined outcomes
- Reflection and input on the implementation of the Gender Strategy and Diversity Strategy in the course of the programme

4. Composition

Members of the Advisory Board will be chosen based on mutual consent between ADA and the APPEAR Office. Relevant partners from Austria, Europe and the global South will be involved. The following Advisory Board members will be defined:

- Representative of the Federal Ministry for European and International Affairs (BMEIA) – chair of the Advisory Board
- Representative of the Austrian Development Agency (ADA)
- Representative of the Federal Ministry of Education, Science and Research (BMBWF)
- Representative of European funding or development agency with expertise in the implementation of programmes similar to APPEAR
- Representative of European funding or development agency with expertise in the implementation of programmes similar to APPEAR
- Representative of European funding or development agency with expertise in the implementation of programmes similar to APPEAR
- Representative of a transcontinental/international network/organisation in the field of higher education and research

As permanent members without voting rights:

- Chair of the Selection Board
- Representative of the APPEAR Office

The representative of the BMEIA will take the chair in the Advisory Board. Members are nominated in person for the entire period of the third programme phase; proxies are not permitted.

5. Mode of working

The Advisory Board usually holds one physical meeting in Vienna or one online meeting a year. The meetings are called by the APPEAR Office in consultation with the chairperson. The APPEAR Office also informs about the agenda of the meetings and will send out relevant documents at least three weeks before they take place. The documents will include materials describing the progress of the programme – such as annual reports or interim progress reports.

The Advisory Board is quorate if the members have been duly invited to the meeting and if at least half of the members are present. Recommendations are taken by simple majority. Proxy voting is not possible. The work in the Advisory Board is unpaid. Costs for travelling and accommodation will be booked and financed by the APPEAR Office or can be refunded against submission of appropriate documents (e. g. second class train ticket, economy flight ticket, hotel invoices).

The recommendations of the Advisory Board are documented in the resolution minutes by the APPEAR Office and signed by the chairperson. An electronic version of the minutes will be sent to all members of the Advisory Board within three weeks after the meeting.