



2020  
**CiViTAS**  
Cleaner and better transport in cities

ELEVATE



# Policy Advisory Committee (PAC)

of the CIVITAS Initiative

**Terms of Reference 2020**

July 2020



THE CIVITAS INITIATIVE  
IS CO-FINANCED BY THE  
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# 1 Role and Mission

The **Policy Advisory Committee (PAC)** is a small group of leading and highly motivated elected politicians that acts as the advisory group of the CIVITAS initiative and network of cities, convening regularly to share experiences in sustainable urban mobility policy and to interact with DG MOVE.

The **POLICY ADVISORY COMMITTEE (PAC)** of the CIVITAS Initiative is supported by a Secretariat, which is hosted by the CIVITAS Coordination and Support Action (CSA) – ELEVATE project, operated in close cooperation with the European Commission (EC), namely EC's Directorate – General for Mobility and Transport (DG MOVE).

## 1.1 Role and main activities

The main activities PAC members are responsible for are:

- Delivering policy recommendations;
- Reinforcing the liaison between the DG MOVE and the CIVITAS network of cities, as well as the CIVINET national and regional networks;
- Supporting DG MOVE in evaluating the CIVITAS cities applications to host the annual conference and providing input for its agenda
- Taking part in key CIVITAS activities such as study tours, peer reviews, and thematic working groups;
- Ensuring and strengthening the involvement of local politicians from CIVITAS cities in CIVITAS activities;
- Advise and support the organisation of CIVITAS core activities:
  - CIVITAS events and support activities;
  - CIVITAS annual conference;
  - CIVITAS thematic groups;
  - CIVITAS policy notes.

The PAC has no formal “power of representation”.

## 1.2 Main Outcomes

The outcome of the work of the PAC normally takes the form of short, policy-style notes (the “PAC statements”), which contribute to the strategic direction of the CIVITAS Initiative. The PAC statements will be drafted by the PAC with the support of the PAC Secretariat.

The PAC statements are directed at policy makers at the European, national and local level, alongside industry, transport operators, and other stakeholders.

# 2 INSTITUTIONAL AND OPERATIONAL RULES

## 2.1 Institutional election process

PAC membership is established through the following process:

1. Publication of a call for expressions of interest. Elected politicians from cities that are members of the CIVITAS Forum Network and from EU Member States can apply. In their Expression of Interest (letter of intent), interested candidates should indicate their name and city, qualification, experience, reasons for applying, and vision for the coming two years as PAC members in a maximum of 1000 words. The letters should be written in English.
2. Candidates apply in their personal capacity.
3. PAC members are ultimately appointed by the DG MOVE (with the support of the PAC Secretariat), based on general criteria of representativeness (city typology and geographical position, CIVITAS experience, gender) and individual candidates’ motivation and profile, in terms of their proactive role in promoting policies that are in line with the CIVITAS objectives.
4. A reserve list might be constituted (eligible candidates for some reason not selected to become PAC members).
5. The role of the PAC Chair and Vice-Chair is voluntary, based on an Expression of Interest (submitted with PAC Expression of Interest) and ideally would be linked with prior experience and involvement in the PAC. Based on the Expressions of Interest received, the PAC Chair and Vice-chair will be selected by democratic ballot of the

PAC members, during the first meeting of the corresponding mandate Those wishing to be considered for these positions should be prepared to briefly introduce their vision for the forthcoming 24 months at that meeting.

## 2.2 General rules for PAC members

The following general operational rules apply to the PAC:

- The PAC is composed of a maximum of 15 members.
- PAC members will serve a two-year mandate. Every two years a call for expressions of interest is launched, and the new PAC is formed according to the above criteria, whilst also taking into account the need to ensure continuity.
- PAC members can serve as many mandates as they wish. PAC members wishing to extend their PAC mandate are required to fulfil all the necessary criteria and to formally reapply.
- PAC members must be elected politicians with executive power. Any termination of the political mandate automatically terminates the PAC membership.
- In case of the PAC membership termination, the membership might be offered to another politician from the same city (until the end of the respective PAC mandate) or to the candidates from the reserve list. The PAC Secretariat will take the necessary steps to replace the outgoing member(s), considering the eligibility and selection criteria of PAC members.
- The chairperson serves just one mandate of 2 years but can serve additional mandates as a PAC member.
- A six months hand-over period from the former to the new chairperson is foreseen in order to guarantee the principle of continuity.
- The PAC is supported in its work by a Secretariat financed by the EC through the ongoing CIVITAS-CSA. From September 2020 the PAC Secretariat will be hosted by the CIVITAS ELEVATE project. Under ELEVATE, the PAC Secretariat is the responsibility of INOVA+, with support of TRT (with the role of PAC Rapporteur).
- The PAC usually meets three times a year:

- One of these meetings is typically organised in conjunction with the CIVITAS annual conference.
- The other meetings are hosted in a PAC member's home city or in cities that offer to host the PAC meeting and can be accompanied by a site visit. In absence of any PAC hosting city, the meeting will be organized in Brussels.
- Ad hoc meetings can be scheduled if necessary, as well as online meetings.
- To facilitate and streamline the activities of the PAC, it is suggested that each PAC member nominates his/her own supporting staff, so as to ensure the necessary operational liaison with the Secretariat and with the CIVITAS initiative at large.
- No fees are required to be a member of the PAC. Individual costs related to travel and accommodation are covered by the members.