



Terms of reference SEC

Terms of reference Scientific and Ethical Committee UNESCO Chair Global Health & Education

Version 8 July 2019

Preamble

1. This document is intended to set modalities for the responsibilities and tasks of the Scientific and Ethical Committee of the UNESCO Chair Global Health & Education¹. It has been approved by the members of the Scientific and Ethical Committee on <date> and by the Steering Committee on <date>.
2. The UNESCO Chair Global Health & Education is a direct follow-up of the High Level Conference 'Working together for better health and well-being', 7-8 December 2016 Paris, France, led by WHO EURO and UNESCO. The Chair was officially launched on 10 October 2018 at UNESCO headquarters.
3. The overall vision for the UNESCO Chair Global Health & Education is a world where all children and young people achieve optimum health, well-being and education. To reach our vision, the chair acts as a catalyst to improve health, well-being and education of children and young people through contributing to policy and practice change at a global scale.

1. Name

The name is Scientific and Ethical Committee (SEC).

2. Committee Focus

The focus of the SEC is to contribute to develop and monitor a portfolio of high-level research and training programmes for the UNESCO Chair, linked to our values, principles and strategic objectives (see: Charter UNESCO Chair). The portfolio should cover the field of health promotion, including health education, in schools and communities for children and young people. The portfolio includes:

- Contribute to the renewal of the framework (epistemological and ethical) for research and practices in health promotion;
- Research and training in the field of health promotion for children and young people including health education and prevention, sustainable development, and successful implementation of a whole child, whole school, whole community approach, intersectoral collaboration at a local level, effectiveness in reducing inequalities, determinants of genuine participation, implementation processes, ethical issues etc.;
- Publications.

¹ In the Terms of Reference we use the term 'UNESCO Chair': in 2018 a UNESCO Chair Global Health & Education was hosted by University Clermont-Auvergne in France, and by Osaka University in Japan.



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2.1 Process

The goals of the SEC will be achieved through participation in scheduled meetings and online conferences, contributions of expertise to the research agenda, and effective liaison with other research groups, policy makers, professionals, peers as well as children and young people.

The UNESCO Chair secretariat will coordinate and support all activities, including meetings and research support.

3. Responsibilities

3.1 Service

The SEC will support the following:

- Support the development of research proposals in the area and scope of the UNESCO Chair;
- Create new project working groups and nominate a research leader for each group;
- Support submissions for funding of research;
- Answer requests from members (e.g. scientific review of proposals);
- Participate in concept development and facilitating workshops on research development;
- Oversee all research and training activities of the UNESCO Chair;
- Align the UNESCO Chair research portfolio (consisting of the 5 core activities) with its work plan, shared values and principles, and funding and policy priorities and opportunities.

3.2 Reporting

The UNESCO Chair secretariat will distribute the minutes of meetings of the SEC to the SEC members.. All SEC members will contribute to reports as required.

4. Members

4.1 Composition

- Affiliated senior researchers involved in the UNESCO Chair, including leaders of Activity Working groups (1-5);
- Representation of the Steering Committee of the UNESCO Chair;
- Early and mid-career researchers;
- Representation of the UNESCO Chair secretariat.

4.2 Process

Applications for membership of the SEC are reviewed and selected by the Chair holder of the UNESCO Chair and the chair of the SEC. Suggested members will be presented to the SEC who will need to give approval of their participation. The SEC may co-opt temporary membership as required and may invite researchers from outside the SEC or UNESCO Chair to join Activity Working groups.



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4.3 Chair and co-chair(s)

The SEC chair and co-chair(s) are to be elected at the first meeting of the SEC and will be appointed for a period of four years.

5. Operating procedures

5.1 Meetings

The meetings will take place four times per calendar year (two live meetings and two virtual meeting) and any additional meetings as required. It is expected that each SEC member will attend the meetings.

5.2 Records

The agenda will be set by the SEC chair. The UNESCO Chair secretariat will prepare and distribute minutes.

5.3 Term of membership

Members are appointed for four years with the option of re-appointment if the UNESCO Chair is accredited for another term. Early and mid-career researchers can be appointed for two years. Committee membership will be reviewed each year for membership composition, capacity and participation.

5.4 Conflict of interest

All members must declare all potential conflicts of interest. Any conflict of interest will be recorded in the minutes.

6. Guiding principles

The SEC will adhere to the following:

- Feedback and/or review of documentation responses will be provided within the agreed time frame;
- Decision-making will be a transparent and inclusive process and records will be made accessible;
- To promote an open discussion, speaker confidentiality may be preserved;
- Deliberations of the research projects will result in collective decisions that are actioned with the consent of the SEC members;
- Resolution of dissenting issues shall be achieved by a (online) vote of members, with the SEC chair having the casting vote in the event of a tie.

7. Adoption and amendment

These *Terms of reference* shall be reviewed every four years. Changes shall be approved by the SEC and the Steering Committee of the UNESCO Chair.