GFCE Research Committee
Terms of Reference
Version: August 2020

1. Main Objective

1.1 The main objective of the GFCE Research Committee is to provide expert support for the design, delivery and implementation of an annual Global Cyber Capacity Building Research Agenda.

1.2 Research outputs generated through the Research Agenda process will focus on practical and applied research and will provide data, evidence and analysis to directly inform the work of the Working Groups as well as the wider cyber capacity building community.

2. Mandate and Responsibilities

2.1 The Research Committee is an independent and impartial group and shall act solely in the interest of the GFCE Community and its members. They will act in their own individual capacities in providing their expert support setting aside other institutional affiliations and interests.

2.2 The mandate of the Research Committee is to support the GFCE Working Groups' activities and initiatives with related research matters and provide expert assistance to refine Working Group ideas and policy issues into specific research inquires with time/cost estimates and delivery requirements.

2.3 The specific responsibilities of the Research Committee are:
  2.3.1 Provide expert support for the development and implementation of all phases of the Global Cyber Capacity Building Research Agenda process;
  2.3.2 In close collaboration with the GFCE Secretariat, design and implement specific modalities of work for the delivery of the annual Global Cyber Capacity Building Research Agenda;
  2.3.3 Develop a two-year working plan with quarterly milestones, a shared calendar, and yearly deliverables;
  2.3.4 Support the GFCE Working Groups with research matters by:
    ▪ Attending meetings of the Working Groups assigned to act as a 'research committee liaison' between the Working Groups and the Research Committee;
    ▪ Translating and refining Working Group ideas into research questions with time/cost estimates and delivery requirements;
    ▪ Providing guidance on the feasibility, impact, and alignment with overall GFCE goals of research proposals;
    ▪ Ensuring that GFCE research meets high quality standards;
    ▪ Updating the Working Groups on the progress of ongoing research;
    ▪ Presenting the draft research products and gathering feedback from the Working Groups;
  2.3.5 Be involved in the delivery, review, and dissemination of research conducted;
  2.3.6 Support and give input on documentation regarding the Research Agenda;
  2.3.7 Advise and assist the GFCE Secretariat on research matters and with a periodic review of the Research Agenda process.

2.4 Anyone in the GFCE Community may bid for research projects if they are deemed eligible (based on the delivery requirements outlined in the research proposal). If Research Committee members submit a bid, they will be excluded from providing advice on the research supplier selection procedure (if solicited) and decision-making processes for the entire duration of one (1) cycle due to the conflict of interest.

3. Administrative Structure

3.1 Size and Composition

3.1.1   The Committee is composed of a maximum of 10 members, including the following:

- A Chairperson
- Total of five (5) members from the existing GFCE Community including two (2) members from the current GFCE Advisory Board (at time of nomination);
- Total of five (5) experts from the broader academic, research and cyber capacity community (at time of nomination).

3.1.2   The composition of the Committee is based on a balance in representation of gender, geography and diversity of backgrounds and expertise.

3.2 Appointment and Term of Committee Members

3.2.1   The Members of the Research Committee have been selected through an open call application. The guiding principles for the composition of the Members of the Research Committee were:

- Overall gender balance, diversity of backgrounds and a good representation of all regions in the Research Committee;
- Appropriate mix of members' expertise to address the five themes of the GFCE's work as identified in the Delhi Communique in a balanced manner.

3.2.2   In addition, the GFCE Foundation Board has selected the successful candidates to be part of the Committee considering the following specific criteria:

- Expertise and work experience in a research position and/or specialized knowledge in one or more areas of interest for the GFCE Working Groups;
- Genuine interest in and a good command of cybersecurity/cyber capacity building research in an international context;
- Capacity to think and communicate across disciplinary boundaries and between different stakeholders;
- Willingness and ability to dedicate time to the GFCE work;
- Commitment to serve in the Research Committee for a period of at least two years;

3.2.3   Members of the Research Committee will serve for a term of two (2) years, with the possibility of renewal for a second two-year term.

3.3 Chairperson

3.3.1   The Committee will be chaired by one (1) member that is appointed by the GFCE Foundation Board.

3.3.2   The responsibilities of the Committee members apply equally to the Chair. In addition, the Chair is responsible for:

- Convening Committee meetings, setting agendas, adjudicating research proposal reviews, and summarizing deliberations of the meetings (with support from the GFCE Secretariat);
- Be the face and spokesperson of the Research Committee at GFCE meetings.

3.4 Overall Working Modalities

3.4.1   The Research Committee acts as an impartial and independent expert body within the GFCE community. Each Member of the Research Committee is assigned to support at least one (1) Working Group with research matters based

on their interest and expertise, assuming the role of 'Research Committee Liaison' of that Working Group.

3.4.2   Through different communication channels (i.e. Microsoft Teams, email and Committee meetings), Committee members are expected to share updates on research matters within their assigned Working Groups and seek advice if necessary.

3.4.3   If decisions need to be taken by the Research Committee, decision-making will be based on the majority.

3.5 Meeting Frequency

3.5.1   The Research Committee will meet virtually monthly, and additional virtual meetings may be scheduled as needed.

3.5.2   Each member will also be expected to attend the meetings of the Working Group that they are assigned to (on average, once every month).

3.5.3   The Committee will have the opportunity to meet in person at least twice a year at the global GFCE meetings (if travel is permitted).

3.5.4   The required time commitment is estimated to be eight (8) hours a month.