



# Advisory Board

## Terms of Reference

This document outlines the structure of the Global Forum on Cyber Expertise (GFCE) Advisory Board, as adopted at the GFCE kick off meeting on 2 and 3 November 2015.

The GFCE Advisory Board constitutes of representatives of civil society, technical community and academia and strives to provide substantive and strategic guidance to the GFCE members.

Members of the Advisory Board have committed themselves to the principles as set out in *The Hague Declaration* and the *Framework Document*. Participation in the GFCE Advisory Board is voluntary. The GFCE Advisory Board will have an informal character, with no authority to take legally binding decisions.

### Overall structure

1. The GFCE Advisory Board consists of two Co-Chairs and the members.

### Purpose

2. Provide advice on the overall strategic direction of the GFCE to its members, including guidance on the forum's strategic objectives and activities;
3. Provide advice on the content of GFCE initiatives as well as recommendations on stakeholders to be consulted and included in the framework of ongoing or future initiatives;
4. Encourage collaboration between the GFCE and cyber capacity building programs ongoing outside of the GFCE;
5. Encourage multi-stakeholder collaboration and exchange of expertise (public, government, private, technical community, academia, civil society actors) to ensure inclusiveness in the outputs of the GFCE;



6. Endeavour to raise awareness on the GFCE worldwide, mobilize stakeholders, and conduct advocacy and outreach at events and meetings on behalf of and representing the GFCE Advisory Board.
7. Share information on interesting capacity building efforts with the GFCE Secretariat for inclusion on the Oxford Portal.

## Composition

8. The Advisory Board will be co-chaired by a member of the Advisory Board and a member of the GFCE. This will ensure effective linkage with the strategic planning and operations of the GFCE;
9. The Advisory Board will consist of approximately 10 members. The Advisory Board will strive to have geographical, gender and stakeholder balance in its membership;
10. The Advisory Board will also strive for an appropriate mix of expertise to address the four objectives of the GFCE (data protection, cyber security, cyber-crime and e-governance) in a balanced manner;
11. Members of the Advisory Board will act on a voluntary basis and in an honorary capacity;
12. Any recommendations made by the Advisory Board will be given due consideration. Advice and recommendations serve the purposes described above and will not be binding on GFCE members;
13. The Co-Chairs of the GFCE will provide a response on behalf of the GFCE Members to the advice and recommendations prepared by the Advisory Board and can add the recommendations made by the Advisory Board for discussion to the agenda of the next high level GFCE meeting.

## Member Roles and Responsibilities

14. The Advisory Board advises on the content of GFCE initiatives as well as recommendations on stakeholders to be consulted and included in the framework of ongoing or new initiatives;
15. The Advisory Board will be consulted on new initiatives, thereby enhancing effectiveness and impact of the activities.



16. Representation and advisory role and a dedicated speaking slot in the annual GFCE high-level meeting.
17. The Advisory Board advises the GFCE upon request and on its own initiative;
18. Advisory Board members will operate virtually with occasional meetings of members, including the Annual GFCE high level meeting;
19. On average, the Advisory Board will virtually meet bi-monthly.
20. Advisory Board members will attend the annual GFCE high-level meeting to ensure consistency. If required, costs for attendance will be funded by the GFCE Secretariat.
21. The Advisory Board members will jointly prepare for the annual high level meeting, either in person or virtually;
22. When issues arise in between meetings, members of the Advisory Board will be consulted;
23. Active and ongoing participation is expected of Members of the Advisory Board during the term of their mandate;
24. The Advisory Board will determine its own working methods.
25. Outputs of the Advisory Board will be arrived at by rough consensus and communications by the Advisory Board will be published on the GFCE website, upon request of the Advisory Board;
26. The Co-Chairs of the Advisory Board will be responsible for convening Advisory Board meetings, setting agendas, and summarizing deliberations of the meetings.
27. The GFCE Secretariat will provide necessary operational and logistical support for the organization of the Advisory Board meetings;

## Appointment and Term of Members

28. Applications for Membership of the Advisory Board will be gathered through an open call published on the GFCE website;
29. Applicants can be representatives in their individual capacity or from organizations and are expected to represent a larger community from civil society, academia or technical community;
30. Members of the Advisory Board will subsequently be selected by the GFCE members on the basis of a shortlist developed by the co-chairs of the GFCE, taking into account availability, expertise, capacity to bring forward perspectives of the community, geographic and gender balance;



31. Members will serve on the Advisory Board for a period of two years, with the possibility of renewal for a second two-year term;
32. In the case of a vacancy, the Co-Chairs of the Advisory Board in close cooperation with the Co-Chairs of the GFCE, will appoint an appropriate individual to the Advisory Board through an open call. This will be done while taking into account availability, expertise, geographic and gender balance, and striving for diversity of perspectives;
33. After two years, the Advisory Board, with support from the Co-Chairs of the GFCE, will review the composition of the Advisory Board and make recommendations for additions or modifications.