



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

**SATELLITE**



**Political Advisory  
Committee (PAC)**

of the CIVITAS Initiative

**Terms of reference 2017**

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THE CIVITAS INITIATIVE  
IS CO-FINANCED BY THE  
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The **POLITICAL ADVISORY COMMITTEE (PAC)** of the **CIVITAS Initiative** is supported by a **Secretariat**, currently hosted by the **SATELLITE project**, operated in close cooperation with the **European Commission (EC)**.

# 1 ROLE AND MISSION

The Political Advisory Committee (PAC) is a small group of leading and highly motivated politicians that acts as the steering group of the CIVITAS initiative and network of cities.

## 1.1 Role and main activities

The main activities PAC members are responsible for are:

- Delivering policy recommendations;
- Reinforcing the liaison between the EC and the CIVITAS network of cities, as well as the CIVINET national and regional networks;
- Evaluating the CIVITAS Forum city host candidatures together with the European Commission and providing input for the agenda of the Conference;
- 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 Forum Conferences;
  - 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 any of the CIVITAS Forum Network's cities 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 member in a maximum of **500 words**.
2. Candidates apply in their personal capacity (i.e. not as formally nominated representatives of their local administration);
3. PAC members are ultimately appointed by the EC (with the support of the PAC Secretariat), based on general criteria of representativeness (city typology and geographical position, CIVITAS experience, gender) and proven record of the individual candidates in terms of their proactive role in promoting policies that are in line with the CIVITAS objectives.
4. The selection of the PAC Chair and Vice-Chair is based on an Expression of Interest (submitted with PAC Expression of Interest) and is typically based on prior experience and involvement in the PAC. Based on the Expression of Interest received, the PAC Chair and Vice-chair will be selected by democratic ballot of the PAC members, during its first meeting as part of the 2018 CIVITAS Forum Annual Conference. Those wishing to be considered for these position(s) should be prepared to briefly introduce their vision for the forthcoming 24 months at this event

## 2.2 General rules for PAC members

The following general operational rules apply to the PAC:

- The PAC is composed of a maximum of 16 members.
- PAC member 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.
- The chairperson serves just one mandate of 2 years, but can serve additional mandates as a PAC member.
- A six month 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 European Commission through the CIVITAS-SATELLITE project. Under CIVITAS SATELLITE, the PAC Secretariat is a responsibility of Polis. The current PAC Secretariat is run by Luana Bidasca and Ivo Cré, e-mail: [pac@civitas.eu](mailto:pac@civitas.eu)
  
- The PAC normally meets three times a year <sup>1</sup>:
  - One of these meetings is organised in conjunction with the CIVITAS Forum's Annual Conference;
  - The other meetings are hosted in a PAC Member's home city or in cities that offers 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, 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.

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<sup>1</sup> The current CIVITAS Coordination and Support Action, CIVITAS SATELLITE, is contractually bound to support 2 PAC meetings per year. Support to the more meetings will be given to the degree that resources allow.