



**Asia-Pacific  
Economic Cooperation**

---

**2016/SOM3/CSA/007rev2**

Agenda Item: 8

## **Terms of Reference - APEC Chief Science Advisors and Equivalents**

Purpose: Consideration  
Submitted by: CSAE Co-Chair



**Fourth APEC Chief Science Advisors and  
Equivalents Meeting  
Lima, Peru  
18-19 August 2016**

## APEC Chief Science Advisors and Equivalents (CSAE)

### Draft Terms of Reference

#### Background

Science and research systems are increasingly recognized as being central to economic development: not only because of the close relationship between science and innovation but because of the broad role science plays in helping economies meet social, environmental, health and international goals. Increasingly member economies are placing science advice more centrally in their policy processes.

At the 2012 APEC Leaders' meeting, leaders welcomed the establishment of the CSAE group by Senior Officials (2012/SOM2/008) as a point of dialogue within the APEC community between those charged with advising the whole of government on the role of science in policy formation and/or on public policies of science and innovation. Increasingly CSAEs also play an important role in using science to promote relationships for mutual economic, social and environmental enhancement. At a practical level CSAEs have a major role to play in addressing common issues of a scientific nature that span economies' jurisdictional boundaries and in particular in assisting governments to prepare for and respond to emergencies and to provide a network for cross-boundary support. At the 2015 APEC Economic Leaders' meeting specific requests were made of the CSAE group with respect to improving the responses to emergencies.

It is acknowledged that different economies have very different structures to achieve high-level advice on science for policy development, science for international relations and policy for science; ranging from science advisors through to the use of economies' science academies or advisory councils to serve some of these roles. An economy's CSAE representation is therefore a matter for each economy to decide upon but, in general, it is anticipated that member economies will be represented at this meeting by a person(s) with a key role in advising their government on these matters. The effectiveness of this grouping will be influenced by the standing of those attending.

The CSAE views its primary role as being to assist APEC economies by promoting the use of scientific evidence in governmental policy formation and formulation. It notes that this is complementary to but, at the same time, largely distinct from PPSTI whose mission is *"to support the development of science and technology cooperation as well as effective science, technology, and innovation policy recommendations in APEC through collaboration between government, academia, private sector and other APEC fora"* (PPSTI Strategic Plan 2016-20125).

At the CSAE meeting in 2015, the experience of the first three years was reviewed. It was agreed the group provided a valuable forum but that it should not operate in isolation from other components of the APEC system and that it would function best when responding to requests from the Economic Leaders, Ministers, Senior Officials (SOM) and other parts of the APEC system. In particular it noted the need for a close working relationship with both the SOM and with APEC's Policy Partnership on Science, Technology and Innovation (PPSTI). The meeting also agreed to develop formal terms of reference.

The following draft Terms of Reference is provided for consideration

#### Draft Terms of Reference for CSAE

1. The CSAE should be the APEC community's primary forum to engage member economies on matters at the interfaces between science and public policy and science and international engagement in the Asia-Pacific. It shall pay particular attention to the role of science in social, environmental and economic development and to science's role in responding to regional challenges and in preparing for and responding to emergencies.
2. CSAE focusses on APEC's priority issues by supporting the use of science in policy formulation within and between governments of member economies.
3. Member economies may be represented by one or more persons, including a head of delegation who has a senior role in advising their government on science for policy across the whole of government, policy for science, international scientific engagement and

science in crises. Member economies shall advise the APEC Secretariat as to their representation.

4. The CSAE group shall meet annually at a time and place agreed with the APEC Host Economy. This does not need to be in the overall APEC Host Economy, however when possible this meeting will be coordinated in time and place with other relevant meetings.
5. The CSAE shall be jointly chaired by the elected Standing Co-Chair, the CSAE representative of the current CSAE host economy for the year as a Co-Chair, and supported by the Vice-Chair appointed by the next host economy.
6. The Standing Co-Chair shall be elected via consensus at an annual meeting for a three-year term. The Secretariat will coordinate the process of appointing the new Standing Co-Chair in compliance with APEC conventions.
7. The Standing Co-Chair while performing this role acts in the interests of the whole group and not as a representative of his/her economy. The Vice-Chair may act when necessary in place of the Standing Co-Chair.
8. The Standing Co-Chair has the primary responsibility for liaison with the APEC Secretariat, for communicating with other economies and for communicating with other APEC fora (for example SOM, PPSTI, EPWG) regarding matters of mutual interest and in particular for coordinating over draft agenda items.
9. In setting the agenda, CSAE will have due regard to the priorities of the APEC Host Economy and to requests from Economic Leaders, Ministers, SOM, individual member economies, and other relevant APEC fora.
10. The two Co-Chairs and the Vice-Chair will be responsible for developing, by consultation, the final agenda for the meeting. An initial consultation for agenda items will be made with the CSAE group no less than three months prior to any meeting. The Co-Chairs and the Vice-Chair will consult with the Chair of PPSTI before the agenda is finalized. The agenda will be finalized at least four weeks prior to any meeting.
11. The Standing Co-Chair, working together with the APEC Secretariat, will be responsible for coordinating any activities between meetings. Sub-Groups, or other supportive arrangements, may be established by consensus to assist with such work.
12. The APEC Secretariat will support the CSAE generally via the same Program Director who supports PPSTI to ensure appropriate liaison.
13. The CSAE group may invite others to attend part of or the whole meeting. For example, heads of economies' science academies, the Chair of PPSTI etc. Any such incoming participation will be decided by consensus in accordance with APEC's Guidelines on Non-Member Participation.
14. Reports from the CSAE meetings or from any intermediate activity will be overseen by the Co-Chairs and the Vice-Chair and will be distributed via the APEC Secretariat and, where appropriate, published according to APEC's Publication Guidelines.
15. CSAE will report annually to SOM and share notes of its meetings with PPSTI and any other relevant APEC bodies. CSAE may make recommendations to Economic Leaders and Senior Officials and share these with other APEC fora as appropriate.
16. The CSAE will have a term of three years starting from the end of the year following the adoption of these terms of reference. After the term (that expires by the end of 2019), SOM will review the work of CSAE and decide whether to extend its mandate.