

ANNEX C - TERMS OF REFERENCE OF THE WATER4ALL KNOWLEDGE HUB

This document sets the Terms of Reference of the Water4All Knowledge Hub for the applicants in the 2023 Joint Transnational Call and its modalities

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1. The 2023 Water4All Knowledge Hub

The [Water4All Partnership](#), co-funded by the European Union within the frame of the Horizon Europe programme, aims at enabling water security for all in the long term, through boosting systemic transformations and changes across the entire research – water innovation pipeline, fostering the matchmaking between problem owners and solution providers.

Knowledge Hubs are scientific networks to translate and transfer research outcomes into applicable recommendations within a defined stakeholders' and policymakers' area. Knowledge Hubs can take several forms. The 2023 Water4All Knowledge Hub will be a knowledge synthesis, transfer and networking community of experts, under the general theme of the Joint Transnational Call (JTC) on "Aquatic Ecosystem Services" (see section 2.2 of the Call text, including topics and subtopics). In particular, the 2023 Water4All Knowledge Hub will function to accomplish two objectives:

- Fostering networking and knowledge exchange across funded projects
- Transferring the synthesized research results/best practices to relevant policy communities (including when relevant; supporting scientific collaboration across Horizon Europe partnership programs)

The Knowledge Hub will further contribute to the integration and sharing of knowledge, research and technological excellence, data and modelling tools, as well as implementation of training and capacity building activities to increase the capacity of the research community in the field of water. It will also improve communication and networking between researchers and other stakeholders, to enhance research impact and knowledge transfer towards policy and society.

These Terms of Reference address the principles related to the implementation of the 2023 Knowledge Hub of Water4All, which will be set-up following the launch of research projects funded under the 2023 JTC and the ECR modality on "Aquatic Ecosystem Services".

2. Expected Activities Outputs and Added-Value of the Knowledge Hubs

2.1. Expected Activities and Outputs

The Knowledge Hub is expected to produce specific activities and outputs, including but not limited to the following:

- Knowledge synthesis outputs, including policy briefs, state-of-the art reports, concept notes, fact sheets, position papers, etc. that appeal to different target groups, ranging from the general public to policy makers at various levels;
- Foresight exercises (events, workshops...) (e.g., in response to new policy priorities or societal challenges);
- Short summaries of any published articles (following a specific template provided by the Knowledge Hub Steering Committee);
- Joint peer-reviewed publications from Water4All funded projects;
- Online thematic events on Water4All research call themes;
- Learning and training content to increase/ maximize use of Water4All outputs;
- Feedback and Inputs into the update of the Water4All SRIA;
- Use of the capacity building program on systemic thinking and system analysis.

2.2. Added-Value

For researchers:

The Knowledge Hub is expected to:

- Allow researchers to contribute to Water4All SRIA updates and inform the contents of the Strategic Research & Innovation needs for future funding;
- Provide researchers with opportunities for networking, knowledge exchange and uptake of research outcomes;
- Facilitate cooperation resulting in high-impact publications;
- Contribute to a greater number of scientific outputs (publications, patents, license, etc.) through collaboration;
- Build researchers' capacity through integrated, transnational and multi-disciplinary approaches and exchange of good practices;
- Enable the valorisation of research project results and foster knowledge transfer to relevant stakeholders
- Contribute to the EU legislation evolution.

For Policymakers:

The Knowledge Hub is expected to:

- Develop the knowledge-basis required to address water challenges and EU policy priorities within a global perspective;
- Provide science-based policy briefs on which policymakers can rely;
- Narrow the gap between science and policy needs, for different types of stakeholders;
- Provide a more holistic view on water challenges based on a multi-stakeholder approach.

For other Stakeholders (Water services providers, river-basin managers, etc.)

The Knowledge Hub is expected to:

- Improve communication and networking with stakeholders and the scientific community at international level;
- Identify innovations which could accelerate the progress of various stakeholders in dealing with challenges;
- Develop research capacity, providing learning and training activities.

3. Water4All Knowledge Hub Governance

The governance structure of a Water4All Knowledge Hub will consist of a Steering Committee represented by the Funding organisations and Water4All partners and a dedicated Expert Group composed primarily by the researchers from the projects funded under the Joint Transnational call and its modalities. The governance structure of the Knowledge Hub aims to allow efficient operation of activities. The representatives of the governance bodies (i.e., Steering Committee and Expert Group) of the Knowledge Hub should aim to represent a wide range of scientific disciplines, broad regional coverage, a proper gender balance and a mixture of different career stages. Detailed descriptions of the specific roles and selection procedure for each position follow.

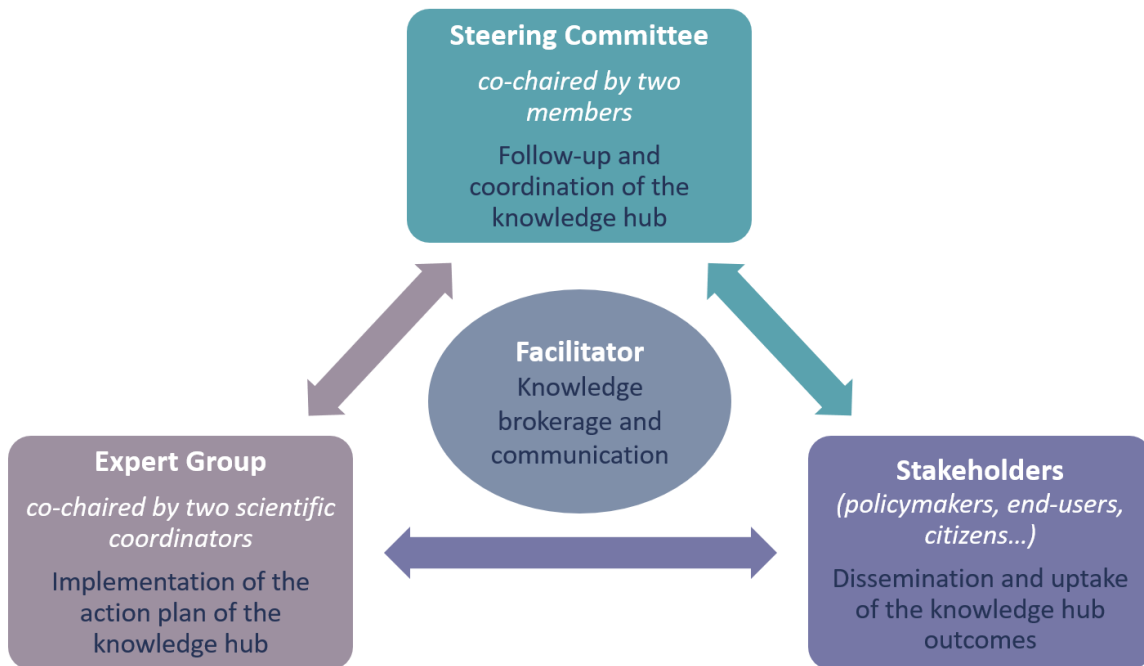


FIGURE 1- STRUCTURE OF WATER4ALL KNOWLEDGE HUB

3.1. Knowledge Hub Steering Committee

Composition

The Knowledge Hub Steering Committee is composed of the following representatives appointed for a term of three years:

- Funding Partner Organisations (FPO) who agree to financially support the activities of the Knowledge Hub experts.
- Other partner organisations of Water4All who can nominate national academic and non-academic experts in-kind, without joining the JTC.

Duties

The role of the Knowledge Hub Steering Committee, co-chaired by two members, is to:

- For FPOs supporting the JTC of Water4All: provide financial support to the personal costs of experts, scientific coordinators and facilitator, who are nominated by the project consortia funded under the related JTC and the ECR modality, by allocating national budget contributions to global budget of the call, as per their national/regional funding regulations;
- For other partner organisations of Water4All: nominate external academic and non-academic experts with consensus;
- Oversee the activities of the researchers who are taking part in the Knowledge Hub through the 2023 JTC application or nominated by the other partner organisations of Water4All.
- Select the scientific coordinators and facilitator among the applicants who show interest for the roles with consensus;
- Monitor the activities and impact of the Knowledge Hub;
- Ensure the Knowledge Hub’s full integration in and complementarity with the overall Water4All activities.

3.2. Knowledge Hub Expert Group

Composition

The composition of the Expert Group is as follows.

- a) Expert group members - researchers and experts from the 2023 funded projects or nominated by the Steering Committee to complement the expertise areas,
- b) 2 scientific coordinators (from 2023 funded projects),
- c) 1 facilitator (from 2023 funded projects).

Each project consortium can propose maximum 1 person, either as expert group member, scientific coordinator or facilitator. The expert group members are appointed directly once their projects are granted, whereas applications for scientific coordinators and facilitators will be evaluated and selected by the Knowledge Hub Steering Committee. If a person is not selected for scientific coordinator or facilitator role, he/she is appointed as an expert group member. Applicants for the knowledge hub expert group should refer to the national annexes and eligibility criteria of their national FPO before applying for these roles. Some FPOs may not provide funds for any of these roles.

a) Expert Group Members

- The Knowledge Hub Expert Group Members are researchers participating in the KH activities for the period of three years (i.e. during the implementation of funded projects under the JTCs and the ECR modality). It is composed of researchers that are funded as part of the JTC and the ECR modality and who expressed interest in their application to join the Knowledge Hub as experts. These experts will automatically become part of the KH through their participation in the funded R&I projects. The costs for participating in the knowledge hub activities are covered by their national FPO in line with the national/regional regulations;
- Additional experts can be nominated by a Steering Committee member, if necessary, to complement the group of researchers composed as previously, and appointed by the unanimous decision of the Steering Committee', without being funded by the 2023 Water4All JTC. The academic or non-academic complementarity of the nominated expert will be assessed the Knowledge Hub Steering Committee according to the needs and planned activities of the Knowledge Hub. Contribution of the externally appointed experts to knowledge hub activities will be in-kind and not covered by the partner organisation, excluding the case of a bilateral agreement between the nominating partner and the external partners that states otherwise.

Duties of Expert Group Members

The duties of the Expert Group Members are to:

- Prepare the Knowledge Hub Implementation Plan and realize the activities and outputs described therein;
- Actively contribute to the Knowledge Hub activities, including attendance at planned and ad-hoc meetings (three annual physical workshops are foreseen in addition to a series of online meetings),
- Actively disseminate the activities of the Knowledge Hub via various channels and networks.

b) Scientific Coordinators

The Knowledge Hub Expert Group is co-chaired by two Scientific Coordinators who are selected by the Steering Committee among the applicants for the position through the JTC. Applicants not selected for the Coordinator's role will take on the role of the Expert Group member. The Scientific Chairs will have mandate

for three years and expected to contribute to the knowledge hubs impact assessment process following the end of its activities.

Duties of the Scientific Coordinators

The duties of the Knowledge Hub Scientific Coordinators are to:

- Ensure the scientific coordination of the Knowledge Hub activities;
- Lead the work in developing the Knowledge Hub Implementation Plan;
- Lead the work in developing the proposed Knowledge Hub outputs;
- If requested, support additional foresight exercises carried out by the Water4All.

c) Facilitator

The Knowledge Hub activities will be supported by a Knowledge Hub Facilitator who has subtle expertise and competence in knowledge brokerage and communication activities. The facilitator will be selected by the Steering Committee among the applicants for the position through the JTC. Applicants not selected for the Facilitator’s role will take on the role of the Expert Group member.

Duties of the Facilitator

The duties of the Knowledge Hub Facilitator include:

- Closely work with Knowledge Hub Scientific Coordinators and Steering Committee Chairs to make sure that the planned activities and outputs are delivered on time;
- Support the preparation of the Implementation plan;
- Create a communication plan and dissemination strategy, and identify key target groups for outreach activities;
- Coordinate meeting preparations (agenda, documentation, minutes);
- Facilitate communication within the Knowledge Hub Expert Group and with the Steering Committee.

4. Financial Support to the Knowledge Hub

The costs of the Expert Group members, the Scientific Coordinators and the Facilitator will be covered by the Funding Organizations participating in the JTC, in line with their national/regional regulations. These costs may include:

TABLE 1: COSTS PER ROLE IN THE KNOWLEDGE HUB

	Personnel cost for three years	Travel and accommodation cost for three workshops
Expert Group Member	1,5 PM	3.600 Euros
Scientific Coordinator	3 PM	3.600 Euros
Facilitators	6 PM	3.600 Euros

5. Knowledge Hub duration and Timeline

The Water4All Knowledge Hub duration is equal to the duration of projects funded under the 2023 Water4All JTC

The tentative timeline for the activities for the period 2025-2028 is provided in Table 1. The Knowledge Hub is planned to be launched with the first Water4All Knowledge Hub Workshop during the first half of 2025, back-to-back with the kick-off event of the projects funded under the 2nd JTC. This workshop will be the first occasion to bring together the Knowledge Hub Experts and Steering Committee members around the following objectives:

- Providing clarification on the processes involved, including preparation of the first implementation plan as a key output etc.,
- Exchange & networking with the international and national projects relevant to the Water4All Knowledge Hub Themes.

TABLE 2: TENTATIVE TIMELINE FOR THE FIRST KNOWLEDGE HUB ACTIVITIES

Activity	Date	Location
The First Water4All Knowledge Hub Workshop for Launching the Knowledge Hub	Back-to-back with the funded projects' kick-off event-Spring 2025	TBD
The Second Water4All Knowledge Hub Workshop	TBD-Back-to-back with the funded projects' midterm review meeting-Autumn 2026	TBD
The Third Water4All Knowledge Hub Workshop	TBD-Back-to-back with the projects' final review meeting- Autumn 2028	TBD

6. Water4All Knowledge Hub Monitoring

Indicators and monitoring will be put in place to ensure that the Knowledge Hub achieves its objectives. This evaluation must be linked to the Water4All Impact Assessment activities including a timeframe for achieving the expected outputs of the Knowledge Hub, taking into consideration their short- vs. long-term aspect.

Possible Indicators of progress include:

- Evaluation survey on how well the Water4All Knowledge Hub has performed in different areas (e.g., knowledge translation and transfer activities, identifying the knowledge gaps in the selected themes, closing the knowledge gaps in the selected themes, internal communication and coordination across the members, production of outputs, dissemination of outputs, organization of workshops);
- Number of joint publications which acknowledge the Water4All Knowledge Hub;
- Number of publications produced by transnational team of authors;
- Number of new proposals developed by Knowledge Hub Expert Group members;
- Interoperable databases linked to the Open Water4All database;
- Standard methods / standards developed;
- Effective mobility of researchers between involved countries;
- Good attendance at meetings;
- Number of stakeholders involved in Knowledge Hub activities;
- Number of stakeholder-oriented outputs.

7. Dissemination and Intellectual Property Rights

Each researcher has the responsibility to oversee and ensure the efficient protection of any Intellectual Property Rights (IPR) arising from the work. Each researcher involved in Water4All Knowledge Hubs will be invited to widely disseminate research results obtained in the scope of the Knowledge Hub, on a non-exclusive and non-discriminatory basis, if approved by the Knowledge Hub members.

The Knowledge Hub Expert Group should comply with the [Water4All Open Access & Privacy Policy](#), as well as [Dissemination Guidelines](#).

The Expert Group must ensure that all outcomes (e.g., publications, policy briefs etc.) of the Water4All Knowledge Hub include a proper acknowledgement of Water4All and the European Union's Horizon Europe Programme (Grant Agreement n° 101060874). If possible, the acknowledgement reference should also include the Water4All logo.