PROJECT DOCUMENT

General Information

Version: 15 July 2024

Fund	**Science and Diplomacy Joint Programme**
Project title	Science and Diplomacy Joint Programme

Contacts

Contact Type	Name	e-mail	Position
Focal point	Ayaka Suzuki	suzukia@un.org	Director, EOSG-SPMU
Focal point	David Kelly	kellyd@un.org	Programme Management Officer
Focal point	David Passarelli	passarelli@unu.edu	Director, UNU-CPR

Description *[Short executive Summary of project. The executive summary contains a summary of all sections with emphasis on: (1) The rationale and relevance of the project; (2) The expected results and their contribution to the CF outcome(s), country priorities, and related SDG targets; (3) Intended beneficiaries with emphasis on vulnerable groups*

Project Rationale

In August 2023, the Secretary-General appointed a Scientific Advisory Board (SAB) to advise UN leaders on breakthroughs in science and technology and how to harness their benefits and mitigate potential risks, fulfilling a commitment made in the Our Common Agenda report. The SAB seeks to address four science-policy challenges faced by the United Nations system:

- Advice: The unavailability of rapid and informed scientific policy advice for decision-making by the Secretary-General and the Senior Leadership of the UN.
- Scanning: A gap in advice on emerging scientific opportunities and risks as they relate to delivery of the mandates of UN entities.
- Coordination: The disconnection of science advisory expertise already exists with the United Nations system to decision-making bodies.
- Connection: Forging closer links with multilateral, national, and multistakeholder science advisory bodies, and sharing the work of the SAB with the wider public.

A cross-cutting challenge that the SAB will seek to address over the longer-term is the crisis of trust in science, fomented by a loss of shared truth and understanding. The SAB will work to support the development of a common, empirically backed consensus on the public good of facts, science, and knowledge.

Expected Outcomes

Each of the four workstreams of the Board will have outcomes to support this change in the UN system and beyond:

- **Advice:** Provide science advice in the form of short written policy briefs and long-form reports on key emerging science topics to inform senior decision-making processes (Executive Committee or Senior Management Group) or multilateral engagements. Expected outcome are decisions and policies that reflect the best available scientific evidence.
- **Scanning:** Develop a twice annual horizon scanning and assessment of opportunities, risks, and emerging trends in science and technology that affect the mandate delivery of the United Nations. Expected outcomes are improved decisions and resourcing strategies.

- **Coordination:** Support UN cross-pillar scientific exchange and spread best practices on provision of science-policy advice to senior leadership and UN Country Teams. Identify capacity gaps across scientific areas within the UN system.
- **Connection:** facilitate connection between network of scientific advisory bodies and the UN system at the country level and make science policy material available to the public on SAB website. Expected outcomes are more science and evidence-based policy and programmes at the country-level and improving the public availability of science advice on emerging topics.

Intended Beneficiaries

The primary beneficiaries of this project will be the Secretary-General, UN leaders, Resident Coordinators, and other internal stakeholders that receive the products and advice generated by the SAB to make evidence-based policy and programmatic decisions. Secondary beneficiaries from the project are the beneficiaries of more effective UN mandate delivery, including the world's most vulnerable groups. A third beneficiary will be the global public who will benefit from the publishing of evidence-based science policy material. Member State representatives may also benefit from the work of the SAB, as they could be briefed on key findings from SAB-generated research through the SAB's interactions with Member State bodies. These include, for example, the General Assembly Group of Friends on Science for Action or the General Assembly President.

Universal Markers

Gender Equality Marker *[Retain only the applicable]*

- GEM 2 – Gender equality/ women's empowerment as a significant objective

Risk *[underline]*

- Low risk

Fund Specific Markers

Geographical Scope

Global

Participating Organizations

Participating Organizations

- Executive Office of the Secretary-General (Convening Agent)
- United Nations University

Programme and Project Cost

Participating Organization	Budget Requested (cumulative)
Executive Office of the Secretary-General	$ 870,000
United Nations University	$ 1,270,000
Total Budget Requested (cumulative)	**$ 2,140,000**
Other Sources (Parallel Funding)	
Total (cumulative)	**$ 2,140,000**

Thematic Keywords *[indicate key words that can be used to identify the project proposal in a word search*	Science, technology, science diplomacy, scientific advice, horizon scanning	
Programme Duration	**Anticipated Start Date**	15-Jun-2024
	Duration (In months)	24
	Anticipated End Date	15-Jun-2026

Narratives

Title

Situation Analysis [max xxx characters with spaces]

This section provides a brief, evidence-based summary of the development challenges to be addressed.
It outlines the economic, social, political, environmental, and institutional context for the project. It includes a gender analysis that, along with the other considerations (theory of change, results framework), is consistent with the selected Gender Equality Marker code. It identifies the development or human rights challenges to be addressed; provides specific, current and disaggregated data on these challenges, major underlying and root causes, and the key capacity gaps. According to guidance for the CCA, the situation summary:

» Identifies the immediate, underlying and root causes of inequalities and vulnerability; including the different ways that women and girls and men and boys experience the identified problems, and respond to gaps in fundamental rights, including discrimination, and power-imbalances.

» Offers evidence to justify the project based upon high quality, disaggregated data, with emphasis is on critical SDG-related data gaps and gender-sensitive and sex disaggregated statistics.

» Examines, as appropriate to the project, normative and institutional gaps related to economic transformation, social exclusion of identified vulnerable groups, environmental sustainability and climate change adaptation and mitigation, governance and rule of law, and humanitarian-development-peace collaboration.

Text

Project Context

In the past decade, the pace and interconnectivity of scientific and technology development has accelerated, with breakthroughs and innovations transforming many aspects of society. Artificial intelligence (AI) technology, for example, is being used to make rapid progress in fields of education, health, transportation and language. In climate, the renewable energy and storage sectors have experienced rapid growth, driven by declining costs and increasing efficiency of solar, wind, and battery technologies. Renewable energy sources now compete favorably with fossil fuels in many regions, contributing to decarbonization efforts and mitigating climate change. Advances in biotechnology and synthetic biology have enabled the engineering of organisms for various applications, including biofuel production, drug synthesis, and environmental remediation. Such advances represent enormous opportunities to accelerate the Sustainable Development Goals (SDGs) across multiple domains, to promote global equality, and to address existing and novel challenges. Yet as these innovations break new ground, they also raise complex moral and ethical questions. While breakthroughs in science and technology promise to elevate standards of living, many of their applications risk exacerbating existing social and economic disparities, eroding human rights, or igniting geopolitical tensions. Such risks require thoughtful consideration and coordinated action at the global level, so that innovation can be harnessed for global public goods.

Science advice within the UN system is currently siloed, localized and not connected to senior leadership. Organizations like UNESCO, WHO, UNEP, and WMO have world-class expertise in their separate fields but their connectivity to senior UN leadership is weak. The institutions and the scientists themselves are also not regularly connected, compromising opportunities to share best practices on advancing science and evidence-based decision makers to senior leaders within and across UN system entities.

Lastly, there is a growing public mistrust of expertise and science in many countries. For instance, in the United States according to Pew Research, 57% of survey respondents say science has had a mostly positive effect on society. This share is down 8 percentage points since November 2021 and down 16 points since before the start of the coronavirus outbreak. About a third (34%) now say the impact of science on society has been equally positive as negative. A small share (8%) think science has had a mostly negative impact on society. When it comes to the standing of scientists, 73% of U.S. adults have a great deal or fair amount of confidence in scientists to act in the public's best interests. But trust in scientists is 14 points lower than it was at the early stages of the pandemic. As trust in scientists has fallen, distrust has grown: Roughly a quarter of Americans (27%) now say they have not too much or no confidence in scientists to act in the public's best interests, up from 12% in April 2020.

Gender Outcomes

The SAB will advance gender outcomes through its communications and advocacy as well as through improved evidence-based decision-making. The SAB is a gender-balanced body, it provides visibility to women scientists who are at the top of their respective fields, serving as an inspiration for younger women scientists and for girls who aspire to a career in the sciences. At the policy level, improving the evidence base for UN system decision-making, can improve the effectiveness of UN programme delivery, where the majority of UN system beneficiaries are women and children.

The SAB will advance gender equality through improved evidenced-based decision-making, gender-inclusive research practices, and through its communications activities. In each of its science-policy products, the SAB will conduct a gender sensitivity review to ensure that its analysis incorporates diverse gender perspectives and specifically considers the impact of emerging science and technology on women and girls. The research team will make use of appropriate gender analysis frameworks, such as the Harvard Analytical Framework, and deploy gender-sensitive approaches to data presentation. The SAB Network of scientific institutions includes networks of women scientists, such as the Organization for Women in Science for the Developing World (OWSD) and Global Young Academy (GYA), who work across scientific fields and geographies. The SAB

will utilize the expertise and diverse perspectives of these institutions to strengthen its analysis. Through its advice and policy recommendations, the SAB will help senior UN staff make informed policy and programmatic decisions that account for the distinct ways that science and technology can impact women and girls. This will improve the effectiveness of of UN programme delivery and promote the well-being of women and girls impacted by UN programmes.

The SAB is a gender-balanced body. It provides visibility to women scientists who are at the top of their respective fields, serving as an inspiration for younger women scientists and for girls who aspire to a career in the sciences. Through the public-facing activities of the Board and Network, the SAB will be a visible advocate for women's participation in scientific research and for women championing science-based approaches to sustainable development.

Rationale and theory of change [max xxx characters with spaces]

This section offers a brief rationale and theory of change for the project. It explains the major changes expected from the project and how people, and especially vulnerable groups, will benefit. It makes reference to the integrated results framework, work plan and budget (Annex A). It includes:

» A brief theory of change that is obtained from the CF. This defines the change pathway required to achieve the expected results, including major assumptions, risks and risk mitigation measures;

» Description of the expected Project results; normally, this is one or more CF outputs sub-outputs (derived from the related CF Joint Work Plan), contributing logically to a CF outcome, country priorities, and related SDG targets;

» Specific programme strategies and how they will address the major underlying and root causes of the problems to be addressed, including the key capacity gaps of institutions (duty-bearers) and people (rights-holders);

» A brief description of the division of labour between PUNOs and partners, the comparative advantages and added value of each to achieve the expected results;

» Reference to any critical cross-cutting concerns, related to the guiding principles; and

» Analysis of how the PROJECT strategy and results will complement the efforts of other development partners and programmes working on the same problems.

There are two sub-sections:

Theory of Change

The SAB seeks to change the way that science is used in the UN, from a context where science expertise and advice is narrow, siloed, and localized, to one where it is widely shared across headquarters, country offices, and programmes, enhancing the evidence-based decision-making of UN leadership and the wider system. It will also help build trust in science across the UN and with the public.

Expected Results

- Availability of rapid and informed scientific policy advice for decision-making by the Secretary-General and senior UN leaders
- Greater awareness of emerging scientific opportunities and implications as they relate to delivery of the mandates of UN entities by UN leaders and UN Country Teams
- Improved coordination and capacity of science-advisory expertise that exists within the UN system along with stronger links to UN decision-making bodies
- Closer links between multilateral, national, and multi-stakeholder science-advisory bodies to support the work of UN Country Teams
- Availability of public-facing information on the Board's work and science-policy material from a global perspective

Partner Roles and Responsibilities

This Joint Prorgamme will leverage the comparative advantage of the two collaborating entities, the Executive Office of the Secretary-General (EOSG) and UN University (UNU), to operationalize the SAB and maximize its impact. EOSG will serve as the lead entity and provide overall programme management, operational delivery, engagement with SAB network organizations and the UN system, communications, and event management. UN University, through its Centre for Policy Research and global Institutes and subject to resources being secured for such purposes, will lead on research and science policy products, as well as provide administrative support, such as contributing to the logistics and delivery of events and products for the SAB.

Lessons

The arrangements for this project build on lessons learned from an earlier Scientific Advisory Board (2014-2016). Under the previous model, the SAB Secretariat was headquartered in Paris, France, and was disconnected from day-to-day decision-making processes at UN Headquarters in New York. Its platform for providing scientific advice to UN leadership was limited to an annual report and a yearly in-person retreat with the Secretary-General. Additionally, the previous SAB's expertise was limited to the focus areas of the 26 scientists that served as its members, it did not have a broader network of expertise. The current SAB design remedies these limitations by housing the SAB Secretariat within the Executive Office of the Secretary-General, and more specifically within the team that supports senior-level decision-making. It also includes a wide network of scientific institutions that can offer diverse perspectives across scientific disciplines, including those from the global south and from institutions that represent

(1) Lessons: A summary of major lessons from past programme experience, including how recommendations and observations from human rights mechanisms and other relevant supervisory mechanisms have been considered and used in the design of the project.

(2) Sustainability plan and exit strategy: A brief description about how expected project results will be sustained beyond the timeline of the project and CF with a focus on: (1) Community sustainability, (2) Financial sustainability, and (3) institutional sustainability. It describes expected roles and responsibilities of government, donors, and IPs. As part of the plan, the project Steering Committee and project team remain operational for a minimum of three months after operational closure of the project to offer advice, and support transition efforts and capacity development. The project team will consider the use of UN Volunteers to carry-out sustainability and transition arrangements.

women scientists. With the complement of UN University's Centre for Policy Research, the cadence of the SAB's research output and coordination capacity will increase in quality and frequency, supporting ongoing permanent interactions between Board members, network institutions, UN leaders, and other UN system stakeholders.

Steering and management arrangements [max xxx characters with spaces]

This section describes steering and management arrangements for the project. It does not substitute for organization-specific arrangements required by the respective internal policies of PUNOs.

JP Steering Committee

The Steering Committee is the formal decision-making body of the joint programme. It will provide guidance, oversight, and strategic direction for the project.

A. Composition and Meeting Cadence

The Steering Committee will include two members from each participating UN organization: two (2) members from EOSG and two (2) members from UN University. In addition to the two standing members from ESOG, EOSG will also nominate a third member to serve as the Steering Committee Chair for a period of two years. The Steering Committee's may also include representatives from donors, in an observer capacity, should that be a condition of funding. The Steering Committee will meet once per year, in the fourth quarter, until the completion of the project and will communicate on a regular basis to review resources available for the implementation of this workplan, as well as discuss and action its roles and responsibilitities.

B. Roles and Responsibilities

The broad scope of responsibilities of the Steering Committee are as follows:

- Provide strategic direction to the joint programme and to the SAB Secretariat
- Support fundraising and promote the Scientific Advisory Board with other potential donors
- Approve key operational policies, guidelines and procedures
- Measure performance of the Scientific Advisory Board
- Approve annual work plans and funding allocation
- Approve the project's operating modalities
- Define Steering Committee operating modalities

C. Decision Making and Conflicts of Interest:

The Steering Committee Chair will have the primary responsibility of driving the discussion to consensus. In cases where consensus is not reached, each member of the Steering Committee, including the Chair, will have the right to cast one vote. In case of a vote, the Chair will apply the simple majority rule. Steering Committee members must declare any conflict of interest before discussion of relevant items or topics.

JP Implementing Team

The JP Implementing team will consist of two elements: the Programme Operations team, led by EOSG, and the Research Team, led by UNU. Additional research support from UNU Institutes will occur as needed on an ad hoc basis and pending available resources. The Programme Operations team will consist of one Programme Manager from EOSG, supported by at least one additional project officer. The Research team will consist of one Research Lead from UNU, supported by one full-time research officer, and one administrative officer. The work plan and deliverables will be adjusted to the team size and hiring plan, which are subject to availability of funding.

[See Annex I: Configuration of the Scientific Advisory Board Secretariat]

Fund Management Arrangements

This UN Joint Programme will follow the pass-through fund management modality according to the United Nations Sustainable Development Group (UNSDG) Guidelines on UN Joint Programming. As outlined, the UNDP MPTF Office, serving as the Administrative Agent (AA) for the Joint Programme, as set out in the Standard Memorandum of Understanding (MoU) for Joint programme. It will perform the following functions:

- The AA will be responsible for financial/administrative management that includes: i) receiving donor contributions, ii) disbursing funds to Participating UN Organizations based on the Steering Committee instructions, and iii) consolidating periodic financial reports and the final financial report. Accountable for effective and impartial fiduciary management.
- Establish a separate ledger account under its financial rules and regulations for the receipt and administration of the funds received from donor(s) pursuant to the Administrative Arrangement. This Joint Programme Account will be administered by the AA in accordance with the applicable rules, regulations directives and procedures, including those relating to interest;

The Participating UN Organizations (PUNOs) will:

- Assume full programmatic and financial responsibility and accountability for the funds disbursed by the AA;
- Establish a separate ledger account for the receipt and administration of the funds disbursed to it by the AA.

Each UN organization is entitled to deduct their indirect costs on contributions received according to their own rules and regulations, considering the size and complexity of the programme. Each UN organization will deduct seven percent as overhead costs of the total allocation received for the agency.

Participating UN organizations operate in accordance with their own regulations, rules, directives and procedures.

Monitoring, learning, and reporting [max xxx characters with spaces]	**Monitoring and Learning**

This section summarizes the arrangements for:

(1) Monitoring and learning by the project team: This is done under the coordination and programmatic leadership of the lead PUNO, and includes data collection, reviews or studies, and joint field visits. For PUNOs that apply HACT, this includes quality assurance, scheduled audit and HACT spot checks, as required.

(2) Reporting and communications: One consolidated, results-based annual report is produced that includes programmatic and financial elements. It provides evidence about progress toward project results, based upon monitoring reports and field missions, along with updated data for indicators (as available). Relevant parts of the CF annual results report may be used, unless otherwise required by the donor or pooled fund mechanism. When a separate report is required, the standard report template is used.

(3) Annual progress reviews: Arrangements, roles and responsibilities for conducting annual progress reviews.

Monitoring and learning for the joint programme will center on five objectives that include regular feedback for continuous improvement:

- **Quality Assurance**: ensure that advice, including short and long-form science policy products, is scientifically rigorous, accurate, properly cited and scoped, and presented in compelling and accessible formats. User surveys, external expert consultations, and short feedback conversations with stakeholders will serve as data points for continuous improvement.
- **Relevance**: monitor topic selection to ensure that science policy products are relevant to the needs of the SAB's constituencies. Data sources include user surveys and short feedback conversations with stakeholders will serve as data points for continuous improvement.
- **Influence**: evaluate the impact of advice and science policy products on senior-level decision-making and the resulting policies, using tools such as the SMG/ ECDC decision-tracker.
- **Engagement**: monitor the engagement of stakeholders involved in the Operations of the Scientific Advisory Board, including contributors (Board members and Network institutions) and constituents (UN Senior Management, Resident Coordinators, etc.) to maximize participation and satisfaction.
- **Process Optimization**: monitor the brief production process for continuous improvement, including brief turnaround time, number of consultations with SAB members and Network institutions, improvements in production workflows and methodologies over time. Retreat preparation and delivery as well as horizon scanning report publications will benefit from iterative learning.

Reporting and Communications

Once consolidated, a results-based annual report will be produced at the end of the Project's first year measuring impact across the aforementioned fields. This report will be produced by EOSG with input from UNU.

Evaluation [max xxx characters with spaces]

This section describes arrangements, responsibilities and timing for the project evaluation (*as required*), including how evaluation findings and recommendations will be used by the project partners and other stakeholders.

Project Evaluation Approach

To ensure the operational effectiveness and impact of the Scientific Advisory Board, the Steering Committee will annually evaluate project activities against objectives using both qualitative and quantitative data. In the first quarter of the project, a Monitoring & Evaluation plan will be developed and maintained by EOSG to inform the Steering Committee. Findings from yearly project evaluations, including lessons learned and best practices on improving the science-policy interface, will be made available to stakeholders in the Executive Office of the Secretary-General to inform future advisory mechanisms for senior UN leadership. Relevant findings from these evaluations will also be made available to UNU.

SDG Targets

Target	Description
Main Goals	
Goal 17	Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development
Target_17.17	17.17: Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships
Target_17.6	17.6: Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge-sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism
Target 17.7	17.7: Promote the development, transfer, dissemination and diffusion of environmentally sound technologies to developing countries on favourable terms, including on concessional and preferential terms, as mutually agreed
Secondary Goals	
Goal 5	Achieve gender equality and empower all women and girls
Target_5.1	5.1: End all forms of discrimination against all women and girls everywhere

SDG Indicators
Contribution to SDGs

EOSG	%Target_17.17	%Target_17.6	%Target_17.7	%Target_5.1	**% Total**
	40	40	15	5	100
UNU-CPR	%Target_17.17	%Target_17.6	%Target_17.7	%Target_5.1	
	40	40	15	5	100

Risks

Event Description	Category	Level	Likelihood	Impact	Mitigating Measures	Risk Owner
Donors fail to resource the joint programme for the Scientific Advisory Board	Financial	Medium	Possible	Major	Adaptive resource mobilization strategy will engage second, third, and fourth tier donors if priority outreach fails to achieve funding targets.	EOSG
Advice generated through policy briefs and long form reports is deemed not relevant, actionable, or of insufficient quality to inform decision-making by UN stakeholders	Operational	Medium	Unlikely	Moderate	UNU and EOSG have agreed a standard brief production process involving consultations with the SAB members, UN Chief Scientists, and scientific network institutions	UNU/EOSG
Published reports made available to the public contain inaccurate or highly contested scientific information and cause reputational damage	Political	Medium	Possible	Major	Short peer review cycle from within the network of institutions will be implemented prior to any publication of policy briefs to ensure information integrity and quality. All reports will be approved by Steering Committee prior to publication to mitigate reputational harm.	EOSG/UNU
Poor engagement from Board members or UN Chief Scientists diminishes opportunity for peer-to-peer learning and knowledge transfer	Operational	Low	Unlikely	Moderate	Board members will be engaged regularly by SAB Secretariat to maintain ongoing dialogue and ensure the satisfaction of mutual expectations	EOSG/UNU
Low attendance at in-person retreat undermines Board coordination and rapport	Strategic	Medium	Possible	Moderate	All efforts will be made to communicate proactively with Board members regarding retreat arrangements (dates, location, travel, accommodations) and to reiterate the importance of the in-person gathering	EOSG/UNU

Budget Allotment by UNSDG Categories (cumulative)

Budget Allotment by UNSDG Categories (cumulative)

Budget Lines (USD)	Description (optional)	EOSG	UNU	Total
1. Staff and other personnel		496,000	764,000	1,260,000
2. Supplies, Commodities, Materials		4,084	8,916	13,000
3. Equipment, Vehicles, and Furniture, incl. Depreciation		-	-	-
4. Contractual services		30,000	30,000	60,000
5. Travel (for staff and other personnel and for Board Members)		100,000	200,000	300,000
6. Transfers and Grants to Counterparts		-	-	-
7. General Operating and other Direct Costs		183,000	184,000	367,000
Project Costs Sub Total		**813,084**	**1,186,916**	**2,000,000**
8. Indirect Support Costs		56,916	83,084	140,000
Total		**870,000**	**1,270,000**	**2,140,000**

Allotment per Gender (GEWE)

	EOSG	UNU	Total $
$ Towards GEWE	[Add $ Amount]	[Add $ Amount]	[Add $ Amount]
% Towards GEWE		*[Add % vs total budget]*	%

Results Framework

Outcomes	Outputs	Activities
Advice: Availability of rapid and informed scientific policy advice for decision-making by the Secretary-General and senior UN leaders	Production of short-form science policy briefs	• Develop topic list in consultation with Board members, Network institutions, and at the request of UN leadership (UNU, EOSG) • Refine policy brief template (UNU) • Conduct evidence synthesis on selected topics (UNU) • Draft policy briefs (UNU) • Circulate draft policy brief for rapid review (UNU)
Advice: Availability of rapid and informed scientific policy advice for decision-making by the Secretary-General and senior UN leaders	In-depth research on key scientific topics ahead of multilateral processes and engagements	• Develop topic list in consultation with Secretary-General's front office and individual Board members (EOSG, UNU) • Conduct evidence synthesis on priority topics • Draft initial long-form research briefing (UNU) • Circulate for review and input by Board members and Network institutions (UNU) • Conduct risk review for publication on SAB website (UNU-EOSG)
Scanning: Increased awareness of emerging scientific opportunities as they relate to delivery of the mandates of UN entities	Annual horizon scanning exercise and mid-year report	• Conduct broad consultation of emerging scientific opportunities and risks with Board members, Network institutions, and external experts as needed (UNU) • Synthesize emerging trends and issues using latest horizon scanning methodologies (UNU) • Draft and circulate annual horizon scanning report (UNU) • Present findings to UN Senior Management Group in February SMG session (UNU-EOSG) • Conduct backward-looking scan to assess most impactful trends of previous 6 months, surfacing accurate predictions and deviations from annual exercise (UNU) • Circulate report findings to UN leadership, presenting update to Senior Management Group as needed (UNU-EOSG)
Scanning: Increased awareness of emerging scientific opportunities as they relate to delivery of the mandates of UN entities	Dissemination of policy briefs with updated section for country-level application to Resident Coordinators	• Ongoing monitoring of science and technology breakthroughs in consultation with Network institutions (UNU) • Update short policy-briefs to include a section on their relevance to UN mandate delivery at the country level (UNU) • Disseminate tailored briefs to Resident Coordinators in partnership with Development Coordination Office (UNU-EOSG)
Coordination: Improved coordination and capacity of science-advisory expertise that exists within the UN system along with stronger links to UN decision-making bodies	Support to UN cross-pillar scientific exchange	• Convene virtual quarterly meetings of UN Chief Scientists to exchange best practices and policies (EOSG) • Codify and surface issues raised in monthly meetings to UN senior leadership (EOSG) • Coordinate and facilitate in-person Board retreat (EOSG) • Coordinate and facilitate SAB side-event at the Summit of the Future (EOSG)

Outcomes	Outputs	Activities

Coordination: Improved coordination and capacity of science-advisory expertise that exists within the UN system along with stronger links to UN decision-making bodies	Scientific gap assessment for UN system	• Conduct annual scientific gap assessment for UN system, identifying resource or expertise gaps in key scientific areas (EOSG)
Connection: Closer links between multilateral, national, and multi-stakeholder science-advisory bodies to support the work of UN Country Teams	Support for research collaborations and knowledge exchange between scientific Network institutions and UN Country Teams	• Protype platform for knowledge-sharing collaborations between the SAB, Network institutions, Resident Coordinators and UN Country Teams (EOSG) • Facilitate exchanges at international scientific fora and events (EOSG)
Connection: Availability of public-facing information on the Board's work and science-policy material from a global perspective	Published reports on the SAB website and social media channels	• Conduct risk review of briefs and long-form reports generated by the SAB (EOSG), including peer review through the network institutes. • Distribute approved materials on SAB website and through social media channels (EOSG)

Indicators and Targets

Indicator Name	Function Area	Indicator Type	Cycle	Baseline	Target	Means of verification
Number of short form science policy briefs produced	Advice	Output	Annual	0	12	UNU research monitoring system
Number of long-form research reports produced	Advice	Output	Annual	0	4	UNU research monitoring system
Average brief turnaround time upon request from Senior UN leadership	Advice	Process	Quarterly	N/A	4 days	UNU research monitoring system
Average number of experts consulted (per deliverable)	Advice	Process	Annual	N/A	4	UNU research monitoring system
Number of EC/DC/SMG decisions reflecting SAB-informed policy options	Advice	Outcome	Annual	0	5	EC/DC/SMG decision tracking system
Horizon scanning report published	Scanning	Output	Annual	No	Yes	EOSG tracking
Number of experts consulted on horizon scan	Scanning	Process	Annual	N/A	20	EOSG tracking
Number of briefs disseminated to RC system	Scanning	Output	Annual	0	6	EOSG tracking
Meetings held with UN Chief Scientists	Coordination	Output	Annual	0	4	EOSG tracking

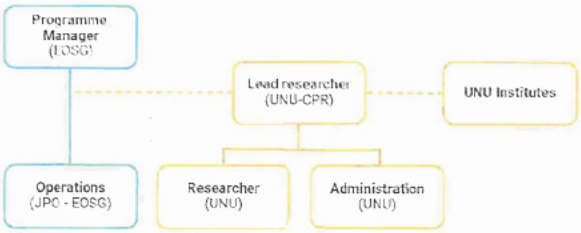
Gap assessment completed	Coordination	Output	Annual	No	Yes	EOSG tracking
Number of connections between Network institutions and UN Country Teams	Connection	Output	Annual	0	12	EOSG Platform
Number of policy briefs published on SAB website	Connection	Output	Annual	0	6	SAB website

Work Plan

Outputs/Activities	Participating Organization	Time Frame (Quarter)	
		Start	End
Output 1: *Advice* **- Production of short-form science-policy briefs**			
Activity: Develop priority policy brief topic list and production calendar in consultation with Board members and Network institutions, validate with UN leadership	EOSG, UNU	Q3 2024	Q3 2024
Activity: Finalize policy brief template	UNU	Q3 2024	Q3 2024
Activity: Develop policy brief tracking and reporting system	EOSG, UNU	Q3 2024	Q3 2024
Activity: Policy brief production and rapid review	UNU	Q3 2024	Q2 2026
Output 2: *Advice* **- In depth research on key scientific topics ahead of multilateral processes and engagements**			
Activity: Develop priority topic list and production calendar in consultation with Secretary-General's front office and individual Board members	UNU	Q3 2024	Q3 2024
Activity: Begin production of long form reports, including evidence synthesis and rapid review	UNU	Q3 2024	Q2 2026
Activity: Conduct risk review for publication on SAB website	EOSG	Q3 2024	Q2 2026
Output 3: *Scanning* **- Annual horizon scanning exercise and mid-year report**			
Activity: Consultation with Board members, Network institutions, and external experts on emerging opportunities and risks in science and technology	UNU	Q3 2024	Q1 2026
Activity: Present report findings to UN Senior Management Group in January session	EOSG, UNU	Q1 2025	Q1 2026
Output 4: *Scanning* **- Breakthrough dissemination for UN leaders and Resident Coordinator system**			
Activity: Ongoing monitoring of science and technology breakthroughs in consultation with Board members and Network institutions	EOSG, UNU	Q3 2024	Q2 2026
Activity: Create short-form briefs featuring breakthroughs in science and technology that are highly relevant to UN mandate delivery	UNU	Q3 2024	Q2 2026
Activity: Disseminate breakthrough briefs to UN leadership and Resident Coordinators	EOSG, UNU	Q3 2024	Q2 2026

Output 5: *Coordination* - Support to UN cross-pillar scientific exchange			
Activity: Convene virtual monthly meetings of UN Chief Scientists to exchange best practices and policies	EOSG	Q2 2024	Q2 2026
Activity: Manage, coordinate, and facilitate in-person Board retreat	EOSG	Q3 2024	Q2 2026
Activity: Coordinate and facilitate SAB side-event at the Summit of the Future	EOSG	Q3 2024	Q3 2024
Output 6: *Coordination* – Scientific gap assessment for UN system			
Activity: Conduct annual scientific gap assessment for UN system, identifying resource or expertise gaps in key scientific areas	EOSG	Q1 2025	Q1 2026
Activity: Circulate gap assessment findings to UN senior leadership	EOSG	Q1 2025	Q1 2026
Output 6: *Connection* – Support for research collaborations and knowledge exchange between scientific Network institutions and UN Country Teams			
Activity: Protype platform to connect Network institutions with UN country teams and facilitate research collaborations and knowledge exchange	EOSG	Q4 2024	Q2 2026
Activity: Facilitate exchange at international scientific fora and events	EOSG	Q3 2024	Q2 2026
Output 6: *Connection* – Published reports on the SAB website and social media channels			
Activity: Conduct risk review of briefs and long-form reports generated by the SAB	EOSG	Q3 2024	Q2 2026
Activity: Distribute approved materials on SAB website and through social media channels	EOSG	Q3 2024	Q2 2026

Annex I: Configuration of the Scientific Advisory Board Secretariat



Declaration of commitment and signatures

By signing this project document, all signatories commit to work together in a spirit of partnership to achieve the results identified in the results framework, work plan and budget.

Convening Agent

Name of Representative Ayaka Suzuki

Signature [redacted]

Name of Organization: Executive Office of the Secretary-General

Date 29 July 2024

Participating UN Organizations

Name of Representative	*Name of Representative:* ***David Passarelli***
Signature [redacted]	*Signature* [redacted]
Name of Organization: ***Executive Office of the Secretary-General***	*Name of Organization:* ***United Nations University***
Date 16 July 2024	*Date* 15 July 2024