FoM Forum Advisory Board working rules and principles

I.   Role of Forum Facilitator (Wavestone), as a neutral third-party

1. Constitution and operationalization of the Advisory Board:
    - Constitute the **Advisory Board.**
    - Act as an **enabler** to allow each Advisory Board member to best express their opinions during Advisory Board meetings.
    - **Organize relations between Advisory Board members**: facilitate decision-making and guarantee high-quality interactions during and in-between Advisory Board meetings.

2. Preparation and organization of the debate:
    - **Organize the identification process of debaters**: suggest, in the same way as the Advisory Board members and the Panel of Experts (who is a group of 6 people that will be leveraged to challenge key trends, facts and figures during the debate preparation), a list of **potential debaters**, and ensure representativeness of the various categories of stakeholders (climate/ economics experts, public institutions, energy providers, mobility providers, civil society/ NGO, representatives of youth, representatives of labor and social dialogue); organize the voting process for Advisory Board Members to choose the final list (Circle of Debaters).
    - **Prepare the public debate** with the debaters.
    - **Host** the public debate and prepare key takeaways as well as organize **curated contents** which will be produced after the public debate.

II.   The Advisory Board composition

The Forum is steered by **seven diverse, multicultural, and cross-disciplinary personalities** who have developed expertise on mobility and climate change, with a 360 approach from sectors and regions:
    - Climate/ economics experts.
    - Public institutions.
    - Energy providers.
    - Mobility providers.
    - Civil society/ NGO.
    - Representatives of youth.
    - Representatives of labor and social dialogue.

Advisory Board members have been selected for their **high-level** of expertise, **constructive and facts-based** approach on topics related to climate change and mobility. The **absence of conflict of interest has been checked** with each Advisory Board member.

III.   Membership in the Advisory Board

    - **Three-year membership** is strongly encouraged, to foster long-term relationships that can maximize collective intelligence and qualitative interactions between Advisory Board members. The option to withdraw after one year remains open.
    - Advisory Board members serve personally on a **pro-bono basis.**

- Any resigning member shall write to the forum facilitator, as a neutral third party, to **officialize their decision.**
- Each Advisory Board member commits to inform the forum facilitator, as a neutral third party of any **change in their professional status or rising conflict of interest** to jointly consider the feasibility of remaining member of the Advisory Board.
- In case of a resignation, the forum facilitator, as a neutral third party **suggests two other candidates** to replace the resigning member in the same stakeholder category, before the Advisory Board votes for their preference.

IV.   Co-chairing of the Advisory Board

- Advisory Board meetings shall be **steered by two co-chairs**, including a high-level representative of Stellantis as the Forum's initiator.
- **The co-chairs' role** is to introduce the sessions and support facilitators in conducting the Advisory Board meetings. Co-chair names might appear in the external communications and co-chairs will be invited to support external communications and visibility of the Forum.
- For the first year, the two co-chairs will be Carlos Tavares as CEO of Stellantis and Sobel Aziz Ngom as a representative of youth and future generations, who constitute a strategic audience of the Forum.
- For the upcoming years, on a rotating basis, the non-Stellantis co-chair will be **chosen by a show of hands** during the Advisory Board meeting.

V.   Decision-making process

- Decisions of the Advisory Board shall require a **simple majority vote** with **at least five members** required to be present. If this quorum is not reached, the meeting will not be valid, and the deliberations will be deemed rejected. A new Advisory Board meeting will then be organized within two weeks to ensure operational continuity.
- All Advisory Board members have their **vote count for 1** (no vote weighting).
- In case two Topics are shortlisted, another round of voting shall be conducted.
- Beyond the decisions made during the Advisory Board annual meeting(s), specific requests submitted by the forum facilitator, as a neutral third party, to the Advisory Board members will be sent via an **online form**. The third party shall consolidate the vote results and communicate the outputs to the Advisory Board members. This notably applies to the **vote for the list of debaters.**

VI.   Interactions and communication

- Most interactions will take place during the **annual Advisory Board meeting(s)** (taking place online) **and via emails** (Advisory Board members may contact the forum facilitator, as a neutral third party, at any time to submit ideas or ask questions).
- All Advisory Board members are **expected to personally attend** the annual meeting(s) (a member cannot be represented by another person). **Remote meetings** will be the general practice to ensure flexibility for all the high-level experts from different regions joining the Advisory Board.

- For the annual **Advisory Board meeting(s)**, Advisory Board members are kindly invited to read the materials sent ahead of meetings by email by the forum facilitator, as a neutral third party. However, no additional pre-work is expected from Advisory Board members.
- **Additional limited interactions** with the neutral third party and among Advisory Board members may occur in a more agile way throughout the year.
- All information shared within the Advisory Board is **strictly confidential until official disclosure** and all discussions between Advisory Board members must be kept confidential.
- **Meetings minutes** will be shared to Advisory Board members following each meeting.
- Any **external communication** mentioning Advisory Board members and/or outputs from Advisory Board meetings shall be submitted in advance to Advisory Board members' approval.
- Advisory Board members use their **first names** when they interact together.