The Terms of Reference is addressed to Academics who responded to the invitation to serve and have been selected as members of the Scientific Committee (SC).

I. Background

The African Tax Administration Forum (ATAF) convened an African Academic Forum in Nairobi, Kenya in August 2013, to discuss the establishment of a network of African tax researchers. The objective was the identification of synergies and linkages between academics and tax officials from ATAF member countries with the aim of establishing an “African Tax Research Network (ATRN)” (hereafter the Network) as a platform for African inspired dialogue, research and collaboration between researchers, policy makers, civil society and tax administrators.

The first ATRN steering committee meeting was convened in Pretoria on 20 – 21 May 2014, to establish the ATRN’s mission, vision and objectives, its governance structure, funding options, as well as the ATRN’s hosting agreement and membership. Initially seven members were nominated to serve on the ATRN Interim Board; it was extended by three more members after the 20 - 21 November 2014 meeting. In addition, the steering committee determined the activities of the Network to be implemented for the subsequent 12 months.

The ATRN, housed at the ATAF Secretariat, will be holding its 1st Annual Congress (AC) from 02 – 04 September 2015 in Cape Town, South Africa. The theme of the 2015 Annual Congress is “Contemporary Tax Challenges for African Countries” which provides for various topics in the field of taxation research in Africa. An objective of the Network is to identify and expand the research base on the African continent. Part of this process is to convene a Scientific Committee. The Scientific Committee is established to review abstracts and to ensure the inclusion of high quality research by scholars in Africa as well as scholars abroad who study taxation in Africa.

The ATRN conference publications and Working Paper Series will be an outcome of the Annual Congress. Full papers presented at the congress will be revised by the authors after the congress and submitted to the Scientific Committee at a date to be determined.

II. Scope and Objectives

The Scientific Committee reviews the abstracts submitted for the Annual Congress to ensure the selection of papers of high quality and reflective of diversity, originality, and state-of-the-art research methodologies.

III. Composition of the Scientific Committee

The Scientific Committee will consist of researchers from Africa and researchers focusing on African taxation research.
Balance in the composition of the Scientific Committee is sought in relation to the following:

- Expertise in relation to the sub-themes in the overall conference topic
- A focus on Africa-related taxation research
- Gender

IV. Criteria for qualifying as SC members:

ATRN Board Members qualify as SC members. Experts are selected based on experience on:

- Experience in presenting at a national or international peer reviewed conference
- Experience in having presented authored articles published in a peer reviewed journal
- Willingness to review a number of abstracts and full papers within the limited time given
- Availability
- Willingness to carry out the activities required by the Scientific Committee.

V. Responsibilities

For each annual conference the SC will be responsible for dealing with responses of the Call for Papers as well as developing the programme for the conference.

- Review the abstracts and select full research papers to be presented at the Annual Congress
- Draft the agenda of the Annual Congress.
- Set the procedures/criteria for selecting the best papers and select the prize winners.
- Ensure performance of the Annual Congress and encourage active engagement of all potential researchers.
- Review and select full research papers to be published in the ATRN Working papers Series and Policy Briefs.
- Select chairs for sessions and lead-in-discussants for papers.
- Peer-review the papers (in a double-blind procedure) and send the final accepted version for publications, either through the peer reviewed conference proceedings, the working paper series, and the policy briefs and briefing papers.

Finally, Member support is needed in ensuring the success of this inaugural event:

- Upload the 2nd Call for papers on your organization’s website and disseminate widely among researchers
- Create a link on your website to http://atranfrica.org/
- Solicit at least five (5) abstracts per Board member, from your institutions or networks, for submission by 31 March 2015.
- Increase the 2015 ATRN Congress attendance by identifying key people in your administration or Network– who will benefit from attending.