

TERMS OF REFERENCE

Fuels Working Group

1. Objectives

The main objective of the Fuels Working Group shall be:

- To advise the LowCVP Board on how to accelerate the shift to low carbon fuels and secure economic and environmental benefits.
- To analyse the short, medium and long-term options and implementation scenarios for future low carbon transport fuels in the UK using public domain material.
- To provide analysis and strategic advice for government on future low carbon fuels.
- Provide advice for government on the suitable regulatory and fiscal framework and reporting standards for low carbon fuels.
- To identify options for future research and development for support by public funding.

2. Activities

The main activities of the Committee/Working Group shall be:

- To advise and support LowCVP in encouraging the supply of, or demand for low carbon transport fuels.
- To work to develop proposals for the regulatory and fiscal framework for the market for low carbon fuels.
- To develop proposals for the LowCVP work programme.
- To oversee the LowCVP's low carbon fuels project activity including; scoping, resourcing and delivery of projects.
- To liaise as necessary with other LowCVP Committees including the Members Council and other Working Groups.

- The Working Group may form working groups to undertake consideration of particular technical or complex issues in furtherance only of the Objectives set out in 1 above and subject to the provisions of section 4 regarding governance. Such working groups will report to the Fuels Working Group accordingly.
- The Working Group shall set annual objectives to focus efforts on topical issues to be agreed at the last meeting of the preceding year.

3. Frequency

The Working Group shall meet together at a frequency decided by the participants and at reasonable notice but shall meet no less than three times per year. Unless otherwise required due to the urgency of a particular matter, at least seven days' notice of meetings shall be given to all members of the Working Group.

4. Governance

- 4.1. The Working Group is established under the oversight of LowCVP's Board in accordance with LowCVP's procedures for establishment of Committees/Working Groups (dated 11 April 2019).
- 4.2. In furtherance of the objectives above, the Working Group shall act in compliance with LowCVP's "competition law policy and guide" and any advice on the same from time to time received from legal advisors. Participation in the Working Group shall not require any action by a party that any party considers to be in contravention of any applicable law.
- 4.3. Membership of the Working Group shall be drawn by nomination from LowCVP Members. The Working Group may invite by agreement ad hoc participation of non-LowCVP members in furtherance of the objectives of the Working Group.
- 4.4. Any widening of the scope of activities or remit of the Working Group beyond those outlined in 1 above must be agreed by LowCVP Members Council.
- 4.5. The Working Group shall appoint from amongst its membership a Chair to serve for such period as the Working Group shall determine. The secretary of the Working Group shall be a member of the LowCVP Secretariat and no meetings of the Working Group shall be held without a member of the LowCVP Secretariat in attendance.
- 4.6. The Chair will work towards achieving agreement and reflect differences of opinion where they exist.
- 4.7. LowCVP will endeavour to provide suitable accommodation for the Working Group to meet but all core members should be prepared to provide accommodation from time to time.

- 4.8. Working Group members are responsible for their expenses in attending meetings or providing accommodation for meetings.
- 4.9. A written draft agenda shall be produced by the Chair and circulated to all members in good time to allow additions or amendments to be put forward by members. ***'Any other business' must not be included as an agenda item.*** In the event of any concerns about the subject matter to be included upon an agenda, appropriate legal advice should be sought.
- 4.10. A written note should be produced as soon as practicable after the meeting and **ideally** circulated within 5 days of the date of the meeting. The minutes should be agreed and signed at the next meeting and retained in a scanned electronic format and retained by LowCVP in accordance with its records management policy.

Agreed: _____ Chair

Agreed: _____ Secretary

Date: