

Low Carbon Vehicle Partnership – Memorandum of Understanding

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1. DESCRIPTION

The Low Carbon Vehicle Partnership (LowCVP) is an action and advisory group whose members share a commitment to accelerate the shift towards low-carbon vehicles and fuels in the UK. The Partnership will continue in existence for as long as it adds value to the process and to the activities of its Partners.

The Partnership provides a forum through which partners can work together towards shared goals. The Partnership, whilst independent of Government, works closely with the Department for Transport (DfT), the Department of Trade and Industry (DTI) and Department for the Environment, Food and Rural Affairs (DEFRA) with policy responsibility for low-carbon transport.

For the Partnership to achieve its goals and maintain credibility, it needs the active and on-going support from the partners.

The Partnership does not have formal legal status. This Memorandum of Understanding forms the basis on which partners work together.

2. HISTORY

The Partnership was created as the result of two related developments.

First, the Government undertook, as part of its Powering Future Vehicles Strategy, “to work closely with all stakeholders from the automotive, energy and other sectors, establishing a forum to maximise the potential for UK business to gain competitive advantage from the Powering Future Vehicles Strategy”.

Second, the Automotive Innovation and Growth Team (AIGT) set up by the Department of Trade and Industry (DTI) recommended that “a Low Carbon Transport Partnership should be established as suggested by the Powering Future Vehicles Consultation document. The Partnership should be tasked with taking the lead in the transition to a low carbon future for the automotive sector...the Partnership should

involve senior figures from industry, government, research organisations and NGOs. It should be supported by a dedicated secretariat and have significant resources to fund research projects on technical and commercial issues”.

3. MISSION

The mission of the Partnership is:

“To accelerate a sustainable shift to low carbon vehicles and fuels in the UK and thereby stimulate opportunities for UK.”

4. AIMS and OBJECTIVES

The Partnership’s aims are:

1. Facilitating cross-sectoral engagement between industry and other stakeholders with the purpose of:
 - Developing collaborative initiatives that develop the market for low carbon vehicles and fuels;
 - Building understanding and consensus regarding the optimum pathways to low carbon road transport;
 - Influencing Government and other decision makers on the future direction of policy and optimum delivery mechanisms.
2. To encourage research, demonstration and commercialisation of low carbon automotive technologies in the UK and assist UK businesses to participate in emerging markets.
3. To contribute towards the setting, and achievement, of UK Government’s targets for carbon reduction from the road transport sector.
4. To facilitate an effective flow of information within and between industry and other stakeholders to:
 - Raise awareness of recent developments and new opportunities;
 - Improve understanding and awareness of key issues;
 - Increase stakeholder knowledge of the mission of the Partnership and its achievements.

Specific Partnership’s objectives are updated on an annual basis. For 2006/7 the objectives are to:

- To increase overall effectiveness of the Partnership by: continuing to evolve Partnership structures, enhancing relationships with key stakeholders and, increasing member participation in activities;
- To continue to develop the relevance and balance of work programme;
- To extend the Partnership’s influence by ensuring decision-makers and other influencers are aware of the outcomes of Partnership initiatives and thinking;
- To enhance the profile of the Partnership and effectiveness of communications channels.

5. PARTNERSHIP ACTIVITIES

The Partnership's activities will include, but not necessarily be limited to:

- Encouraging and helping members to work collaboratively to accelerate the shift to low carbon vehicles and fuels;
- Providing advice and assistance to inform Government policy-making and other influential groups on actions needed to facilitate change;
- Promoting wider awareness of low carbon vehicles and fuels and the contribution of UK businesses;
- Monitoring and reporting on the progress being made towards the introduction of low carbon vehicles and fuels and key opportunities and barriers;
- Conducting research and other studies to inform understanding of relevant issues;
- Facilitating demonstration of new technology.

LowCVP activities usually fall within one of four cross-sectoral themes:

1. Influencing purchasing behaviour in favour of lower carbon vehicles
2. Stimulating the market for lower carbon fuels;
3. Supporting and encouraging the commercialisation of low carbon technologies;
4. Examining pathways and progress to a low carbon road transport future.

LowCVP activities encompass activities ranging from research to improve understanding of issues, through policy development, to policy implementation and, finally, the monitoring and review of the effectiveness of measures. The Partnership seeks to maintain a balance between these dimensions in its programme. It also strives to maintain a balance between actions initiated through collaboration between members and advice provided to others.

6. MEMBERSHIP OF THE PARTNERSHIP

6.1 Eligibility

Membership of the Partnership is open to business, organisations and individuals who:

- Are actively committed to and engaged in activities complementing the mission of the Partnership;
- Are able and willing to make a substantive contribution to the mission of the Partnership;
- Agree to membership commitments and principles;
- Will actively support Partnership activities.

When engaging in public debate or policy discussions, Partnership members should not attribute any views to the Partnership as a whole unless they have been clearly established as a Partnership position having been approved by the Board, nor should they speak on behalf of the Partnership unless authorised by the Board or Director.

Membership of the Partnership shall include, but not be limited to the following sectors:

- Automotive Sector
 - Automotive manufacturers
 - Automotive suppliers
 - Bus/heavy goods vehicle manufacturers
 - Technology providers/design engineering consultants
 - Organisations involved in the automotive after-market
- Suppliers of road transport fuels
 - Conventional oil companies
 - Biofuel and other alternative fuel suppliers
 - Biofuel and other alternative fuel producers
 - Agricultural suppliers of bio-crops
- Other commercial organisations
 - Bus and other public transport operators
 - Fleet operators
 - Market intermediaries
 - Financial services
- Public Sector
 - Government departments
 - Government-sponsored agencies and trusts
 - Devolved administrations
 - Local/regional government
 - Delivery organisations
- Consumers
 - Consumer interest groups
 - Motoring organisations
- Others
 - Environmental interest groups
 - Research/academic community
 - Individuals with a valuable contribution to make to the low carbon agenda.

Membership of the Partnership is subject to the approval by the Partnership Board with delegated authority to the Director.

6.2 Member Commitments and Principles

LowCVP members shall support the principles, that:

1. Climate change is an urgent problem that requires greenhouse gas emissions to be substantially reduced globally within a timescale that manages the risk of serious impacts;
2. Road transport is an important source of greenhouse gas emissions and that the sector must make a significant contribution to reducing its emissions through a combination of improved vehicle technology, use of alternative fuels and responsible vehicle use;
3. That Government, industry and other stakeholders share responsibility for accelerating the supply of, and demand for, low carbon vehicles and fuels;
4. The UK should seek to provide leadership to the international community by demonstrating how to achieve a sustainable pathway to a low carbon future and thereby stimulate opportunities for UK-based businesses;
5. That working through a multi-stakeholder partnership is an effective means of accelerating the passage to a low carbon future.

LowCVP members further commit that they will:

1. Through their activities encourage the supply of, or demand for, lower carbon automotive technologies, vehicles or fuels;
2. Collaborate constructively with other LowCVP members to develop the market for low carbon vehicles or fuels;
3. Support relevant Partnership activities through providing funding, staff resources or other appropriate assistance commensurate with the resources of the organisation;
4. Inspire, innovate and lead the development of the market for low carbon automotive solutions by sharing learning and experience when appropriate;
5. Promote their participation in LowCVP and actively support its mission and aims through appropriate channels.

Membership of the Partnership is dependent upon complying with these broad principles and commitments and on-going participation in the Partnership's activities through:

- Participating in working groups established by the Partnership;
- Providing space, facilities and materials for partners to take forward design, development, commercialisation and investment activities;
- Influencing the potential market for clean low carbon vehicles and fuels;
- Providing resources, either in kind and/or through a direct financial contribution, to support the Partnership and its activities.

6.3 Liaison with the Partnership

Each participating organisation will nominate a representative who will act as the primary point of contact for the Partnership. Nominated Representatives will liaise with the Director and the Secretariat to facilitate their organisation's full participation in Partnership activities. Additional representatives are encouraged to participate in specific activities.

6.4 Leaving the Partnership

Members may leave the Partnership at any time by notifying the Director of their intention.

In exceptional circumstances, the Board may take the decision to terminate an organisation's or individual's membership of the Partnership if they cease to meet the criteria for eligibility set out in Sections 6.1 and 6.2.

7. LINKS WITH GOVERNMENT

The Partnership, whilst independent of Government, will work closely with DfT, DTI, DEFRA and other departments with policy responsibility for low-carbon transport. This will enable it to achieve its goals and will help carry through the UK's Powering Future Vehicles Strategy.

The Partnership will provide periodic reports for, and meet with, the Sustainable Energy Ministerial Group responsible for overseeing policy towards low carbon transport.

Representatives of Government departments will participate fully in Partnership activities, working with the other Partners.

8. ORGANISATION OF THE PARTNERSHIP

8.1 Overview

The Partnership is steered by a **Board** whose function is to provide overall strategic direction for the Partnership, agree a rolling work plan and initiate Partnership activities. The Board will elect a **Chair** who will serve on an annual basis.

There will be an annual conference of the Partnership that will offer a means of engaging all members of the Partnership.

The Partnership's Work Plan is implemented by a Partnership **Director** responsible to the Board.

The Director is supported by a **Secretariat** which will deliver the Partnership's Work Plan and Communication Plan. The implementation of the Work Plan is supervised by a **Steering Group**.

Task-oriented **Working Groups** will provide the main vehicle through which members will engage with the Partnership.

Minutes of Board Meetings, Steering Group Meetings and meetings of the main Working Groups (but not sub-groups) will be recorded on a non-attributed basis and made publicly available through the Partnership website.

8.2 The Partnership Board

8.2.1 Terms of Reference

- To provide broad strategic direction for the Partnership;
- To report to and liaise with the Sustainable Energy Policy Ministerial Group;
- To establish and revise, on an annual basis, the Partnership's Work Plan and Communication Plan;
- To monitor the implementation of the Work Plan and Communication Plan taking advice from the Partnership Steering Group;
- To be the ultimate arbiter of whether, or not to approve applications for membership of the Partnership;
- To appoint members to the Steering Group and approve the election of its Chair;
 - To make appointments to vacant places on the Board;
 - To elect a Chair from within its membership;
 - To identify up to two deputy Chairs from within its membership.
- To establish Working Groups to undertake specific activities, establish their terms of reference and monitor progress towards their objectives;
- To approve, if necessary through delegated powers, Working Group reports as LowCVP outputs;
- To select the Partnership Director through a designated sub-group of members;
- To monitor the work of the Director and the Secretariat;
- To approve budgetary arrangements for supporting the Director, Secretariat and other Partnership activities;
- To modify the Partnership Memorandum of Understanding as necessary.

It is expected that Board Members will, on an individual basis, represent the Partnership externally and encourage suitable organisations to join the Partnership.

8.2.2 Operation of the Board

The Board will meet quarterly or as necessary. Meetings will usually be expected to run for half a day.

The Board will reach decisions, as far as is possible, on the basis of consensus.

The Board will devise procedures for approving and presenting Partnership statements and outputs in circumstances where it is not possible to achieve consensus.

The Board may delegate any of its functions and tasks to a subset of the Board Membership as it thinks fit.

The Board's business will be supported by the Secretariat.

It is expected that Board meetings will be hosted by Partnership members.

8.2.3 Membership

The Board should consist of around 15 people subject to a maximum of 20. Board members should be appointed so as to achieve the following representation:

Automotive manufacturers	up to 4 members
Supply chain, technology providers, after service and other support sectors	up to 4 members
Energy/fuel industries	up to 3 members
Transport operators/users	up to 3 members
Government (UK/devolved/regional/local/NDPBs)	up to 4 members
Trusts/delivery bodies	up to 2 members
Consumer/environmental groups	up to 3 members
Research/academic community and independents	up to 3 members

Each category of membership should be represented on the Board. DfT, DTI, Energy Savings Trust and the Carbon Trust (or any successor bodies) should always be represented on the Board and are included in the above representation. The Partnership Director attends Board meetings on an ex-officio basis.

8.2.4 Appointment to the Board

Board Members will be appointed for either a two or a three year term with a view to ensuring continuity and a gradual turnover of membership. Members may be appointed for up to two consecutive terms.

Places on the Board are for named individuals. Substitutes may not attend Board Meetings but Government Departments may send observers.

When a place on the Board becomes vacant, the Board will decide whether or not to appoint a new member and will determine in which category of Membership, as defined in Section 8.2.3, a new Board member will be appointed. The Director will advertise the vacant position and any eligible member of the Partnership may put their name forward. Those putting their name forward must obtain support from at least one other Partnership member. The full Board will select the person taking up the vacant Board position from among those putting their name forward.

Board Members may resign at any time by informing the Partnership Director.

Board Members are required to offer their resignation if there is a substantial change in their professional responsibilities, the Board will decide whether such change makes their continued membership inappropriate.

8.3 Partnership Chair

Terms of Reference

- To provide overall leadership for the Partnership and set the strategic direction;
- To represent the Partnership externally;
- To provide the main point of contact between the Partnership and Government Ministers;
- To chair Board Meetings or, if necessary, delegate the task to a Deputy Chair;
- To work with the Director to plan the business of the Board.

The Chair will be elected by Board members. The Chair may be re-elected and can serve up to three annual terms unless otherwise agreed.

The Chair will appoint up to two Deputy Chairs. Their role is to take the chair at meetings in the absence of the Chair and to assist the Chair in exercising delegated powers.

8.4 Director

Terms of Reference

- To be responsible for the implementation of the Partnership Work Plan;
- To be responsible for the implementation of the Partnership Communication Plan;
- To organise, appoint and supervise a secretariat which will deliver the Partnership Work Plan and Communication Plan;
- To liaise with Government departments with a policy interest in clean low carbon vehicles and fuels;
- To promote the Partnership externally;
- To recruit suitable organisations to the Partnership;
- To maintain regular contact with Partnership members in order to monitor the needs of the membership at large;
- To liaise and promote synergy with local, regional, European and wider global initiatives;
- To organise the business of the Partnership Board;
- To organise the business of the Partnership Steering Group;
- To organise, as necessary, the business of Working Groups;
- To organise the Annual Conference.

Appointment

The Director will be appointed by a sub-group of the Partnership Board. This will be a remunerated position resourced by members of the Partnership. The term of the appointment will depend on the contractual arrangements established between the Director and members providing resources, subject to the approval of the Board.

8.5 Secretariat

The primary role of the Secretariat is to support the Director in delivering the Partnership's Work Plan and Communication Plan. The Secretariat will be resourced by members of the Partnership. The precise make-up of the Secretariat will be proposed by the Director and will be subject to the approval of the Board and those organisations providing resources. The Secretariat will have the following specific tasks:

- Acting as first point of contact for organisations and individuals interested in the work of the Partnership;
- Disseminating the work of the Partnership both to members and externally;
- Maintaining a database of low carbon initiatives, technologies and suppliers;
- Developing and maintaining communication materials and a Partnership website;
- Supporting the business of the Partnership including Board meetings, Steering Group meetings and, as necessary, meetings of Working Groups.

8.6 Steering Group

Terms of reference

The role of the Steering Group shall be:

- To supervise the implementation of the Partnership Work Plan;
- To provide the Director with advice aimed at ensuring the effective operation of the Secretariat;
- To provide the Board with advice on Partnership activities and the implementation of the Work Plan and Communication Plan;
- Direct and contribute to multi-sectoral activities cutting across activities of multiple Working Groups;
- As appropriate, ensure that the outputs of individual Working Group activities reflect the broad range of opinions of LowCVP stakeholders.

Operation

The Steering Group will meet with the Director quarterly or as necessary. Each Board meeting will be preceded by a Steering Group meeting. Meetings will be expected to run for half a day at most.

Appointment

Steering Group membership will comprise a mix of permanent and appointed positions. Permanent positions will be held by:

- 5 Chairs of Working Groups;
- 2 Funding Departments (DfT and DTI);
- 1 representative from the organisation of the Chair of the Partnership (currently Toyota);

- Chair of the Steering Group (appointed by and from amongst all Steering Group members).

Other positions will be held by:

- 4 Automotive (including buses and commercial vehicles) manufacturers (up to 2 to attend at any one meeting);
- 2 oil suppliers (1 to attend at any one meeting);
- 2 suppliers/manufacturers of biofuel or other alternative fuel (1 to attend at any one meeting);
- 4 tier one suppliers of technology; or, automotive consultancy (up to 2 to attend at any one meeting);
- 3 delivery (type) agencies (up to 2 to attend at any one meeting);
- 2 transport or fleet operators (1 to attend at any one meeting);
- 2 environmental group (1 to attend at any one meeting);
- 2 other organisations - think tank, academic body etc, (1 to attend at any one meeting).

The SG will therefore comprise of 29 organisations of which 18 may attend at any single meeting. All members will be issued all papers for all meetings. Those not attending will be able to provide comments in advance of the meeting.

Any LowCVP member organisation will be entitled to apply for membership of the Steering Group by providing to the Director a nomination letter supported by three other LowCVP members. In the event that too many nominations are received for Steering Group positions, elections will be held. Steering Group positions will be held for a period of two years.

8.7 Working Groups

Task-oriented Working Groups will provide the main mechanism through which members will engage with the Partnership and its activities. It is expected that Groups with a wide range of remits will be required to meet the Partnership's objectives. Groups will be constituted by the Board subject to the following principles:

- No permanent Working Groups will be established;
- Each Working Group will have clear, outcome-oriented Terms of Reference and will be required to develop Work Plans with identified deliverables;
- Working Groups may be established with a fixed period of operation. All Working Groups will be reviewed annually by the Board to monitor progress against Work Plans, identify and assess the need for continued activity;
- Each Working Group will draw on the full range of members required to meet its objectives. It is expected that most, if not all, Working Groups will be cross-sectoral in nature;
- Each Working Group will elect a Chair annually to provide overall leadership and ensure that the Group meets its objectives. Chairs must be approved by the Board;
- The business of Working Groups will be supported by the Secretariat as necessary;

- Working Groups may from time to time appoint sub-groups to carry out specific tasks or work streams. Sub-groups are subordinate to their Working Group, shall have no separate official identity. Work arising from a sub-group will only be presented and progressed via their official Working Group and under the supervision of the Board;
- In establishing Working Groups, the Board will have regard for the overall focus of the Partnership Work Plan and the capacity of the Secretariat or others to service Working Group activities;
- Working Group activities and tasks may be resourced separately from the Secretariat function with support from members of the Partnership;
- Working Group outputs are subject to Board approval.

8.8 Other activities

It is expected that the Partnership will provide a space within which members can identify and take forward opportunities for working together in smaller groups to advance the move towards low carbon vehicles and fuels. Such initiatives will be additional to, and will complement, formal working group activities. Such activities will usually be overseen by the Board or Steering Group.

LOW CARBON VEHICLE PARTNERSHIP

