

UKCCSRC Board Terms of Reference

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1. Accountability

The Board will report to RCUK and will monitor, review and advise the UK Carbon Capture and Storage Research Centre (UKCCSRC) Management Team (MT). The MT will provide the Board with such information and attend such meetings as the Board may reasonably require in order to carry out their duties.

2. Purpose

- To monitor and advise on the overall direction of the UK CCS Research Centre (UKCCSRC) and the implementation of its high-level objectives and mission.
- To review the UKCCSRC's progress and provide advice on how to align the Centre's activities with RCUK's strategic objectives.
- To review the forward programme of activities.
- To review the use of the Centre's budget, including assessing and ranking proposals for the allocation of the flexible funding component of the UKCCSRC's RCUK's grant(s).

3. Membership

- Membership is comprised of 9 eminent and highly regarded individuals from CCS stakeholder groupings, appointed by RCUK.
- By analogy with RCUK proposals, UKCCSRC founder organisations may suggest up to three possible board members each, but RCUK are under no obligation whatsoever to act on these suggestions.
- Meetings will be quorate with 6 present, including the Chair or an appropriate Vice Chair.
- Actual or potential conflicts of interest concerning specific aspects of the Board's business will be reported to the Chair with as much notice as possible. The Chair will determine appropriate measures to accommodate any possible conflicts of interest, reported or otherwise.

4. Voting Rights

Voting, when required, will be by simple majority. Each member except the Chair will have one vote; in the event of a balanced vote, the Chair will have casting vote.

5. Meetings and Communications

- The Board will meet between two and four times per year at the discretion of the Chair.
- One meeting will be the annual assessment meeting which will include agreeing the contents of an annual report assessing implementation and progress achieved against the agreed targets.

6. Expectations & Duties

- To monitor the proper conduct of UKCCSRC's affairs, in particular by the MT.
- To provide appropriate advice on direction and strategy so that the MT is adequately briefed and able to deliver and execute its management tasks.
- To provide oversight for the performance of the UKCCSRC's activities.
- To approve the annual report to the RCUK from the MT.
- To advise on ways to improve the coherence of the UKCCSRC programme, considering that resources are likely to come from more than one Research Council or other government funding organisation.

7. Agenda, Meeting Papers & Minutes

The Chair with appropriate secretarial support will be responsible for preparing and circulating agendas, meeting papers and minutes of meetings to the Board.

8. Term

- Individual Board members, including the Chair, will serve for a maximum of three years.
- To ensure a degree of continuity, the terms to be served by the initial members of the Board, other than the Chair, will be varied. Half of the initial Board will be replaced after two years and the remainder after three years. The Board members to be replaced after two years will be chosen by agreement or, failing that, by lot.
- Criteria for Board membership will be reviewed on the same frequency as above and after 5 years, allowing major changes in research ranking or evolution of UKCCSRC funding bodies/strategies to be accommodated.
- Any member of the Board may resign by giving three months' notice to the Chair.

9. Limitations

In most cases organisations and individuals who are funded to carry out the research and other activities of the UKCCSRC will have direct contractual obligations to the funders. The Board shall not prevent in any way the proper carrying out of such obligations nor shall it (or its members) be held responsible in any way for the carrying out of such obligations nor have any other liability in connection with their activities.