

## ENERGY RESEARCH ACCELERATOR (ERA)

### Industrial Advisory Board

#### Terms of Reference

##### (A) Role and Purpose

To advise on the strategic priorities of ERA in order for it to achieve its objectives.

To advise the ERA partner universities and the British Geological Survey (BGS) in securing industrial investment and broader funding for ERA activities.

To advise on potential opportunities and areas for ERA to increase its impact and ensure its research priorities remain relevant and in line with broader industrial strategies.

To be advocates for ERA.

The Board will meet to hear reports on current research activity and plans, and to respond with their views from an industry perspective on current and future research priorities, engagement activities, and key issues in policy and practice.

The IAB will communicate with the ERA Management Group Chair and the ERA Director who will in turn keep the ERA partner universities and BGS informed.

##### (B) Members, Chair, Secretariat and Terms of Office

1. The Advisory Board will comprise of no more than 12 members.
2. The Board will meet twice in a calendar year.
3. Membership will be a mix of business leaders, funding agency representatives and NGOs. It is expected that attention be paid to establishing diverse membership of the Board.
4. The ERA Management Group Chair will nominate the Chair of the Advisory Board, whom will serve in this post for two years.
5. The ERA Management Group Chair will nominate the Deputy Chair of the Advisory Board after consultation with the Chair, whom will serve in this post for two years.
6. Membership of the Advisory Board will be reviewed after two years, however a third of the initial Advisory Board Members will serve a minimum of two years and another third will serve for three years to maintain continuity. Members may terminate their position in writing (by email or letter) to the Chair of the Advisory Board.
7. In the absence of the Chair, meetings will be chaired by the Deputy Chair.

8. In attendance for each meeting will be the ERA Management Group Chair, ERA Director and ERA Programme Manager.
9. Other interested parties may be invited to attend meetings, with the agreement of the Chair, and in consultation with the ERA Director and ERA Programme Manager.
10. Secretariat support for the Advisory Board will be provided by the ERA team.
11. The role of a member of the ERA Advisory Board is unpaid but ERA will reimburse members for all reasonable costs that they incur in fulfilling their roles on the Advisory Board (e.g. travel and subsistence costs) and which cannot be recovered from their own organisation.
12. ERA will publish details of its Advisory Board on its website including membership and terms of reference.
13. The ERA Director and ERA Programme Manager may decide to invite new members to join the Advisory Board after consultation with the Chair and existing members of the Advisory Board.

#### **(C) Meetings, frequency, notice and quorum**

1. The work of the Advisory Board will be based to some extent upon virtual communication and consultation. However, the Board will meet twice per year.
2. Meetings will take up no more than one working day and will be scheduled to meet the needs of appropriate travel to one of the ERA partner universities, BGS or London.
3. The Advisory Board will also engage with members on a bilateral or small group basis to pursue particular avenues for support, advice or delivery. All activity from these interactions will be reported back to the Advisory Board meetings.
4. Notice of Advisory Board Meetings will be given by the ERA Secretariat, in consultation with the Chair and ERA Management Group Chair.
5. Meetings of the Advisory Board will be a quorate if at least the following are present: the Chair or Deputy Chair and six other external board members.

#### **(D) Minutes and reporting**

1. Minutes will be taken by the ERA Secretariat and circulated to the Advisory Board members and to those in attendance within 10 working days.

#### **(E) Review of Constitution and Working Arrangements**

1. The Board's constitution and working arrangements are subject to a review every two years.