

**TECHNOLOGY PLATFORM FOR ZERO EMISSION FOSSIL FUEL POWER
PLANTS**

ADVISORY COUNCIL
RULES OF PROCEDURE

Advisory Council Mission

To develop and consolidate a joint vision for European Zero Emission Fossil Fuel Power Plants and to facilitate the smooth and efficient running of the Technology Platform, ensuring its strategic relevance within a global context and that its direction is consistent with European Union policy

1. MANDATE AND OBLIGATIONS OF MEMBERS OF THE ADVISORY COUNCIL

Members of the advisory council shall be appointed for a term of three years, renewable once¹.

Members of the advisory council agree to commit sufficient time to take an active part in its work and, in particular, to attend all plenary meetings of the council.

In carrying out their work, members of the advisory council shall respect its Terms of Reference.

Members of the advisory council shall undertake to act in the interests of the technology platform and declare to the chairperson any potential conflict of interest that may arise on any matter under discussion.

2. SELECTION AND ROTATION OF MEMBERS

The advisory council shall appoint its members. Where appropriate, selection will take place in consultation with the respective stakeholders' associations. Members will be expected to liaise with their respective stakeholders' associations, or such other established consultation channels.

Selection criteria will be defined by the advisory council, based on an offer of commitment, demonstrated experience relevant to the objectives of the platform, representativity and a track record of high level management and strategy development.

As a guiding principle, at least one third of the membership of the council should be replaced after every three year term of office.

3. APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSONS

The members will select a Chairperson² and two Vice-Chairpersons from their members, according to the decision making rules described below. They will serve for a 3-year

¹ As an exception, the first members of the advisory council shall be appointed for a term of 18 months, which may be extended for a further 18 months following a review of the operation of the platform.

period and may be re-appointed once³. In this case, one of the Vice-Chairpersons should normally become Chairperson in the second term.

4. CHANGES IN MEMBERSHIP DURING A MANDATE

On the basis of a justified proposal, the advisory council may decide to reduce or increase the number of its members, either on a temporary or permanent basis. Any new members shall be appointed on the basis of the transparent selection criteria mentioned above.

Membership of the council may not exceed 40 at any given time.

Members of the advisory council may terminate their membership at any time, by informing the chairperson in writing. Wherever possible, sufficient notice should be given to allow a suitable replacement to be found.

If members of the advisory council demonstrate a lack of commitment, such as persistent failure to attend plenary meetings, they may be asked to resign their membership. The council will decide whether or not to appoint replacements for such members.

5. ORGANISATION OF MEETINGS

Plenary sessions of the advisory council will normally be held at least twice per year (normally in January and June) and the calendar will be published at least three months in advance and normally at the beginning of each year, for the whole year. Additional meetings involving part of the membership may be convened according to specific topic requirements.

The secretariat shall be responsible for the organisation of meetings, the execution of the advisory council's calendar, the preparation of minutes of the meetings.

The executive group, acting through the secretariat shall be responsible for proposing the agenda and assembling the necessary documentation for the advisory council meetings.

The executive group itself will, at its discretion, convene such meetings as needed to progress initiatives and platform operations, and shall maintain a record of these meetings, to be circulated within two weeks to the full council for its information, approval and endorsement of any proposed actions, as appropriate.

6. REPRESENTATION AND QUORUM

Members of the advisory council are appointed to serve in a personal capacity, not representing their specific organisation.

The personal commitment of members is paramount and their substitution in meetings is strongly discouraged. Exceptionally, and only with the prior consent of the chairman, substitutes may be allowed to participate in meetings as observers and to contribute to the discussions, on behalf of the member and under the control of the chairman.

² As an exception, the first Chairperson of the advisory council shall be appointed by the Commission.

³ With the exception of the initial 18 month period.

Council members may also seek the prior consent of the chairman to be accompanied to a particular meeting by a technical expert, where justified.

Plenary meetings of the advisory council shall not take place if more than 50% of its members indicate that they are unable to attend.

7. ADMISSION OF THIRD PARTIES

The advisory council may invite other participants to its meetings, as appropriate, e.g. in cases where specialist expertise is required to deal with specific issues. Such invitees shall not enjoy membership rights and may be requested by the chairperson to withdraw from the meeting if a vote is called for.

The executive group may invite additional expert participants (such as project and network co-ordinators) to its meetings.

8. DECISION MAKING

The chairperson shall make every reasonable effort to facilitate consensus amongst council members.

In the event the council remains divided on an issue, the chairperson may exceptionally request members to vote. Decisions will then be the subject of a simple majority vote, with the chairperson holding the casting vote in cases where the council is evenly divided. The outcome of the vote shall be recorded in the minutes of the meeting.

If necessary, the council's opinion may be obtained by a written procedure.

9. ESTABLISHMENT OF WORKING GROUPS

In carrying out its mandate, in accordance with the Terms of Reference, the advisory council shall establish steering panels and initiative groups, as it deems necessary.

The mandate of such steering panels and initiative groups shall be decided by the advisory council, as well as their chairmanship, structure and reporting mechanisms. The composition of a panel or group will be established under the responsibility of its chairperson, who will report back to the advisory council and seek their advice where appropriate.

If necessary, the advisory council may set up ad-hoc working groups of its members to examine particular issues.

10. TRANSPARENCY

The advisory council shall have a high regard for the transparency of its activities and the need both for inclusivity and to inform all relevant stakeholders of the operations of the technology platform.

In principle, all adopted documents, including meeting agendas and minutes, relating to the work of the council, steering panels and initiative groups shall be made available to the public via the internet.

The advisory council shall make every effort to consult all relevant stakeholders on documents under preparation that have a general interest (e.g. the strategic research agenda and deployment strategy).

11. AMENDMENTS TO THE RULES OF PROCEDURE AND TERMS OF REFERENCE

The terms of reference and rules of procedure of the advisory council shall be reviewed, and if necessary amended, on an 18 monthly basis.

Exceptionally, the rules of procedure may be amended at any time, should an urgent need arise.