



Pathway 2050: Energy Partnership



Terms of Reference



The Energy Partnership

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The States of Jersey has a vision for secure, affordable and sustainable energy for the Island. Pathway 2050 provides the framework for achieving this vision and is an important tool in moving to a low carbon future. Jersey has international commitments and obligations to reduce carbon emissions in line with other advanced jurisdictions.

The Energy Partnership will monitor, review and work towards a low carbon Jersey in line with the actions outlined in Pathway 2050.

The Partnership will comprise of two parts;

- Ministerial energy executive (the Executive),
- Multi stakeholder energy forum (the Forum).

The Executive will be responsible for the ongoing monitoring of the work streams as outlined in the Pathway 2050 action statements. The Executive will review Pathway 2050 and will develop or commission either new policy interventions or work streams, as appropriate according to review findings.

The Executive will include representation from the following Ministers;

- Department of the Environment,
- Economic Development,
- Transport and Technical Services,
- Social Security Departments.

The secretariat will be provided by the Department of the Environment. The Executive will present the 5 year review to the States Assembly and will provide an annual progress update to the Environment Scrutiny Panel.

The Executive will receive reports from individual project teams and also relevant research studies commissioned to support the implementation of Pathway 2050. The Executive will also receive, for consideration, reports from the States of Jersey Statistics Unit including the annual GHG inventory data.

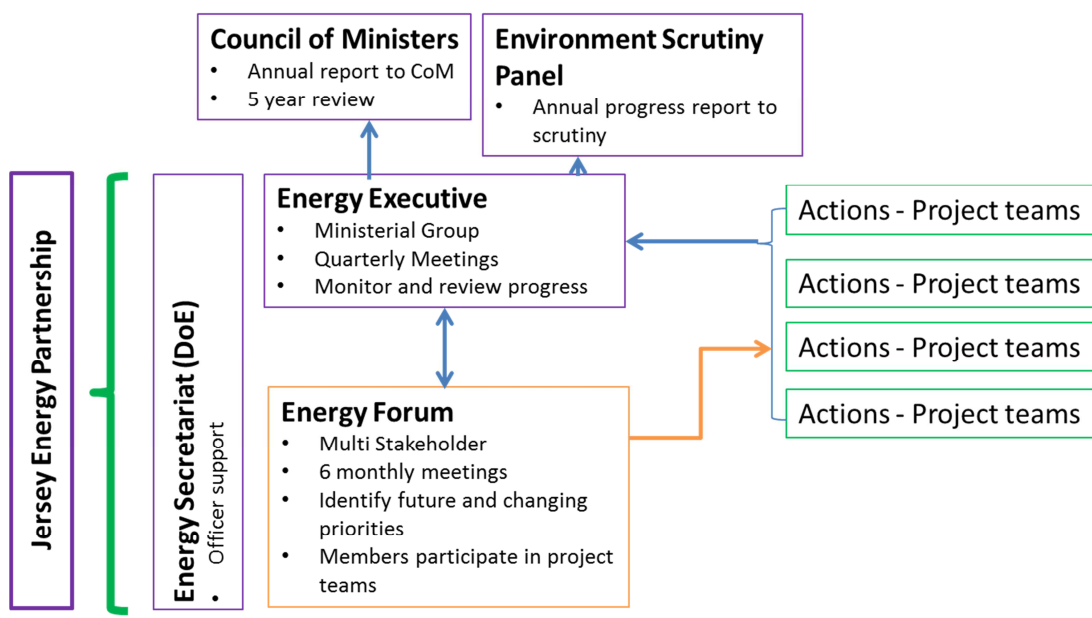
The Forum, with a Chair elected on an annual basis, will include representatives from the energy industry, businesses and the third sector, and will provide an opportunity for key stakeholders to input on the progress of Pathway 2050, raise areas of concern and identify changing or future priorities.

Project teams will be appointed by relevant Ministers as identified in Pathway 2050. These groups which will include officers and key stakeholders who may also be participants on the Forum, will work together to deliver individual action statements and will report progress against KPI's to the Executive annually.

The draft terms of reference of the Energy Executive and Forum were confirmed at the first meeting of the Executive on August 28th 2014.

The draft timetable for meetings of the Executive and Forum, for 2014 and 2015, is set out at Annex B.

Diagram to illustrate structure of Energy Partnership



Terms of Reference for the Energy Executive

E1. Objectives

- 1.1 Oversee the implementation of the Action Statements and work streams as identified in the adopted Pathway 2050:Energy Plan, with the aim of ensuring that Jersey meets its international obligations.
- 1.2 Report progress annually on implementation of the Plan to the Council of Ministers to ensure energy considerations are incorporated into long term strategy.
- 1.3 To review new opportunities and works streams for projects that are proposed by the Energy Forum which meet the aims and objectives of the Energy Plan.
- 1.4 To review the KPIs proposed in Pathway 2050 and check for appropriateness.
- 1.5 Receive regular progress reports from project teams.
- 1.6 Undertake annual review of progress of implementation of the Energy plan to identify any gaps in delivery.
- 1.7 Report annually to the Council of Ministers performance against KPIs and highlight any areas at risk.
- 1.8 Report annually on progress to the Environment Scrutiny Panel

E2. Composition of the Executive

- 2.1 The Minister for Planning and the Environment will Chair the Energy Executive.
- 2.2 The Membership of the Executive will comprise those Ministers with major responsibilities in terms of Energy. Ministers may delegate representation on the Executive to Assistant Ministers.
- 2.3 Council of Ministers may review the composition of the Executive and make recommendations accordingly.
- 2.4 The Energy Executive may co-opt Ministers or Assistant Ministers to the Executive to assist with specific work areas.
- 2.5 The Terms of reference will be reviewed on an annual basis by the Executive according to the principles of transparency, openness and equal treatment.

E3. Meetings

- 3.1 The meetings will:
 - Receive monitoring information of progress of implementation against the key performance indicators set out in the Energy Plan,

- Where there is lack of progress against KPIs, discuss and make recommendations including requesting assistance from the Forum.
- Consider and endorse or otherwise new policy initiatives arising from the work carried out by project teams led by the relevant Minister identified in the action statements of Pathway 2050.

3.2 Issues arising from one meeting will be noted and carried over to the next meeting unless they can be dealt with 'off line'.

3.3 The Executive will meet a minimum of twice per year.

3.4 The Executive may set up working groups with Forum members on its own initiative or in response to a proposal of the members. The working groups will be set up on the basis of a specific theme or issue and will provide recommendations to be reported back to the Executive. The Executive are not bound by these recommendations, but will be required to give reasons for their decision.

E4. Working methods

4.1 The Ministers with responsibility for delivery of individual action statements as outlined in Pathway 2050, retain autonomy for those specific deliverables. However, it is anticipated that they will seek endorsement and feedback from the Executive. The Executive may in turn request feedback from the Forum either through an ordinary or extra ordinary meeting as appropriate.

4.2 DoE will provide a secretarial function for note taking of the meeting. The level of note taking will not be verbatim but will be a 'bullet point' summary of important points raised accompanied by a capturing of 'actions' which will be undertaken by identified participants between meetings and reported on at the next scheduled meeting. Draft reports of the meetings will be circulated by DoE within two weeks of the meeting to all participants for comment.

4.3 The Secretariat of the Executive will draft agendas and the minutes in collaboration with the Chair. It will also distribute documents and liaise with the participants with regards to practical arrangements for the effective operation of the Executive.

4.4 The agenda and any papers to support meetings will be sent to members at least one week ahead of the relevant meeting. Any member can table a topic for the agenda and provide relevant supporting paper(s) for discussion. If the number of items exceeds the time available, DoE will work with those requesting items to agree a final agenda. Items tabled at the meeting will be accepted at the discretion of the chair.

4.5 A summary of each meeting will be circulated to all members within three weeks of the meeting.

Terms of Reference Energy Forum

F1. Objectives

- 1.1 The purpose of the Energy Forum is to support the Pathway 2050 initiatives by providing clarity, transparency and openness in relation to sharing information and to address strategic issues which are beyond the scope of an individual project area.
- 1.2 The Forum will act as an ambassador for Pathway 2050 and provide introductions where possible to assist with the identification of stakeholders and partnership working opportunities.
- 1.3 The Forum gives the Energy Executive the chance to engage with stakeholders to provide information about the aims and progress of the Pathway 2050 projects and promote shared understanding of key issues and concerns.
- 1.4 The Forum provides stakeholders with the opportunity for free and frank exchange of views between informed parties around the issues to support multilateral engagement within the implementation of Pathway 2050 projects.
- 1.5 The Forum provides stakeholders with the opportunity to provide feedback on the effectiveness of policies to the Executive and alert the Executive to key issues of current or emerging stakeholders' concern, as well as concerns on possible emerging and existing risks.
- 1.6 The Forum will provide stakeholders with information and enable cooperation at the technical level, in particular by participating in work-streams where invited to do so.
- 1.7 Following a stakeholder analysis by the DoE, an initial list of possible stakeholders is set out in Annex A.

F2. Composition of the Forum

- 2.1 The Forum will comprise of a mix of representatives of groups and organisations with demonstrable and historical interest and expertise having legitimate and general interests covered and represented by the Pathway 2050 remit, representing stakeholders' interests in the following categories:
 - the energy industry
 - the consumer
 - the regulator
 - NGOs and others with an interest in energy and climate change
 - Relevant industry representatives e.g. construction sector
- 2.2 The Forum shall be composed of a balanced representation of the categories above, avoiding participation of organisations covering the same areas or overlapping areas.

- 2.3 In order to facilitate active participation and effective discussions, the total number of organisations should be no more than 12.
- 2.4 Representatives of members' organisations attending the Forum meetings represent their organisations and are not attending in their individual capacity. Members of the Executive cannot be appointed as members of the Forum. Officers from the States of Jersey will participate in meetings of the Forum as necessary to ensure a proper exchange of information and dialogue, as well giving support to the Forum by providing the Secretariat.
- 2.5 The terms of reference and membership of the Forum will be reviewed on an annual basis by the Executive according to the principles of transparency, openness and equal treatment. In order to guarantee a maximum level of transparency Forum membership will be organised through a public call for interests and invitation to apply. The Executive will make the final decision on membership of the Forum.
- 2.6 Members will be appointed to the Forum for a period of three years. It will be possible for members to serve consecutive terms.

F3. Chairperson

- 3.1 The Chair will be elected by the members of the Forum from among its members. The Chair will be elected by a vote by simple majority of members and appointed for a period of 1 year. The Chair can be re-elected following the same procedure.
- 3.2 One Vice-Chair will be appointed following the same procedure and for the same period of time with also the possibility to be re-elected following the same procedure. The holding of the office of Vice-Chair does not preclude member organisations from subsequently holding the office of Chair. In performing their duties, the Chair and Vice-Chair should ensure integrity, impartiality and independence of any interest.
- 3.3 The functions of Chair and Vice-Chair are held by the elected delegates in their personal capacity. If an elected delegate holding such function is substituted by his/her organisation, then the procedure for the election of Chair/Vice Chair should be repeated.

F4. Meetings

- 4.1 All parties will have the ability to make presentations to the meetings by prior arrangement with the Secretariat. Between meetings, all participants are free to send appropriate papers and reports to other members of the group. All parties are free to submit papers for discussion but clearly should exercise restraint in the size, complexity and length of papers required to be debated.
- 4.2 The meetings will consist of discussions of pre-specified themes and issues to ensure attention is given to understanding constructive outcomes in terms of policy implementation.

- 4.3 It should be noted that the Executive does not propose to re-open existing policy decisions and is not giving the Forum a role beyond that which would be part of the normal policy development process through the green and white paper development and consultation process.
- 4.4 Discussions should be relevant to the work programme at the time the meetings take place but not restricted to this interpretation.
- 4.5 Issues arising from one meeting will be noted and carried over to the next meeting unless they can be dealt with 'off line'.
- 4.6 DoE will provide a secretarial function for note taking of the meeting. The level of note taking will not be verbatim but will be a 'bullet point' summary of important points raised accompanied by a capturing of 'actions' which will be undertaken by identified participants between meetings and reported on at the next scheduled meeting. Draft reports of the meetings will be circulated by DoE within two weeks of the meeting to all participants for comment.
- 4.7 The Forum will meet twice per year. Additional meetings might be organised if required. The meetings will be normally held at the DoE offices in Trinity.
- 4.8 The outcome of the meetings will be reported to the Executive.
- 4.9 Members of the Forum shall participate in the Forum meetings with commitment and to the best of their endeavours. If Forum members are not felt to be participating in the spirit of the ToR, the Executive may be approached to formally request that the member(s) of the Forum concerned ceases to participate in the Forum. This can occur at any time between appointment periods at the discretion of the Executive and the Forum.
- 4.10 Other organisations or individuals can attend the meeting, upon submitting a request to the Forum, as observers. Observers that register to attend the meeting can be invited to participate in the discussion. The invitation of the observers to participate to the discussion will be issued by the Forum following consultation with the Chair in advance of the meeting.
- 4.11 Meetings of the Forum do not preclude participation in other exercises with the Forum and/or with other stakeholder organisations e.g. public consultations, technical meetings, scientific colloquia, ad hoc meetings on specific subjects and/or any other bilateral meetings. Members of the Forum should be invited to participate in such events.
- 4.12 Some project teams may co-opt members of the Forum to bring expertise and experience to the work stream. Members of the Forum may be invited to participate in more than one project team.
- 4.13 The Executive may set up working groups with Forum members on its own initiative or in response to a proposal of the members. The working groups will be set up on the basis of a specific theme or issue and will provide recommendations to be reported back to the Executive. The Executive are not

bound by these recommendations, but will be required to give reasons for their decision.

F5. Working methods

- 5.1 The Forum is a non-political advisory group and its recommendations are not binding on the Executive. The Forum will not take decisions on behalf of Executive nor speak on behalf of the Executive or take views that could be construed or perceived as a reflection of the official position of the Executive.
- 5.2 The Secretariat of the Forum will draft agendas and the minutes in collaboration with the Chair and Vice Chair. It will also distribute documents and liaise with the participants with regards to practical arrangements for the effective operation of the Forum.
- 5.3 Any papers tabled in the Forum, as well as the minutes of the meetings, will be uploaded to the virtual workspace. Members of Executive will be notified by the Secretariat of new uploads to the workspace, for their information.
- 5.4 Agendas, documents, minutes and any other relevant information about the Platform will be placed on shared virtual workspace.
- 5.5 The agenda and any papers to support meetings will be sent to members at least one week ahead of the relevant meeting. Any member can table a topic for the agenda and provide relevant supporting paper(s) for discussion. If the number of items exceeds the time available, DoE will work with those requesting items to agree a final agenda. Items tabled at the meeting will be accepted at the discretion of the chair.
- 5.6 A summary of each meeting will be circulated to all members within three weeks of the meeting.

F6. Funding

- 6.1 DoE cannot undertake to pay participants transport and accommodation costs and per diems for attendance at Forum meetings.
- 6.2 The costs of participation in the meetings of the Forum will be borne by each individual organisation.

Annex A: Proposed Representation for the Energy Forum

The following list is based on an initial assessment of a stakeholder analysis undertaken by DoE.

Energy industry

Jersey Electricity plc

Jersey Gas

La Collette fuel consortium

Consumer

Jersey Consumer Council

Regulator

CICRA

NGOs with an interest in energy and climate change

Open invitation to interested groups – 1 representative

Former members of the Jersey Energy Trust

Relevant industry representatives e.g. construction sector

Jersey Construction Council

AJA

Highlands College

Secretariat

Department of the Environment

Role of Secretariat

S1. Objectives

- 1.1 The secretariat will be provided by officers from within the Department of the Environment.
- 1.2 The Secretariat will create, update and circulate the Pathway 2050 monitoring and reporting dashboard, hereafter 'the Dashboard', to the Executive one week prior to the meeting. The Dashboard will be made available in the virtual work area.
- 1.3 To compile the agenda and papers for meetings of the Executive and Forum, to be circulated one week prior to the meeting.
- 1.4 To establish and manage a virtual workspace where shared documents, agendas and minutes will be available. To act as moderator for the shared workspace. All members of the Forum and Executive will be able to upload papers to the virtual workspace.
- 1.5 To coordinate external communications about the work of the Executive, where appropriate input from the Forum will be requested. The Secretariat will act as point of contact for the Executive in terms of media enquiries, press releases and so on.
- 1.6 DoE will provide a secretarial function for note taking of the meetings of the Executive and the Forum but not individual project teams. The level of note taking will not be verbatim but will be a 'bullet point' summary of important points raised accompanied by a capturing of 'actions' which will be undertaken by identified participants between meetings and reported on at the next scheduled meeting. Draft reports of the meetings will be circulated by the secretariat within two weeks of the meeting to all participants for comment.
- 1.7 The secretariat will send the agenda and any papers to support meetings to members at least one week ahead of the relevant meeting. Any member of the Executive or Forum can table a topic for the agenda and provide relevant supporting paper(s) for discussion. If the number of items exceeds the time available, the secretariat will work with the Chair to agree a final agenda. Items tabled at the meeting will be accepted at the discretion of the Chair.
- 1.8 Where other organisations or individuals request to attend the Forum as observers, the request will be submitted to the secretariat who will consult with the Chair in advance of the meeting. The secretariat will inform the applicant whether their request has been approved.
- 1.9 The Forum will not be entitled to commission additional papers from the Secretariat unless by prior arrangement with the Executive. The work programme of the Secretariat is in line with the actions arising from the project teams developing individual action statements.
- 1.10 The Executive may require additional information from the Secretariat which will be agreed by the Chair.

Role of Project Teams

P1. Objectives

- 1.1 Project teams will be established by the relevant Minister(s) as identified in the action statements of Pathway 2050.
- 1.2 Project teams will comprise representatives from relevant departments and organisations identified in the action statements.
- 1.3 Some project teams may co-opt members of the Forum to bring expertise and experience to the work stream. Members of the Forum may be invited to participate in more than one project team.
- 1.4 It is anticipated that the working methods of the project teams will include wide stakeholder involvement through workshops etc.
- 1.5 Project teams will report to the relevant lead Minister(s) for that action statement.
- 1.6 Progress on project implementation will be provided to the Executive via the Dashboard which will also be provided to the Forum for information.
- 1.7 Project teams will operate for the duration of that action statement, disbanding thereafter.

Annex B – Energy Partnership Calendar 2014

Month	Executive	Forum
May	Energy Plan agreed	
August	Meeting – agree ToR	
September		Invitations sent out and advertised in JEP
October (Elections)	Meeting - Review applications and approve appointments to Forum	Appointments made
November		Meeting – appoint Chair and Vice Chair
December		

Energy Partnership Calendar 2015

Month	Executive	Forum
January		
February	Meeting	
March		Meeting
April	Meeting Review annual GHG emissions inventory Annual review of ToR	
May		
June	Year 1 report to Scrutiny Panel and COM	
July	Meeting	
August		
September		Meeting – appoint Chair and Vice Chair
October	Meeting	
November		
December		