

Terms of Reference - Building a Green Future Advisory Board

Purpose of the Advisory Board

1. The Building a Green Future (BaGF) Advisory Board will provide the BaGF strategic theme with independent expert advice on the development, delivery, and impact of the theme. Led by an independent Chair, the BaGF Advisory Board will play a key role in shaping UKRI's BaGF portfolio and comprise representatives from UKRI Council's Councils and independently appointed members.

Overall responsibilities of the Advisory Board

2. The BaGF Advisory Board will:
 - Provide strategic advice on UKRI's BaGF investment portfolio, including research and innovation priorities relevant to the theme and its place within the wider Net Zero research and innovation landscape.
 - Undertake horizon scanning and identify emerging opportunities relevant to the BaGF Strategic theme, providing advice on effective strategic interventions needed to meet the ambitions of the theme.
 - Provide constructive challenge and assurance that UKRI's BaGF strategy and interventions are fit for purpose, taking account of all necessary stakeholder perspectives.
 - Oversee monitoring and benchmarking of existing activities and investments relevant to BaGF and their impacts.
 - Engage with the community to inform future scoping, raise awareness and disseminate strategic outputs, advocating for the BaGF strategic theme.

Membership

3. The membership of the BaGF Advisory Board comprises:
 - An independent Chair
 - Up to 11 members drawn from UKRI Council's Councils and an open recruitment process.
4. Members drawn from UKRI Council's Councils are appointed to the BaGF Advisory Board via a nominations process. Nominations to the Advisory Board are solicited from UKRI Council's Council chairs and selected by the BaGF Approvals Board Chair, in consultation with the BaGF Approvals Board and BaGF Advisory Board Chair. Members will typically serve a two-year term, with the possibility of a one-year extension to their term.
5. To supplement membership drawn from UKRI Council's Councils, an open call for self-nominations will be issued. Members will be selected via a panel interview process, based on the competencies and characteristics required for the vacancies.
6. As far as possible, membership of the BaGF Advisory Board will be appropriately balanced, reflecting UKRI's commitment to equality, diversity, and inclusion.

7. All BaGF Advisory Board members must declare any actual, perceived, or potential conflicts of interest and act in line with UKRI's Conflict of Interest Policy.
8. All BaGF Advisory Board members should uphold the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Ways of working

Meetings and attendance

9. The BaGF Advisory Board will be scheduled to meet twice a year. Ad hoc meetings may be called by the BaGF Advisory Board Chair as required.
10. Observers and guests can be invited to attend meetings of the BaGF Advisory Board at the discretion of the Chair.

Quoracy

11. The quorum for a BaGF Advisory Board meeting is at least half of its members, which must include the Chair. Members can be deemed to be in attendance via live tele or video conferencing as appropriate. Attendance at meetings cannot be delegated.
12. If a meeting of the BaGF Advisory Board is not quorate, its proceedings will not have any effect and the meeting will be re-scheduled.

Reporting

13. The BaGF Advisory Board will provide its advice to the BaGF strategic theme through:
 - The BaGF Approvals Board receiving draft Advisory Board meeting records.
 - The Advisory Board Chair reporting to the BaGF SRO.

Building a Green Future Advisory Board Secretariat

14. The BaGF Advisory Board will be supported by a secretariat provided by NERC.
15. The Secretariat is responsible for arranging meetings and ensuring an accurate record of decisions and actions is taken. Draft meeting records will be shared in advance of the next meeting and approved by the Advisory Board at that meeting.
16. Meeting agendas and minutes will be shared with the Building a Green Future Approvals Board and other UKRI Governance bodies as required.

Review Terms of Reference

17. This document will be reviewed on an annual basis by the BaGF Advisory Board and BaGF Approvals Board and signed off by the BaGF SRO.