

LIVING WITH ENVIRONMENTAL CHANGE (LWEC)

PARTNERS' BOARD TERMS OF REFERENCE (FEBRUARY 2009)

These terms of reference define the objectives and operational scope of the LWEC Partners' Board, and, in Appendix 1, outline its organisation and indicative working methods.

The purpose of the LWEC Partners' Board (PB) is to:

- Define and own the strategic goals, aims and objectives of LWEC;
- Build an enduring strategic partnership where members are committed to adjusting existing investments and developing new ones to align with the strategic objectives of LWEC;
- Promote and develop options for co-ordinating delivery of those strategic objectives in concert with partners and major stakeholders.

It concentrates on activities that:

- Achieve outcomes that could not be accomplished by a single member organisation acting alone;
- Provide for significant impacts on policy and practice or innovation opportunities for business through effective stakeholder engagement and knowledge exchange;
- Build on the national and international research leadership found in all the countries of the UK and develop strength and capacity in key areas; and
- Facilitate relevant engagement in major national and international research initiatives;

And is responsible for:

- Adopting or amending these Terms of Reference;
- Agreeing the membership of the Partners' Board;
- Agreeing the overall funding approach and strategy for implementation of the Programme;
- Ensuring the Common Secretariat is adequately resourced to perform its functions;
- Ensuring that the Partner Support Unit is adequately resourced to implement alignment of existing activities and commission new research activities to meet the strategic objectives;
- Reporting to appropriate parent bodies and other interested parties;
- Managing risks in the programme through use of a risk register; and
- Overseeing good communications within LWEC and between LWEC activities, stakeholders and the public.

ORGANISATION AND WORKING METHODS OF THE LWEC PARTNERS' BOARD (PB)**It has the following organisation:**

- the membership is made up of a representative from each organisation¹;
- members will have strategic or financial executive authority, e.g. Chief Executive or Research Director level;
- other organisations may be invited to participate in LWEC PB activities. Such organisations may be appointed as Associate Partners;
- membership details will be published on the LWEC web site;
- the Chair will be independent of the members of LWEC; and
- the Common Secretariat, jointly resourced by member organisations, will support the work of the PB and that of the Partner Support Unit..

The following working methods will be adopted:

- the activities of the LWEC PB will be defined in a rolling 3-year work plan, agreed to and funded by members;
- wherever possible the LWEC PB will adopt sustainable methods of working (electronic papers and meetings, use of video conferencing);
- the LWEC PB will meet about twice annually;
- the Common Secretariat will be responsible for the administrative arrangements and minutes for all meetings;
- for each major activity the LWEC PB will consider how best to engage a broader range of stakeholders;
- a web site for LWEC will be developed with links to partner organisations' web sites; and
- the LWEC PB will work openly and transparently; agendas, minutes of meetings and working papers will be public documents and will be made available on the LWEC web site

¹ Currently, at December 2008, this includes:

Main members: the Arts and Humanities Research Council (AHRC), the Biotechnology and Biological Sciences Research Council (BBSRC), the Department for Environment, Food & Rural Affairs (DEFRA), the Department for Communities and Local Government (DCLG), the Department for International Development (DFID), the Department for Transport (DfT), Department of Energy and Climate Change (DECC), Department of Health (DoH), the Economic & Social Research Council (ESRC), the Engineering and Physical Sciences Research Council (EPSRC), the Environment Agency (EA), the Local Government Association (LGA), the Medical Research Council (MRC), Natural England (NE), the Natural Environment Research Council (NERC), the Technology Strategy Board (TSB), the Met Office, the Scottish Executive (SE), the Scottish Environment Protection Agency (SEPA) and the Welsh Assembly Government (WAG),,