

European Biofuels Technology Platform

www.biofuelstp.eu

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Terms of Reference

(revised version, approved by SC Members on 25.05.2009)

Mission

The mission of the European Biofuels Technology Platform (Biofuels TP) is to contribute to the development of cost-competitive world-class biofuels value chains, to the creation of a healthy biofuels industry and to accelerate the sustainable deployment of biofuels in the European Union through a process of guidance, prioritisation and promotion of research, technology development and demonstration.

To this purpose the following activities will be pursued:

- Elaborate and update, when appropriate, a Strategic Research Agenda (SRA) with detailed identification of key RD&D working lines for the next 10 years.
- Elaborate and update, when appropriate, a Deployment Strategy which identifies the key elements required to implement the SRA, such as mechanisms to mobilise investments, demonstration activities, regulations, education and training actions and communication.
- Facilitate the deployment of the SRA by:
 - stimulating EU private and public investment in RD&D projects implementing SRA relevant programmes that make best use of all available support instruments, such as EC's Framework Programme and the European Strategic Energy Technology Plan (SET-Plan).
 - coordinating with other bodies and initiatives engaged in biofuels RD&D, including other EU Technology Platforms, Member State initiatives and international (ex-EU) cooperation.
 - Identifying on-going biofuels RD&D activities relevant to the SRA and stimulating appropriate synergies between actors and projects.
- Communicate on the platform activities, with due consideration to public perception and understanding of biofuels.

Background and foundation

The Biofuels Research Advisory Council (BIOFRAC) that prepared the European Technology Platform for Biofuels, has developed a vision report – “Biofuels in the European Union: a vision for 2030 and beyond” - which was presented at the platform's launching conference on 8 June 2006. This report addressed the main issues of relevance to favour technological breakthrough in production of sustainable biofuels and increase their deployment in the EU, with an emphasis on research, development and demonstration to overcome technical and nontechnical barriers as well as other support measures, regulation and legislation issues.

This report was the starting point for developing the Strategic Research Agenda (SRA) and Strategic

Deployment Document.

Platform Stakeholders and Members

The TP “Biofuels” may include representatives of all relevant stakeholders. Such organisations are allowed to assign members to the various platform bodies.

Members are authoritative individuals that are able to contribute to the objectives of the Platform through work and advice based on relevant expertise and experience.

The platform is a wide open forum, therefore stakeholders are welcome from all parties involved with the development of sustainable biofuels: agricultural & forest products producers and common interest groups, industry and industry associations, research and technology organisations, academia, governmental bodies, civil societies, the general public, etc.

Organisation and operation

The TP “Biofuels” is composed of a Steering Committee, Working Groups, a Stakeholder Plenary, a Secretariat and an associated Mirror Group of national Representatives.

The **Steering Committee (SC)** is the decision making body and executive arm of the TP and as such directs all activities of the TP, being accountable for:

- Defining the roles and responsibilities within the Platform and outlining operations.
- Compliance with the Platform’s Mission and related activities.
- Approval and launching of activities: objectives, timing, scope.
- Follow-up activities and approval of deliverables.
- Setting high-level policy: coordination with external bodies and initiatives, communication and general organization.
- Final elaboration of key deliverables (Strategic Research Agenda and Strategy Deployment Document) with active support from Secretariat, based on the contributions from the Working Groups, thus ensuring harmonization of content and integrity of the messages.

The TP “Biofuels” Steering Committee may have 20-25 members. It is expected to have a balanced composition with regard to members’ nationalities and stakeholder groups (to include representatives of all main industries involved as well as research establishments, academic research bodies, the civil society and other organisations with relevant expertise or interest on biofuels).

Members of the SC are listed in annex 1.

Members are appointed for a 3-year term and may be reappointed for one further term. Members serve in a personal capacity and substitutions at meetings should be on an exceptional basis, with prior informed consent of the Chairperson. Effective presence at meetings is expected, low level of attendance will be considered and taken into account during the re-appointment process. Members should both bring their individual expertise and, when appropriate, represent the collective view of their stakeholder group, not specifically their own company or institute. If necessary, and with the agreement of a majority (two thirds) of the existing members of the Steering Committee, new stakeholders may be added in order to achieve a balanced composition to best suit its functions.

A Chairperson and a maximum of three Vice-Chairpersons shall be elected by the Members of the SC on the basis of personal capacities and reflecting sound representation of stakeholders. These officers shall serve for a 2-year period and may be reappointed.

The membership of the SC and position of Chairperson and Vice-Chairpersons are voluntary and are not subject to remuneration.

Individuals, representing organisations of relevance to the Biofuels TP, may be invited to attend SC

meetings as Observers. Nominations for Observers are approved by the Chairperson, in agreement with the Vice-chairpersons and in consultation with the Commission. Observers may attend all Steering Committee meetings. Observers may intervene during these meetings. The European Commission, Member States representatives (of MS Mirror Group), and MEPs may also participate as active observers to the platform.

SC decisions will be taken by consensus wherever possible. Each Member of the Steering Committee has one vote and decision will be taken on the basis of a majority (two thirds) of votes should consensus not be achieved.

Meetings of the Steering Committee will be held periodically, at least three times a year. The Steering Committee will submit the Strategic Research Agenda and its positions, opinions, recommendations and reports to the European Commission, the Member States Mirror Group and all stakeholders in due course. Copies of these records will be made available to other bodies upon request. They will be made available to the scientific community and to the public in general through the Technology Platform website: <http://www.biofuelstp.eu>.

The elected **Chair and Vice-Chairs** of the Steering Committee will guide the Secretariat in the overall planning and co-ordination of the activities of the Platform, and in taking ad-hoc decisions. The Steering Committee will be consulted when there is sufficient time available. Ad-hoc decisions will be approved at the following Steering Committee meeting.

II. Working Groups

On the advice and request of the Steering Committee **Working Groups (WG's)** can be established in order to develop the Strategic Research Agenda and to support subsequent deployment and implementation of the Agenda and other activities of relevance to the EBTP's mission. The SC shall propose a Chairperson and one or two Vice-Chairpersons for each WG. These officers will assist the SC in selection of Members for the WGs and be responsible for proposing and implementing the activities of the WGs according to objectives validated with the SC.

The SC has agreed that the selection of members of the WGs is based on the following criteria:

- Technical competence of individuals based on their professional profile.
- Individual commitment to the work involved.
- Expected technical support from company or institution, company profile and formal commitment to allocate adequate resources to the task.
- Recognized records of individual or company previous contributions to the development of biofuels for transport, e.g. contributions to BIOFRAC, R&D programmes and publications.
- A diversity of country representation from EU-27 since biofuels issues reflect significant regional and sectoral differences will be attempted without compromising technical competence and commitment to work.
- An adequate balance of industry vs. research/public centres will be established in order to preserve the Platform as an industry-led body.

The current working group structure is presented in annex 2.

III. Secretariat

The Steering Committee is supported by a Secretariat. The current Secretariat, represented by FNR and CPL, has been assigned for a period of 36 months, from 1st April 2009 until 31st March 2012 (subject to successful finalisation of contract negotiations with the European Commission). The secretariat is a service-oriented body facilitating the various processes of the technology platform and providing its general management, administration, information and communication functions. Under contract with the European Commission, the secretariat supports the technology platform's key objectives and helps to build an identity for the platform. It maintains a strictly neutral position as regards policy setting and orientation of final documents and deliverables of the Platform. Further

information concerning TOR for the Secretariat is provided in a separate document.

Stakeholder Plenary

The Plenary is the community of Stakeholders that participate in the Platform through various communication channels (in particular the website and a once-a-year Plenary meeting) in order to:

- Facilitate information dissemination to stakeholders concerning the platform activities.
- Facilitate interaction between stakeholders to stimulate future cooperation in collaborative RD&D projects.
- Receive inputs from stakeholders for platform strategy-setting and key deliverables via consultation processes as established by the Steering Committee.

Inclusiveness, Transparency and Communication

1. The TP “Biofuels” is open to all interested stakeholders that support, in a non-dogmatic manner and on the basis of consensus, the aim of strengthening research, development and innovation efforts in Europe in the biofuels sector.
2. Summaries of meeting reports and working documents will be made available to stakeholders on the website of the TP “Biofuels” www.biofuelstp.eu.

Dissemination of information presented and generated in the activities of EBTP

To fulfil their mission, the Steering Committee, Working Groups and Secretariat discuss and develop a range of documents and relevant information. Once approved at SC level, the information is intended to be widely disseminated either in printed form or through the EBTP website and newsletters. To prevent the circulation of draft documents and potentially sensitive information which could be mis-used, all verbal and written presentations at SC and Working Group meetings and any other information exchange between EBTP meetings should be considered as confidential unless such information or document is specifically stated otherwise by the person presenting it.

Drafts, working documents and presentations related to EBTP internal activities will be stored in the password protected admin area of the website. Any SC or WG member who wishes to circulate such information outside the EBTP, must have a written authorisation (by e-mail) from the Secretariat, who will confer with the SC Chair and the author of the information where necessary.

Annex 1 List of members of Steering Committee (as of 12th May 2009)

Name	First name	Company
APPERT	Olivier	IFP
ARJONA - ANTOLIN	Ricardo	ABENGOA Bioenergy
BOWEN	Philip J.	Cardiff University
CARREZ	Dirk	Suschem TP/Europabio
GAROFALO	Raffaello	European Biodiesel Board
HEITZMANN	Martha	Air Liquide
HERVOUET	Véronique	TOTAL (Chair)
KARLSSON	Markku	UPM-KYMENE (Vice Chair)
KLEIN	Dietrich	Copa-Cogeca
KULCZYCKI	Andrzej	CLN / Polish Technology Platform on Biofuels and Biocomponents
NIELSEN	Charles	DONG Energy
RÖJ	Anders	Volvo (Vice Chair)
ROMERO PALAZÓN	Eduardo	Repsol YPF
SCHURR	Ulrich	Plants for the Future TP/Jülich Research Centre
SKJOLD-JØRGENSEN	Steen	Novozymes
SEYFRIED	Frank	Volkswagen
TURPEINEN	Harri	Neste Oil
VAN REE	René	Wageningen University and Research centre (WUR) (Vice Chair)
VENTURI	Gianpietro	Biofuels TP Italy/University di Bologna

Observers to the Steering Committee:

Andreas DORDA	Mirror Group
José ESPI-RUIZ	EC DG Research
Bruno SCHMITZ	EC DG Research
Kyriakos MANIATIS	EC DG TREN

Annex 2: Structure of TP as of 27 Nov 2008

