

Marine Energy Programme Board

Refresh of working practice to maintain maximum effectiveness

Keys to success

To be most effective the Marine Energy Programme Board (MEPB) needs to

1. Ensure that key barriers and issues which impact on marine energy are identified early.
2. Addressed and tackle these barriers and issues through drawing on those MEPB members with the relevant knowledge and expertise, and drawing in external support as needed.
3. The activities, issues and recommendations of the MEPB need to be openly available to ensure coordination and promote read across with other groups and sectors.
4. And the work and recommendations of the MEPB needs to be delivered in time to impact on the processes and decision points which are crucial to the development of the sector.

Ensuring meetings deliver effectively

MEPB meetings

The full MEPB (which currently has 60+ members) would meet about once a year to hear updates on developments in the sector, including developments in policy and process. These meeting will also provide a forum for members to raise issues with the Minister and with Government officials and to hear about the activities and recommendations being put forward by sub-groups. Attendees will be able to provide direct feedback on the recommendations and updates provided by sub-group chairs and by DECC and the Minister, and these meetings will also provide a forum for gathering views on future priority work areas.

The DECC marine energy team will organise and secretariat these meetings which will be chaired by Minister of State Greg Barker.

Sub-groups

As issues are identified and prioritised, sub-groups will be set up. Sub-groups will in general be chaired by a member of the MEPB with strong knowledge and interest in the issue being considered and will usually have inclusive membership, drawing on all members with an interest in the issue. Sub-groups may also choose to involve external contributors (representatives from academia, from elsewhere in Government, or from other industries or sectors) as required.

Sub-groups will be the forum for each issue to be understood and debated in detail including what solutions may be possible and what needs to be done to put a particular solution into place. In effect sub-groups are where MEPB members roll their sleeves up and get to work saluting problems and as such are crucial to the

effectiveness of the MEPB. Secretariat for sub-groups will be drawn from the industry and wider MEPB membership as required.

Publication of proceedings

DECC will set up a public facing space on the Government website to hold information and documents relating to the MEPB. To ensure transparency, the agendas and minutes of MEPB meetings will be published on the website. (Members will of course have the opportunity to review and comment on minutes before they are published.) The website will also host the reports and recommendations of sub-groups, once these have been presented to the Board.

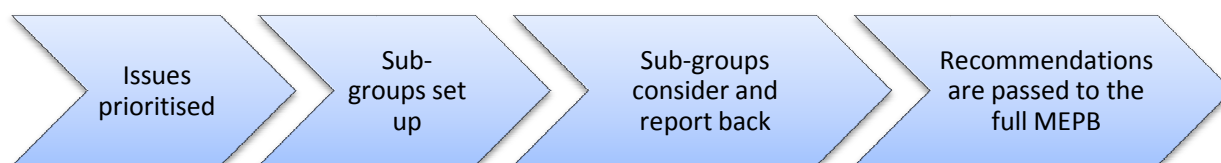
DECC will endeavour to ensure that meeting agendas are produced and circulated in good time and that meeting minutes are circulated and agreed rapidly.

Programme management

A smaller programme management working group (8 – 12 people) will also be set up in order to push forward, monitor and manage the marine energy work programme. This group will work with sub-groups to ensure that the work and recommendations of the MEPB have an impact. For example recommendations being available in time to feed in to key consultations and processes.

The programme group will also keep an overview of MEPB activity, maintaining a view on issues which have been raised but not yet considered in detail, and on areas where MEPB action has not yet resolved the issue in question. In effect the programme group will monitor the overall progress that the MEPB is making and manage risks to the effective operation of the MEPB. DECC will coordinate the programme group which would include representatives from devolved administrations, and cross sector organisations.

Project based working in practice



Outside of meetings

- Board members consider new issues and investigate whether other groups are considering and tackling the issue effectively
- Board members suggest issues to the DECC secretariat
- Secretariat and programme management group will agree priorities, initiate new sub-groups and organise a chair.

Sub-groups

- The chair, supported by DECC, will set up the sub-group, organising a secretariat and membership
- DECC will inform the wider MEPB of the new sub-group and update the MEPB web-space
- The sub-group will agreed terms of reference and a programme of work
- Sub-groups will agree their timetable of meetings and organise to report back to the MEPB and programme management group

Programme management group

- The programme management group will meet approximately twice a year to maintain an overview of MEPB activity.
- The group will consider new issues and prioritise with consideration of resources and key dates (EMR dates for example) and risks

Annual MEPB meetings

- Ministers and key speakers will update the board on activities in Government
- Sub-group chairs will feedback on the progress of their sub-groups
- MEPB members can raise specific points, ask questions etc.
- The programme management group will report on new issues and priorities
- All members discuss issues and priorities