

Terms of Reference

UK Marine Energy Programme Board (MEPB): Programme Management Group (PMG)

Management of the MEPB and workgroups to support the deployment of commercial scale wave and tidal devices

Overview

The role of the Marine Energy Programme Management Board (MEPB PMG) is to ensure that the objectives of the UK Marine Energy Programme Board (MEPB) are met. The MEPB has been set up to accelerate the deployment of marine energy technologies. Its work is carried out through the establishment of sub-groups taking forward the various work-streams identified under the programme as priority issues. The MEPB PMG provides the on-going management oversight of the programme and activities of the sub-groups on behalf of the MEPB.

Objectives of the MEPB PMG

- To oversee the management of the activities undertaken by the MEPB through its sub-groups to ensure they are focused and intended towards the development of the sector towards commercialisation
- To ensure the issues being investigated by the sub-groups are relevant, timescales realistic and deliverables achievable.

Role of the MEPB PMG

- In conjunction with the MEPB Secretariat, the PMG will agree priorities amongst the issues presented to the MEPB for consideration by its members
- The PMG and Secretariat will initiate new sub-groups and appoint/invite chairpersons as appropriate.
- In between MEPB meetings, the PMG will monitor continued progress of the work of the sub-groups against deliverables and timescales.
- The PMG will also provide guidance to the sub-groups as and when needed, to support them working towards their specified objectives
- The PMG will support the MEPB Secretariat in preparing the MEPB meetings.
- The PMG will advise DECC and the Secretariat on the content of meetings.

Membership to and Governance of the Management Board

- The Board will be chaired by Trevor Raggatt, Head of Small Scale and Emerging Renewables, DECC.
- The Board will be made up of key representatives from the wave and tidal industry. Membership will be by invitation from DECC.
- The group will work together to form a consensus of opinion, to provide advice to the MEPB and sub-groups so that they all work towards a common goal to satisfy the overall needs of the sector.
- Programme Management meetings will be held on average once per quarter although ad hoc meetings may be possible should situation at the time dictates.
- Membership to the Programme Board will be on a 12-month rotation to ensure fresh perspective and to generate new ideas, when reviewing issues and the work of the sub-group.
- Representatives on the PMG have a duty to convey views from the MEPB members as requested.