

## **Net Zero Transport Board – Terms of Reference**

### **1. Purpose of the Net Zero Transport Board**

The Net Zero Transport Board is an external advisory board. The board will provide independent, objective and impartial advice on the Department for Transport's work on transport decarbonisation, including the production of a Transport Decarbonisation Plan.

### **2. Objectives**

The objectives of the board are to:

- a) provide advice during the development of the Transport Decarbonisation Plan (TDP);
- b) provide more general advice on reducing greenhouse gas emissions from transport, particularly thinking about the longer-term technology and behavioural changes needed to deliver transport's contribution to net zero;
- c) provide constructive challenge to, and identify cross-cutting risks/opportunities across, the Department's decarbonisation workstreams; and
- d) reinforce the link between government, industry, academia and the wider public.

The board will not have any decision-making powers and will exist alongside other groups in this space including the Science Advisory Council, the Clean Maritime Council and Future of Transport business advisory panel.

### **3. Membership**

The board can include up to 20 external members representing a wide variety of stakeholders, from industry to academia, professional institutions, societies and green groups, covering each mode of transport, behavioural insights, technology and policy. Invitees to individual meetings will be drawn from this group, depending on topic.

DfT will be represented by the Secretary of State for Transport and the Parliamentary Under Secretary of State for Transport. HMT and BEIS Ministers will also be invited.

The Chair of the Science Advisory Council will be invited to meetings to ensure the Net Zero Transport Board is linked to the on-going scientific work of the Department.

Members of the Science Advisory Council may also be involved on an ad-hoc basis to provide additional advice on science (including social science), technology, engineering and mathematical issues pertaining to transport decarbonisation.

Members of the Net Zero Transport Board are expected to commit until the publication of the Transport Decarbonisation Plan, provisionally scheduled for end of 2020. The role of the board will be evaluated following the publication of the Transport Decarbonisation Plan.

Should any member be unable to honour the minimum period or be unable to attend meetings, they should seek advice from the secretariat. Every member of the board will not be invited to attend every meeting. They will however be provided with the papers and a read-out of proceedings for their review and comment.

The Chair, together with the secretariat, will regularly review the balance of skills, expertise and experience contributed to the board to ensure these meet current and future Departmental needs and priorities.

Other experts on particular topics may be invited to individual meetings.

#### **4. Role of the Members**

Members are expected to:

- a) commit to the minimum period of the appointment;
- b) read background material provided to them by the secretariat before each meeting;
- c) proactively contribute during meetings and participate in the discussion, without being constrained by the expertise or perspectives asked to bring to the board;
- d) complete actions agreed and accepted during meetings, if any, in a timely manner and provide quantitative and qualitative evidence, if requested and agreed during meetings, in a confidential way, to support the points raised;
- e) ensure the independence, objectivity and impartiality of the Net Zero Transport Board, by acting in the public interest and not being constrained by their own organisational or professional boundaries;
- f) inform the secretariat and Chair of any changes to their professional status, or affiliation, as well as of any concerns regarding the board; and
- g) keep in mind the challenges and restrictions of meeting virtually, and conduct themselves accordingly.

#### **5. Role of the secretariat**

Meeting agendas and material will be supplied by the DfT Environment Strategy team, which will provide the secretariat function for the Net Zero Transport Board. The Secretariat will:

- a) suggest agenda items for forthcoming meetings to the Chair and agree them;
- b) ensure the timely circulation of background papers and agenda to members;
- c) arrange meetings with sufficient notice and circulate details required to virtually access the meetings (if not convened in person);
- d) commission more detailed update notes, as required;
- e) disseminate and keep track of the agreed actions from each meeting;
- f) minute each meeting, assemble and analyse records (including key actions), and share with board members and responsible officials;
- g) co-ordinate the work of the Net Zero Transport Board with internal DfT groups, in particular the DfT Carbon Programme Board, and external councils, in particular the Science Advisory Council and the Clean Maritime Council.

#### **6. Meetings and timing**

Meetings will be held virtually until government advice on social distancing changes, initially in June 2020 – and then approximately every six to eight weeks thereafter. Meetings will subsequently be held in Great Minster House, and Members will be kept updated as government advice on how to conduct meetings changes.