



## **Jet Zero Council: Sustainable Aviation Fuels Delivery Group terms of reference**

### **Purpose**

The Sustainable Aviation Fuels (SAF) Delivery Group will support the overall objective and purpose of the Jet Zero Council (JZC) by:

- convening a wide range of experts to inform decision making
- providing advice on how government and industry can work together to establish UK production facilities and deliver the fuel to market

### **Objectives**

- identifying and optimising the strategic, economic and international benefits of developing SAF industries in the UK and overcoming the barriers and constraints industry face in achieving these goals
- developing a coordinated approach to the policy and regulatory framework needed to attract investment in SAF
- working together to increase the uptake of SAF in the UK
- enabling the establishment of UK production facilities for SAF, including first-of-a-kind plants and commercialising the industry by driving down production costs through upscaling and innovation
- fostering technological development and grassroots innovation in these areas and making the UK the best place in the world to develop new SAF technology
- providing a platform for ministerial and senior industry leadership on efforts to deliver SAF in the UK.

### **Membership**

The SAF Delivery Group will bring together a wide variety of experts to ensure the membership provides cross-cutting input to inform policy makers. This will allow consideration of the full SAF supply chain, from production to end use.

The Department for Transport (DfT) will be represented by the Deputy Director for Low Carbon Fuels, with other relevant officials also attending. Officials from other government departments will be invited on an ad-hoc basis.

DfT officials, together with the chair, will regularly review the membership of the delivery group to ensure it meets the current and future needs and priorities. Other experts on particular topics could be invited to individual meetings.



### **Role of the Chair**

The Chair will have responsibility for:

- managing the meeting in accordance with corporate governance best practice including compliance with competition law
- reporting to the JZC on progress made by the SAF Delivery Group
- ensuring that meetings run effectively and smoothly, taking members through the agenda items, keeping members to time and summarising key actions from each meeting
- ensuring the full range of views expressed by members and invited experts are appropriately taken into account during meetings

### **Role of the Secretariat**

Meeting agendas and material will be supplied by KTN, which will provide the secretariat function for the SAF Delivery Group. The Secretariat will:

- confirm agenda items for forthcoming meetings with DfT officials and the Chair
- ensure the timely circulation of background papers and agenda to members (at least one week in advance)
- arrange meetings with sufficient notice (at least 2 weeks in advance);
- commission more detailed update notes and digital surveys between meetings, focusing on topics relevant to the delivery group discussions that can support policymaking, as required
- disseminate and keep track of the agreed actions from each meeting
- minute each meeting (non-attributable), assemble and analyse records (including key actions), share with members and responsible officials
- prepare short briefing papers for the Chair to use to report to the JZC on progress made by the SAF Delivery Group

### **Role of the members**

Members are expected to:

- ensure only one person from each member organisation attends each meeting. Delegation for any meeting is possible provided the Secretariat is notified in advance of the meeting
- read background material provided to them by the Secretariat before each meeting
- proactively contribute during meetings and participate in the discussion
- 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 where needed, to support the points raised
- ensure the independence, objectivity and impartiality of the delivery group, by acting in the public interest and not being constrained by their own organisational or professional boundaries



## Department for Transport

- Inform the Secretariat and Chair of any changes to their professional status, or affiliation, as well as any concerns regarding the delivery group.

### **Meetings and timing**

The first delivery group will convene in November 2020 and will meet subsequently at least on a quarterly basis until the end of 2021. Ideally, meetings will be held between JZC meetings, to ensure continuous exchange of information between the 2 advisory groups. Meetings will be held virtually initially, but this will be reviewed by the Secretariat based on current circumstances.

Subgroups have been established to drive progress on specific workstreams. They will meet more regularly, and each will have an industry lead who will feedback to the SAF Delivery Group. The workstreams are as follows:

- Mandate
- Technology
- Commercialisation
- COP26

DfT officials, together with the chair, will regularly review progress, objectives and membership to ensure the delivery group can continue to contribute to policymaking, including after 2021.

Each meeting will have a maximum duration of 2 hours.