



**Department  
for Transport**

# RTFO Expert Advisory Group -Terms of Reference - 2013/14

March 2013

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# 1. Background:

This document is to provide the Terms of Reference for the Department for Transport's Renewable Transport Fuels Obligation (RTFO) Unit's Expert Advisory Group (EAG), including an introduction to the EAG, areas of focus, examples of key tasks, the organisational structure and the expected Commitment to the EAG.

## 2. Introduction

The DfT's RTFO Unit is responsible for the administration of the Renewable Transport Fuel Obligation (RTFO), the UK Government's mechanism for achieving carbon emissions reduction in the transport sector through the use of renewable fuels. The RTFO Unit Expert Advisory Group (EAG) is a group of experts that will provide advice on issues related to the operation and implementation of the RTFO. The involvement of selected expert stakeholders is intended both to improve the quality and effectiveness of the Unit's work and to increase trust and credibility with both the administrator's stakeholders and the public.

### 3. Areas of focus

The EAG will provide expert advice to help the RTFO Unit to build on the Government's work on biofuel sustainability. The EAG will provide technical advice, input and expertise on issues around carbon and sustainability of biofuels for road transport. This input will primarily inform the implementation and development of:

- The RTFO Unit's C&S Technical Guidance which companies report against on an ongoing basis; and
- Reporting on the social, environmental and economic impacts of the RTFO.

The EAG will help the administrator facilitate links across stakeholder interest areas, so that diverse concerns can inform choices about the development of the Technical Guidance and, where appropriate, other issues relating to the delivery of sustainable biofuels.

The Renewable Energy Directive (RED) requires the UK to ensure that 10% of the energy used in transport is from renewable sources in 2020, as well as requiring the introduction of mandatory sustainability criteria for biofuels..The EAG will be asked to provide expert advice on the C&S Technical Guidance on the mandatory sustainability criteria and sustainability reporting under the RED and related Fuel Quality Directive (FQD).

## 4. Examples of key tasks

Key tasks of the EAG may include:

- Technical input to the RTFO Unit's C&S reporting guidelines e.g. clarifications of the existing guidelines;
- Reviewing RTFO Unit's guidance for verifiers;
- Expert consultation for RTFO C&S development – adaptation to the RED/FQD issues;

**and**

- Advice on research relating to the RTFO and its impacts, including identifying priorities;
- Input into specific projects (scope/content/direction/peer review).

## 5. Organisation

The EAG is an informal group of DfT expert stakeholders:

- Membership is by invitation and will be reviewed annually, or as the need arises the administration is to be provided by RTFO Unit, including the organisation of EAG meetings, tele-conference set up, feedback coordination etc.

## 6. Meetings and confidentiality

- The RTFO will chair regular EAG meetings on relevant topics (3-4 times a year, as appropriate, mainly London based)
- EAG members can nominate a deputy from their organisation in case the expert will not be able to attend the EAG meeting
- The meetings are held under the Chatham House Rule

*"When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed"*

- Meeting notes will be subsequently shared with the EAG members and published on the DfT's website
- Membership of the EAG will be published on the DfT's website in the interests of transparency. Attendees for any given meeting will be published in the minutes.

## 7. Finance

- The time of the EAG members will not be paid.
- The DfT is not able to cover travel expenses for EAG members.

## 8. Commitment

Although the RTFO Expert Advisory Group (EAG) is an informal group and based on voluntary participation, its members are expected to undertake a commitment to the EAG Terms of Reference, drafted in this document.

In particular, EAG members are expected to:

- Participate in at least 75% of EAG meetings (3-4 times a year, depending on issues); and
- Make time available to provide advice to the DfT on matters arising