

## Climate Adaptation Research and Innovation Board

### Terms of Reference

The Climate Adaptation Research and Innovation Board (CARIB) was established to ensure the coordinated development of research and innovation (R&I) activity to support effective climate adaptation across the UK through the development of a Climate Adaptation Research and Innovation Framework (CARIF). The board will sit until the publication of CARIF in 2023, and disband once mechanisms for ongoing implementation and maintenance have been agreed.

#### Vision

The third National Adaptation Programme (NAP3), due for publication in 2023, will set out the actions that the UK will need to take to adapt to climate change and respond to the 61 risks and opportunities identified in the third UK Climate Change Risk Assessment (CCRA3). Ownership of the 61 risks and opportunities are dispersed among multiple government departments and public bodies, with associated research and innovation requirements to support action.

At present there are no formal or statutory mechanisms to coordinate research and innovation activity to support NAP objectives. CARIF is intended to set out the priority areas and enabling conditions for adaptation research and innovation across the UK. CARIB will support the development of CARIF and raise the profile of adaptation research and innovation needs across government.

#### The Board

CARIB brings together senior representatives from government departments, non-departmental public bodies and non-ministerial departments with major climate adaptation research and innovation (R&I) budgets or NAP3 risk ownership. In addition, up to three independent members will be invited to join the Board to bring external commercial, technical and international expertise.

**The Government Office for Science (GO-Science) will lead the CARIB Secretariat, responsible for convening and running the board, whilst the Department for Environment, Food & Rural Affairs (Defra) will lead the CARIB Delivery Team, responsible for commissioning and delivery of the CARIF.** More information as to relative roles is outlined below.

#### The purpose of the Board

The Board has the following key functions.

- To ensure that adaptation research and innovation efforts are targeted to support NAP3 delivery over the plan period 2023-28, through:
  - Development of CARIF to accompany NAP3 publication in 2023.
  - Identification of ongoing implementation and update mechanisms post-publication.

Across all of these functions, the Board will reflect the views and priorities of all relevant government departments, through appropriate representation at meetings and in preparation of papers.

The Board will deliver this through the following core tasks.

- Reviewing and scrutinising the development of CARIF, considering advice from the delivery team and taking strategic decisions on the substance of the final framework. Ensuring that the CARIF as a minimum:
  - Provides strategic direction and influence spending decisions across departments and UKRI programmes.
  - Establishes a clear inventory of spend on adaptation R&I across departments.
  - Helps stimulate private sector R&I and set out opportunities for leveraging business investment by setting a clear direction for public funding.
- Providing clear recommendations to ministers and others across government (with ownership of the relevant research areas) to engage with the development and outputs of CARIF.
- Connecting budget holders with evidence specialists, to ensure system coordination for innovation spend and activities.
- Periodically reviewing the progress of ongoing initiatives and providing steers on direction of travel and opportunities to co-ordinate better with other cross Whitehall initiatives and committees, such as the Net Zero Innovation Board (NZIB), climate change Integrated Review Implementation Group (IRIG).

Recognising the independent decision-making structures of public bodies, the Board does not have authority to direct decisions on the use of individual funds or policies.

#### Members

Government Chief Scientific Advisor (Chair)

Chief Scientific Advisor, DEFRA (Co-Chair)

Chief Scientific Advisor, BEIS

Chief Scientific Advisor, DfT

Chief Scientific Advisor, DLUHC

Chief Scientific Advisor, DHSC

Chief Scientific Advisor, Met Office

Director, Environment and Strategy, Defra

Executive Chair, UKRI

Chief Scientific Advisor, Environment Agency

#### *Independent members:*

Up to three independent members may be invited.

#### *Observers:*

No. 10

Devolved administrations: Northern Irish, Scottish, Welsh Government

FCDO

HMT

Government Office for Science

Defra

### Providing advice

A forward look will be maintained to plan and monitor a schedule of agenda items for discussion by the Board and align its activity with other key committees with similar objectives, in particular CAI and IRIG. Meetings will discuss progress on the CARIF development and any alterations to the delivery plan, or delivery issue which cannot be agreed among the members of the delivery team. The Chair, having discussed with the rest of the Board, may escalate issues with the appropriate minister or other stakeholder from the organisations represented on the Board. Individual members will decide how best the work of the Board should fit within their organisations' existing governance structures.

### Public communications

The formation of the Board, its membership and remit are published on the Government website.

### Attendance

Board members are expected represent the views of their organisations as a whole and to prioritise attendance at meetings. A minimum of five members are required to be present at meetings. Nominated and agreed deputies are permitted in exceptional circumstances. The meeting may be chaired by a board member nominated by the Chair under unavoidable circumstances. Apologies for absence should be made to the Secretariat at the earliest opportunity. In cases where a member or a deputy is unable to attend, they are encouraged to provide views on papers in advance of the meeting to the Secretariat particularly where a decision is requested. The Chair will consult with the CSA network on matters of specific concern and invite additional CSAs to advise on relevant subjects when appropriate.

### Frequency, timings and location of meetings

The Board will meet every two months, although the Chair reserves the right to call additional meetings where necessary. Items may also be shared and agreed in correspondence where these need to be addressed ahead of the next Board.

### Role of the Secretariat

**GO-Science will provide the Secretariat, with active support from Defra to provide meeting content and forward-look. The Secretariat will provide active and managed support to the Board, the Chair and its members, to enable the Board to conduct its business focussing on the right issues at the right time.** It is responsible for:

- Liaising with relevant evidence teams to ensure departmental priorities are represented at meetings and inviting representatives to meetings as required;
- Liaising with board members on suitable meeting arrangements;
- Securing and informing the chair of the views of any absent board members submitted in advance;
- Ensuring papers are of sufficient quality and delivered on time;
- Maintaining a log of actions agreed at the Board and a forward look for future board meetings;

- Ensuring high quality and accurate minutes are submitted within a week to the chair for approval;
- Working with the chair to regularly assess how successfully the Board is delivering on its responsibilities (see 'evaluation');

The Chair, in consultation with members and with advice and support from the Secretariat, provides oversight of and direction for the Board's business.

### Papers

Each paper will have a lead owner (usually the relevant member). The owner briefly introduces the item at the meeting summarising the objective and key issues for discussion. The Chair will hold the Secretariat and members to account on quality and timeliness of papers. The Secretariat will ensure that board papers are of the required quality and are issued at least one week prior to a meeting. The Chair will see draft papers three weeks prior to meetings. Papers for the Board should include a summary of the issues and recommendation (including next steps); questions for the Board to answer; and supporting background and arguments.

### Minutes

The Secretariat will ensure high quality, accurate minutes are taken, and will prepare draft minutes within a week of each meeting. Comments or amendments to minutes should be sent to the Secretariat. Minutes will be cleared with the chair and endorsed by the Board at its next meeting.

### Actions

The Secretariat will report progress on actions and raise any outstanding actions at the beginning of each meeting.

### Role of the CARIF delivery team

**The CARIF delivery team, led by Defra, reports to the Board, and is made up of people from the public bodies represented on the main board with working-level expertise of UK research and innovation activity.** The delivery team, which works closely with the Secretariat, is responsible for:

- Developing the CARIF, including offering an expert view on the content and structure of the document as well as advising on how to engage external stakeholders in the development process.
- Co-ordinating a comprehensive forward look of meeting plans with the secretariat, coordinated with key milestones and decision points within the CARIF development plan;
- Discussing issues due to go to the next board, and providing advice to help the Board reach its conclusions;
- Responding to ad hoc requests from the Board.

### Evaluation and close

The Board is intended to run until the publication of the first CARIF in 2023. It will review its effectiveness on a regular basis. Members will be given the opportunity to assess effectiveness during meetings, and the Chair will lead a final review of the Board's effectiveness in consultation with the members. The success of the Board will be measured by:

- Feedback provided to the Chair (on the value of the Board's activities from the Defra SoS, ministers and senior officials in other departments), to assess the impact of the CARIF on

individual public body decisions; whether it is delivering on all the core tasks and responsibilities described in the terms of reference;

- The success of the Board in aligning and maximising the impact of the CARIF on NAP3 activity;
- Clarity of the programme of ongoing CARIF maintenance and implementation;
- The advice that is provided to ministers and SCS and the responses received on that advice;
- Whether papers and minutes are delivered on time, and the Board's action log and forward look are properly maintained.