



revision date: 16 April 2008

## **CARBON SEQUESTRATION LEADERSHIP FORUM TERMS OF REFERENCE AND PROCEDURES**

These Terms of Reference and Procedures provide the overall framework to implement the Charter of the Carbon Sequestration Leadership Forum (CSLF). They define the organization of the CSLF and provide the rules under which the CSLF will operate.

### **1. Organizational Responsibilities**

1.1. Policy Group. The Policy Group will govern the overall framework and policies of the CSLF in line with Article 3.2 of the CSLF Charter. The Policy Group is responsible for carrying out the following functions of the CSLF as delineated in Article 2 of the CSLF Charter:

- Identify key legal, regulatory, financial, public perception, institutional-related or other issues associated with the achievement of improved technological capacity.
- Identify potential issues relating to the treatment of intellectual property.
- Establish guidelines for the collaborations and reporting of results.
- Assess regularly the progress of collaborative projects and following reports from the Technical Group make recommendations on the direction of such projects.
- Ensure that CSLF activities complement ongoing international cooperation in this area.
- Consider approaches to address issues associated with the above functions.

In order to implement Article 3.2 of the CSLF Charter, the Policy Group will:

- Review all projects for consistency with the CSLF Charter.
- Consider recommendations of the Technical Group for appropriate action.
- Annually review the overall program of the Policy and Technical Groups and each of their activities.
- Periodically review the Terms of Reference and Procedures.

The Chair of the Policy Group will provide information and guidance to the Technical Group on required tasks and initiatives to be undertaken based upon decisions of the Policy Group. The Chair of the Policy Group will also arrange for appropriate exchange of information between both the Policy Group and the Technical Group.

1.2. Technical Group. The Technical Group will report to the Policy Group and make recommendations to the Policy Group on needed actions in line with Article 3.3 of the CSLF Charter. The Technical Group is responsible for carrying out the following functions of the CSLF as delineated in Article 2 of the CSLF Charter:

- Identify key technical, economic, environmental and other issues related to the achievement of improved technological capacity.
- Identify potential areas of multilateral collaboration on carbon capture, transport and storage technologies.
- Foster collaborative research, development, and demonstration (RD&D) projects reflecting Members' priorities.
- Assess regularly the progress of collaborative projects and make recommendations to the Policy Group on the direction of such projects.
- Establish and regularly assess an inventory of the potential areas of needed research.
- Facilitate technical collaboration with all sectors of the international research community, academia, industry, government and non-governmental organizations.
- Consider approaches to address issues associated with the above functions.

In order to implement Article 3.2 of the CSLF Charter, the Technical Group will:

- Recommend collaborative projects to the Policy Group.
- Set up and keep procedures to review the progress of collaborative projects.
- Follow the instructions and guidance of the Policy Group on required tasks and initiatives to be undertaken.

1.3. Secretariat. The Secretariat will carry out those activities enumerated in Section 3.5 of the CSLF Charter. The role of the Secretariat is administrative and the Secretariat acts on matters of substance as specifically instructed by the Policy Group. The Secretariat will review all Members material submitted for the CSLF web site and suggest modification where warranted. The Secretariat will also clearly identify the status and ownership of the materials.

## **2. Additions to Membership**

### **2.1. Application.**

Pursuant to Article 4 of the CSLF Charter, national governmental entities may apply for membership to the CSLF by writing to the Secretariat. A letter of application should be signed by the responsible Minister from the applicant country. In their application letter, prospective Members should:

- 1) demonstrate they are a significant producer or user of fossil fuels that have the potential for carbon capture;
- 2) describe their existing national vision and/or plan regarding carbon capture and storage (CCS) technologies;
- 3) describe an existing national commitment to invest resources on research, development and demonstration activities in CCS technologies;
- 4) describe their commitment to engage the private sector in the development and deployment of CCS technologies; and
- 5) describe specific projects or activities proposed for being undertaken within the frame of the CSLF.

The Policy Group will address new member applications at the Policy Group Meetings.

2.2. Offer. If the Policy Group approves the application, membership will then be offered to the national governmental entity that submitted the application.

2.3. Acceptance. The applicant national governmental entity may accept the offer of membership by signing the Charter in Counterpart and delivering such signature to the embassy of the Secretariat. A notarized “true copy” of the signed document is acceptable in lieu of the original. The nominated national governmental entity to which an offer has been extended becomes a Member upon receipt by the Secretariat of the signed Charter.

### **3. CSLF Governance**

3.1. Appointment of Members’ Representatives. Members may make appointments and/or replacements to the Policy Group and Technical Group at any time pursuant to Article 3.1 of the CSLF Charter by notifying the Secretariat. The Secretariat will acknowledge such appointment to the Member and keep an up-to-date list of all Policy Group and Technical Group representatives on the CSLF web site.

#### **3.2. Meetings**

(a) The Policy Group should meet at least once each year at a venue and date selected by a decision of the Members.

(b) Ministerial meetings will normally be held approximately every other year. Ministerial meetings will review the overall progress of CSLF collaboration, findings, and accomplishments on major carbon capture and storage issues and provide overall direction on priorities for future work.

(c) The Technical Group will meet as often as necessary and at least once each year at a considered time interval prior to the meeting of the Policy Group.

(d) Meetings of the Policy Group or Technical Group may be called by the respective Chairs of those Groups after consultation with the members.

(e) The Policy and Technical Groups may designate observers and resource persons to attend their respective meetings. CSLF Members may bring other individuals, as indicated in Article 3.1 of the CSLF Charter, to the Policy and Technical Group meetings with prior notice to the Secretariat. The Chair of the Technical Group and whomever else the Technical Group designates may be observers at the Policy Group meeting.

(f) The Secretariat will produce minutes for each of the meetings of the Policy Group and the Technical Group and provide such minutes to all the Members’ representatives to the appropriate Group within thirty (30) days of the meeting. Any materials to be considered by Members of the Policy or Technical Groups will be made available to the Secretariat for distribution thirty (30) days prior to meetings.

#### **3.3. Organization of the Policy and Technical Groups**

(a) The Policy Group and the Technical Group will each have a Chair and up to two Vice Chairs. The Chairs of the Policy and Technical Groups will be elected every three years.

- 1) At least 3 months before a CSLF decision is required on the election of a Chair or Vice Chair a note should be sent from the Secretariat to CSLF Members asking for nominations. The note should contain the following:

Nominations should be made by the heads of delegations. Nominations should be sent to the Secretariat. The closing date for nominations should be six weeks prior to the CSLF decision date.

- 2) Within one week after the closing date for nominations, the Secretariat should post on the CSLF website and email to Policy and Technical Group delegates as appropriate the names of Members nominated and identify the Members that nominated them.
- 3) As specified by Article 3.2 of the CSLF Charter, the election of Chair and Vice-Chairs will be made by consensus of the Members.
- 4) When possible, regional balance and emerging economy representation among the Chairs and Vice Chairs should be taken into consideration by Members.

(b) Task Forces of the Policy Group and Technical Group consisting of Members' representatives and/or other individuals may be organized to perform specific tasks as agreed by a decision of the representatives at a meeting of that Group. Meetings of Task Forces of the Policy or Technical Group will be set by those Task Forces.

(c) The Chairs of the Policy Group and the Technical Group will have the option of presiding over the Groups' meetings. Task force leaders will be appointed by a consensus of the Policy and Technical Groups on the basis of recommendations by individual Members. Overall direction of the Secretariat is the responsibility of the Chair of the Policy Group. The Chair of the Technical Group may give such direction to the Secretariat as is relevant to the operations of the Technical Group.

3.4. Decision Making. As specified by Article 3.2 of the CSLF Charter, all decisions will be made by consensus of the Members.

#### **4. CSLF Projects**

4.1. Types of Collaborative Projects. Collaborative projects of any type consistent with Article 1 of the CSLF Charter may be recognized by the CSLF as described below. This specifically includes projects that are indicative of the following:

- Information exchange and networking,
- Planning and road-mapping,
- Facilitation of collaboration,
- Research and development,
- Demonstrations, or
- Other issues as indicated in Article 1 of the CSLF Charter.

4.2. Project Recognition. All projects proposed for recognition by the CSLF shall be evaluated via a CSLF Project Submission Form. The CSLF Project Submission Form shall request from project sponsors the type and quantity of information that will allow the project to be adequately evaluated by the CSLF.

A proposal for project recognition can be submitted by any CSLF delegate to the Technical Group and must contain a completed CSLF Project Submission Form. In order to formalize

and document the relationship with the CSLF, the representatives of the project sponsors and the delegates of Members nominating a project must sign the CSLF Project Submission Form specifying that relationship before the project can be considered.

The Technical Group shall evaluate all projects proposed for recognition. Projects that meet all evaluation criteria shall be recommended to the Policy Group. A project becomes recognized by the CSLF following approval by the Policy Group.

4.3. Information Availability from Recognized Projects. Non-proprietary information from CSLF-recognized projects, including key project contacts, shall be made available to the CSLF by project sponsors. The Secretariat shall have the responsibility of maintaining this information on the CSLF website.

## **5. Interaction with Stakeholders**

It is recognized that stakeholders, those organizations that are affected by and can affect the goals of the CSLF, form an essential component of CSLF activities. Accordingly, the CSLF will engage stakeholders paying due attention to equitable access, effectiveness and efficiency and will be open, visible, flexible and transparent. In addition, CSLF members will continue to build and communicate with their respective stakeholder networks.