

Energy Advisory Panel Committee Terms of Reference

Overall purpose

The Council of the Energy Institute has delegated to the Energy Advisory Panel (EAP) Committee responsibility for advising and supporting the Energy Institute Knowledge Service (EIKS) team in development and dissemination of energy knowledge and information based on sound science to EI members and stakeholders on all aspects of the supply and use of energy.

The EAP Committee will report to the Council and operate within the following terms of reference:

Membership

Will consist of 8-12 members, as approved by the Council annually. The EAP will be made up of eminent EI members and representatives from EI Company members and stakeholders. Young professionals will also be represented. EAP members will be from key sectors of the energy industry and collectively have knowledge across the breadth of the energy system.

EAP members will serve for a term of three years and may be invited to serve for up to two further terms to permit a maximum continuous term of nine years, as required to maintain continuity, or the overall balance of experience, expertise and representation on the Committee.

Chair

The Chair will be appointed by Council. The Chair will serve for a term of three years and is eligible for re-appointment for one further term to permit a maximum continuous term of six years.

By invitation

Such other non-voting persons as the EAP Committee may wish to invite on specific issues falling within its scope and responsibility.

Quorum

4 members plus the External Affairs Director or Head of Knowledge Service. Any member not able to be present at a meeting will be advised of the proposed matters for discussion and invited to submit any comments on matters arising or agenda items to the Chair prior to the meeting.

Frequency of meetings

The Committee will normally meet 4 times a year or additionally if required. Any member failing to attend meetings for one year, to which they have been invited, without giving an explanation acceptable to the Committee, will be deemed to have resigned.

Remit

- To support the EI in ensuring the depth and breadth of energy topics are being addressed across the EI's activities. For example, this may be through supporting the development of EIKS projects such as the *Energy Barometer* or *Energy in Conversation* podcast
- To monitor energy trends and policies and provide the EI with annual recommendations and milestones for addressing specific and timely energy issues via the EI's knowledge dissemination channels (events, publications, PR, policy consultation responses, etc).
- To support the formation of sub-committees of experts responsible for the implementation of knowledge dissemination through the production of topical and timely energy briefings.
- To support the EI's media relations activities if/when appropriate.

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