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Proposed Terms of Reference for a CSLF Project Initiation and Review Panel

Barbara N. McKee
Tel: 1 301 903 3820
Fax: 1 301 903 1591
CSLFSecretariat@hq.doe.gov



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Proposed Terms of Reference for a CSLF Project Initiation and Review Panel

Note by the Secretariat

Background

At the meeting of the Technical Group in Melbourne, Australia on September 15, 2004, creation of a new Project Initiation and Review Panel (PIRP) was proposed. The function of the proposed PIRP would be to assess projects proposed for recognition by the CSLF and review the CSLF project portfolio to identify synergies and gaps that would then act as input for any future revisions to the CSLF Technology Roadmap. The European Commission (EC) was requested to develop the PIRP concept so that it is consistent with the aims of the CSLF in how it relates to Policy Group functions and responsibilities. To that end, the EC assembled an ad hoc panel of Technical Group delegates to produce a document describing the proposed PIRP that would be presented at a full Technical Group meeting. This proposed Terms of Reference document is the result of the panel's activities.

Action Requested

The Technical Group is requested to review and consider the proposed Terms of Reference for a CSLF Project Initiation and Review Panel.

Conclusions

The Technical Group is invited to note in the Minutes of its meeting of April 30, 2005 that:

“The Technical Group reviewed and considered the proposed Terms of Reference for a CSLF Project Initiation and Review Panel.”

Terms of Reference for the CSLF Project Initiation and Review Panel

Background

One of the main instruments to help the CSLF achieve its goals will be through the initiation, recognition and monitoring of CSLF projects. By responding to the gaps and priorities identified in the CSLF Technology Roadmap, the CSLF projects will be a key element in generating and exploiting the knowledge that may lead to improved CCS technologies. It is therefore of major importance to have appropriate mechanisms within the CSLF for the generation, recognition, progress review and dissemination of projects and their results for the benefit of the CSLF and its Members.

The CSLF Project Review and Initiation Panel (PIRP)

It is proposed that under the supervision of the CSLF Technical Group, an advisory body is created with the following functions:

- Assess and disseminate (as appropriate) pre-proposals for new international collaborative projects which are not yet sufficiently mature for CSLF recognition. Such pre-proposals are submitted to the CSLF Secretariat
- Recommend updates to the criteria against which potential CSLF projects will be assessed
- Assess projects proposed for recognition by the CSLF
- Review the CSLF project portfolio and identify synergies, complementarities and gaps, providing feedback to the Technical Group and input for further revisions of the CSLF Technology Roadmap
- Foster enhanced international collaboration for CSLF projects, both within individual projects (e.g. expanding partnership to organisations from other CSLF members) and between different projects addressing similar issues
- Review the progress of each CSLF project and of the technologies under development in the overall portfolio, providing input for revisions of the Roadmap
- Promote awareness of new developments in CO₂ Capture and Storage and of progress within the CSLF recognized projects and beyond by establishing and implementing a framework for periodically reporting to the Technical Group on the progress of CSLF projects
- Propose follow up actions leading for example to new projects to address the barriers to CO₂ capture and storage
- Organize periodic project review meetings to facilitate the fulfilment of the above functions and give an opportunity to stakeholders involved in projects and other relevant stakeholder invited by the CSLF, to exchange experience and views on issues of common interest in order to make suggestions to the CSLF on best practices for project development and implementation, etc.

Members of the PIRP

The Panel would consist of:

- A core group comprising CSLF members of the Technical Group or their representatives
- A floating group comprising one (or more) representative(s) of each CSLF recognized project with overall management responsibility in the project (e.g. Project Manager). Members of the floating group would be invited to take part in the panel activities on an issue and topic related basis

The Panel Chair should rotate annually and be nominated by the Technical Group for the approval of the Policy Group.

Operation of the PIRP

- The Panel will establish detailed operational procedures to be endorsed by the Technical Group
- The Panel will coordinate with the Technical Group on the agenda and timing of meetings
- The Panel should meet periodically possibly before Technical Group meetings, to which they should report at least once a year
- Recommendations of the Panel should be reached by consensus of the members
- Most of the activities of the Panel should be conducted electronically
- Broader CSLF project review workshops should be organized periodically as appropriate

Project Evaluation

Project Abstract Evaluation: The consortium must send an abstract of the planned research to the CSLF Secretariat which will be forwarded to the PIRP for consideration. The consortium of a positively evaluated pre-proposal will be encouraged to submit a full proposal. Proposers of unapproved projects will be given feedback as to why they will not be considered for recognition.

Full Proposal Evaluation: The consortium must submit a final proposal in standardised format for detailed evaluation. The final proposal shall include the formal commitment of the consortium to dissemination through and review by the CSLF.

Final Recognition: Final recognition will be made by the Policy Group of the CSLF based on the recommendations of the Technical Group.

Project Review

The Technical Group with the assistance of the PIRP will review progress of the project regularly. To facilitate this each consortium will submit a summary report once a year to the CSLF, in a standardised format.

Project Recognition Criteria

- Demonstrate a clear potential for impact at global scale
- Have sufficient critical mass and relevance for the CSLF Technology Roadmap
- Demonstrate the clear added value of international collaboration
- Scientific and technical merit
- Confirm the availability of funding to carry out the project
- Be open to disseminate their results through the CSLF
- Allow their project to be reviewed periodically by the CSLF
- Fulfil the established project recognition rules