



**POLICY GROUP**

**DRAFT TERMS OF REFERENCE AND PROCEDURES FOR THE  
CARBON SEQUESTRATION LEADERSHIP FORUM**

*Note by the Secretariat*

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Background

At its inaugural meeting on 25 June 2003, the Policy Group of the Carbon Sequestration Leadership Forum decided that detailed Terms of Reference and Procedures were needed to provide a clear and agreed-upon set of principles for the operations of the CSLF. The Policy Group directed the Secretariat to compose Draft Terms of Reference and Procedures. This draft was circulated to the CSLF Members and comments were incorporated in this revised Draft. This revised Draft Terms of Reference and Procedures is being circulated to CSLF with this Note. Changes to the original draft are indicated.

Action Requested

The Policy Group is requested to discuss and approve the Draft Terms of Reference and Procedures.

Conclusions

The Policy Group is invited to note in the Minutes of its meeting of 21 January 2004 that:

“The Policy Group approved as Final the Draft Terms of Reference and Procedures.”



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

These Terms of Reference 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 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](#), or institutional-related [barriers](#) to achieving 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 make recommendations on the direction of such projects.
- Ensure that CSLF activities complement ongoing international cooperation in this area.
- [Consider approaches to address obstacles and issues.](#)

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

- Assure that all projects are consistent with the CSLF Charter.
- Act on recommendations of the Technical Group.
- Annually review the overall program of the Policy and Technical Groups and each of their projects.
- Periodically review the Terms of Reference.

[The Chair of the Policy Group will provide information and advice to the Technical Group based upon those 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 is responsible for carrying out the following functions of the CSLF as delineated in Article 2 of the CSLF Charter:

- Identify key technical, economic and environmental obstacles or other obstacles not addressed by the Policy Group to achieving improved technological capacity.
- Identify potential areas of multilateral collaboration on carbon sequestration, 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 on the direction of such projects.
- Establish and regularly assess an inventory of the potential areas of needed research.
- Organize collaboration with all sectors of the international research community, including industry academia, government and non-governmental organizations.

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.

1.3. Secretariat. The Secretariat will carry out those activities enumerated in Section 3.5 of the CSLF Charter. The focus of the Secretariat is administrative and the Secretariat acts on matters of substance as specifically instructed by the Policy Group and the Technical Group. The Secretariat will review all members material submitted for the CSLF website and suggest modification where warranted.

## **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](#). [The application will be circulated to the members of the Policy Group for consideration. If no objection is received from members then the application will be deemed successful. Otherwise the application will go forward for a decision at the next scheduled meeting of the Policy Group. Applications must be received by the Secretariat at least 60 days prior to the meeting during which membership will be discussed.](#)

2.2. Offer. Membership will [then](#) be offered to the national governmental entity that submitted the successful 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 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.

This list will be posted by the Secretariat on the CSLF web site for access by the Members.

### 3.2 Meetings.

(a) The Policy Group will hold regular meetings twice each year at a venue and date selected by a **decision** of the Members. The Policy Group may designate observers and resource persons to attend the Policy Group meeting. CSLF members may bring observers to the Policy Group meeting with 60 days 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.

(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 sequestration issues.

(c) The Technical Group will hold regular meetings twice each year with the meeting ending prior to the meeting of the Policy Group.

(d) Special meetings of the Policy Group or Technical Group may be called by the respective Chairs of those Groups.

(e) 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.

### 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.

(b) Task Forces of the Policy Group and Technical Group consisting of Members' representatives 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 responsibilities of presiding over the Group's meeting and appointing the leaders and members of Task Forces. Overall direction of the Secretariat is the responsibility of the Chair of the Policy Group and 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. **If consensus cannot be reached then a vote will be taken.**

## 4. CSLF Projects

4.1. Types of Collaborative Projects. Collaborative projects of any type consistent with Article 1 of the CSLF Charter may be **endorsed** by the CSLF as authorized by the Policy or Technical Groups as described below. This specifically includes projects involving the following:

- Information exchange and networking,
- Planning and road-mapping,
- Facilitation of collaboration,
- Research and development,
- Demonstrations,
- Public perception and outreach,
- Economic and market studies,
- Institutional, regulatory and legal constraints and issues,
- Health and safety,
- Support to policy formulation, or
- Other issues as authorized by the Policy Group.

4.2. Project Authorization. All collaborative projects will be **endorsed** by a **decision** of the Policy Group. The Technical Group shall recommend technical projects to the Policy Group.

4.3. Project Agreements. Upon **endorsement** the CSLF and the parties to the **endorsed** project will sign a **Project Agreement** prepared by the Secretariat. This **Project Agreement** will enumerate all responsibilities, financial and otherwise, for the project. No **CSLF Member** shall have a responsibility under a **Project Agreement** unless it is a signatory to that **Project Agreement**. The CSLF itself shall have no responsibilities under **Project Agreements**.

The Chair of the Policy Group will sign on behalf of the CSLF.

The Secretariat shall have the responsibility of maintaining the official copies of all **collaborative projects and a synopsis including information on key contacts in the projects**.

4.4. The Technical Proposal Process. Proposals may be submitted by the representative of any Member to the Technical Group for projects in its area of responsibility as designated by Article 1.2 of these Terms of Reference. Proposals will specify:

- The project objectives, scope of work, deliverables and timetable
- Consistency with the purpose of the CSLF
- The policy and technical benefits
- The proposed participating parties
- The responsibilities of the proposed participating parties
- The nature of the arrangements among the participating parties

- The extent to which the results of the proposed project will be open and non proprietary
- Intellectual property rights
- The financial terms
- Support, if any, required from the CSLF Secretariat
- Recommendations for the implementing agreement
- Other information to explain the proposed project

## 5. Involvement of Stakeholders

5.1. Stakeholders. Many parties are stakeholders to the development of the carbon capture and sequestration technologies that it is the objective of the CSLF to advance. These stakeholders include industry, the financial community, government decision makers, academia, non-governmental organizations, community groups, multilateral organizations, and the general public.

5.2. Stakeholder Participation. It is important that the ongoing input and involvement of stakeholders be incorporated into the work of the CSLF. Towards this end, the Policy Group will appoint members of a Stakeholders [Advisory Panel](#) from [a balanced representation](#) of diverse interests. Members of the Stakeholders [Advisory Panel](#), at the invitation of the Policy and Technical Groups, may participate as observers in the deliberations and meetings of their respective Groups. Either Members of the Stakeholders [Advisory Panel](#) or other stakeholders may:

- (a) Be invited to participate in CSLF events
- (b) Be invited observers and presenters at Policy Group or Technical Group meetings
- (c) Participate in the work of Task Forces as appointed by the Group Chairs or Task Force leader
- (d) Participate in CSLF Projects

Stakeholders do not have the right to vote in any Policy Group or Technical Group deliberations.

5.3. The Policy Group will from time to time develop additional guidelines for the involvement of stakeholders in the CSLF.