

## ***European Biofuels Technology Platform***

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### **Terms of Reference**

#### **Mission**

The mission of the European Biofuels Technology Platform (Biofuels TP) is to contribute to the development of cost-competitive world-class biofuels technologies, to the creation of a healthy biofuels industry and to accelerate the deployment of biofuels in the European Union through a process of guidance, prioritisation and promotion of research, development and demonstration.

To this purpose and building on the findings of the Vision 2030 developed by the Biofuels Research Advisory Council (BIOFRAC), the following activities will be pursued:

- Elaborate a Strategic Research Agenda (SRA) with detailed identification of key RD&D working lines for the next 10 years necessary to achieve the Vision 2030.
- Elaborate a Deployment Strategy which anticipates the key elements required to implement the SRA, such as mechanisms to mobilise investments, demonstration activities, regulations, education and training actions and communication.
- Identify on-going biofuels RD&D activities and players relevant to the Platform mission.
- Facilitate the deployment of the SRA by stimulating EU private and public investment in RD&D projects that make best use of all available support instruments, such as the 7th Framework Programme 2007-2013 aimed at promoting public-private partnership.
- Coordinate with other bodies and initiatives engaged in biofuels RD&D, including other EU Technology Platforms, Member State initiatives and international (ex-EU) cooperation.
- Communicate the outcome of the platform activities above in order to supporting the mission objectives.

#### **Background and foundation**

The Biofuels Research Advisory Council (BIOFRAC) that prepared the European Technology Platform for Biofuels, has developed a vision report – “Biofuels in the European Union: a vision for 2030 and beyond” -, which was presented at the platform’s launching conference on 8 June 2006. This report addresses all the issues that are relevant to ensure a breakthrough in production of biofuels and increase their deployment in the EU, with an emphasis on research, development and demonstration to overcome technical and non-technical barriers as well as other support measures, regulation and legislation issues. The vision report is intended as a guidance tool for all stakeholders including policy makers and also provides input relevant to the development of the 7th framework programme for research (FP7).

This report lays the foundations for a Strategic Research Agenda (SRA) and recommendations for implementation of the vision.

#### **Platform Stakeholders and Members**

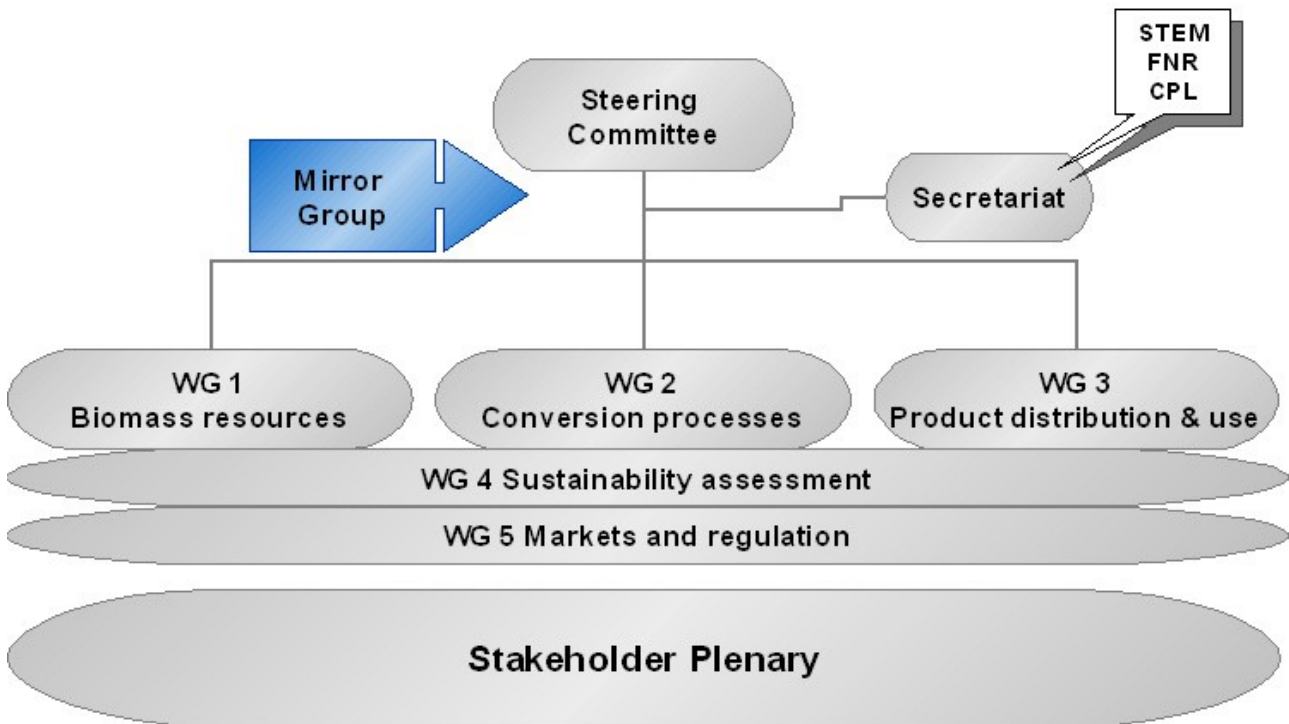
The TP “Biofuels” may include representatives of all relevant stakeholders. Such organisations are allowed to assign members to the various platform bodies.

Members are authoritative individuals that are able to contribute to the objectives of the Platform through work, advice and influence.

The platform is a wide open forum, therefore stakeholders are welcome from all parties interested in the sustainable development of biofuels: agricultural and forest common interest groups, industry and industry associations, research and technology organisations, academia, governmental bodies, the general public, etc.

**Organisation and operation**

The TP “Biofuels” is composed of a Steering Committee, Working Groups, a Secretariat and a Stakeholder Plenary and an associated Mirror Group of national Representatives. Five working groups are proposed as indicated in the following diagram.



The **Steering Committee (SC)** is the decision making body and executive arm of the TP and as such directs all activities of the TP, being accountable for:

- Defining the roles and responsibilities within the Platform and outlining operations.
- Compliance with the Platform Mission and related activities.
- Approval and launching of activities: objectives, timing, scope.
- Follow-up activities and approval of deliverables.
- Setting high-level policy: coordination with external bodies and initiatives, communication and general organization.
- Final elaboration of key deliverables (Strategic Research Agenda and Deployment Strategy) with support from Secretariat based on the reports from the Working Groups outcomes, thus ensuring harmonization of content and integrity of the messages.

The TP “Biofuels” Steering Committee may have 20-25 members. It is expected to have a balanced composition with regard to members’ nationalities and stakeholder groups (to include representatives of all industries involved as well as research establishments and academic research bodies and other organisations with relevant expertise or interest on biofuels).

Members of the first SC are listed below.

Members are appointed for a 2-year term and may be reappointed for one further term. Members serve in a personal capacity, therefore in general the appointment of substitutes is not permitted. Each stakeholder may however assign one alternate that may attend SC meetings on behalf of the Member if they are unable to attend for justified reasons. Members should represent both the knowledge of their individual expertise and the collective view of their stakeholder group, not specifically their own company or institute. If necessary, new stakeholders may be added, with the agreement of a majority (two thirds) of the existing members of the Steering Committee, in order to achieve a balanced composition to best suit its functions.

A Chairperson and a maximum of three Vice-Chairpersons shall be elected by the Members of the SC from the Members on the basis of personal capacities and reflecting sound representation of stakeholders. These officers shall serve for a 1-year period and may be reappointed.

The first officers, as below, were elected on 7 June 2006:

Chair: Luis Cabra (Repsol YPF);

Vice-Chairs: Olivier Appert (IFP), and Anders Røj (Volvo)

The membership of the SC and position of Chairperson and Vice-Chairpersons are voluntary and are not subject to remuneration.

Individuals may be invited to attend SC meetings as Observers. The number of Observers must not exceed 15 % of the total number of members. Nominations for Observers are proposed to the Steering Committee for approval by the Chairperson, in agreement with the Vice-chairpersons and in consultation with the Commission. Observers may attend all Steering Committee meetings. They may intervene during these meetings on request of the Chairperson. The European Commission, Member States representatives (of MS mirror group – to be established), and MEPs may also participate as active observers to the platform.

SC decisions will be taken by consensus wherever possible. Each Member of the Steering Committee has one vote and decision will be taken on the basis of a majority (two thirds) of votes should consensus not be achieved.

Meetings of the Steering Committee will be held periodically, at least three times a year. The Steering Committee will submit the Strategic Research Agenda and its positions, opinions, recommendations and reports to the European Commission, the Member States Mirror Group and all stakeholders in due course. Copies of these records will be made available to other bodies upon request. They will be made available to the scientific community and to the public in general through the Technology Platform website: <http://www.biofuelstp.eu>

The elected **Chair and Vice-Chairs** of the Steering Committee will guide the Secretariat in the overall planning and co-ordination of the activities of the Platform, and in taking ad-hoc decisions. The Steering Committee will be consulted when there is sufficient time available. Ad-hoc decisions will be approved at the next Steering Committee meeting.

## II. Working Groups

On the advice and request of the Steering Committee **Working Groups (WG's)** will be established in order to develop the Strategic Research Agenda and to support subsequent deployment and implementation of the Agenda. The SC shall propose a chairman and a Vice-Chairman for each WG. These officers will assist the SC in selection of Members for the WGs and be responsible for implementing the activities of the WGs according to criteria set by the SC.

The SC has agreed that the selection of members of the WGs will be based on the following criteria:

- Technical competence of individuals based on their professional profile.
- Individual commitment to the work involved.
- Expected technical support from company or institution, company profile and formal commitment to allocate adequate resources to the task.
- Recognized records of individual or company previous contributions to the development of biofuels for transport, e.g. contributions to BIOFRAC, R&D programmes and publications.

- A diversity of country representation from EU-25 since biofuels issues reflect significant regional and sectorial differences will be attempted without compromising technical competence and commitment to work.
- In principle the maximum number of members for each WG will be set at 25.
- An adequate balance of industry vs. research/public centres will be established in order to preserve the Platform as an industry-led body.

### III. Secretariat

20. The Steering Committee is supported by a Secretariat comprising STEM, FNR and CPL, that has been assigned for an initial period of 30 months. The secretariat is a service-oriented body facilitating the various processes of the technology platform and providing its general management, administration, information and communication functions. Under contract with the European Commission, the secretariat supports the technology platform's key objectives and helps to build an identity for the platform. It maintains a strictly neutral position as regards policy setting and orientation of final documents and deliverables of the Platform. Further information concerning TOR for the Secretariat is provided in a separate document.

### IV. Stakeholder Plenary

1. The Plenary is the community of Stakeholders that participate in the Platform through various communication channels (in particular the website and a once-a-year Plenary meeting) in order to:
  - Facilitate information dissemination to stakeholders concerning the platform activities.
  - Facilitate interaction between stakeholders to stimulate future cooperation in collaborative RD&D projects.
  - Receive inputs from stakeholders for platform strategy-setting and key deliverables via consultation processes as established by the Steering Committee.

### **The process of preparing and implementing the Strategic Research Agenda (SRA)**

1. The objective of the SRA is to enable all stakeholders to co-ordinate and plan coherent research activities. It will also propose mechanisms for collaboration and partnership to help define strategies for biofuels deployment and identify resources, implications and requirements for regulatory measures. The Strategic Research Agenda will draw upon source information, expertise and the long term vision of all stakeholders represented in the TP.
2. The Biofuels TP will determine the scope and content of the SRA in accordance with its primary mission. It is expected that the content of the SRA will be presented in a target-based format.
3. The SRA will be a statement of research priorities, including timing and identification of the necessary steps, with recommendations for implementation in both public and private programmes. The SRA will not be a detailed research work program, the formulation of which is the responsibility of competent organisations in the public or private sectors.
4. The SRA is expected to impact on EU, national and private research programmes. However, different stakeholders can have different roles in the implementation of the SRA, and therefore should recognise synergies, complementarities and need for co-operation.

### **Inclusiveness, Transparency and Communication**

1. The TP "Biofuels" is open to all interested stakeholders that support, in a non-dogmatic manner and on the basis of consensus, the aim of strengthening research, development and innovation efforts in Europe in the biofuel sector.
2. Summaries of meeting reports and working documents will be made available to stakeholders on the website of the TP "Biofuels" [www.biofuelstp.eu](http://www.biofuelstp.eu).

Annex 1 List of members of Steering Committee (as of 7 June 2006)

<b>Name</b>	<b>First name</b>	<b>Company</b>
ALEXANDRE	Olivier	Total
APPERT	Olivier	IFP (Co-chairman)
CABRA	Luis	Repsol YPF (Chairman)
EDFAST	Ann-Britt	Sveaskog
GAROFALO	Raffaello	European Biodiesel Board
KARLSSON	Markku	UPM-KYMENE
KLEIN	Dietrich	Copa-Cogeca
KULCZYCKI	Andrzej	CLN / Polish Technology Platform on Biofuels and Biocomponents
MAIRONE	Paolo	Fiat Powertrain Technologies
MITTELBACH	Martin	University of Graz
NIELSEN	Charles	DONG Energy
PIERCE	John	DuPont Central Research
RÖJ	Anders	Volvo (Co-chairman)
SALGADO	Javier	Abengoa Bioenergia
STEIGER	Wolfgang	Volkswagen
SYRED	Nicholas	Cardiff University
TURPEINEN	Harri	Neste Oil
VAN LIERDE	Frank	Cargill Sweeteners Europe
VAN REE	René	ECN

**Observers to the Steering Committee:**  
 Jeroen SCHUPPERS EC DG Research