



## **ICT for Energy Efficiency (ICT4EE) Forum**

### **Terms of Reference**

#### **Aims and objectives**

The overarching aim of the ICT for Energy Efficiency (ICT4EE) Forum is to link digital technology more closely to EU climate and energy policies and economic development. The objectives of the Forum are threefold:

- To demonstrate the commitment of the ICT sector to work in partnership to deliver energy efficient ICT solutions in other sectors of the economy and leadership to improve the energy efficiency of its own processes through delivery of its three year Roadmap.
- To help ensure a coordinated global approach from the ICT sector to policy recommendations on ICT4EE and climate and energy policies more broadly.
- To support the development of informed and coordinated policy making in the European Commission, European Parliament and Member States on the ICT4EE agenda.

#### **Composition**

The founding members of the ICT4EE Forum are: DIGITALEUROPE, GeSI, JBCE and TechAmerica Europe.

The Forum shall be comprised of:

- Steering Committee;
- Working Groups; and
- Stakeholder Plenary.

ICT4EE Forum membership shall be comprised of ICT/high tech associations; individual companies in the sector and national trade associations. Similarly, trade associations and individual companies from the buildings & construction, transport & logistics and energy sectors will be invited to join the ICT4EE Forum and contribute to its work.

The ICT4EE Forum shall operate on an open basis and engage with a broad range of stakeholders including governments, standards bodies, academia, experts, NGOs and end users, particularly

through its annual Stakeholder Plenary. Stakeholders will also be invited to comment and contribute on an ongoing basis, primarily through online communication.

The Forum will be officially endorsed by the European Commission.

## 1. Steering Committee

The Steering Committee is the decision making body and executive arm and will direct all activities of the Forum. It is suggested to have the following number of representatives:

- ICT associations - DIGITALEUROPE; GeSI, JBCE, TechAmerica Europe
- European Commission (INFSO, Energy, Enterprise, Climate Action, Environment)
- European Parliament (MEPs from Industry and environment committees )
- Member States – (Troika Presidencies)
- Other sector associations/platforms from buildings; transport; energy
- International Standards Organisations
- NGOs/experts

The Steering Committee shall be chaired by the Chairman or by the Director General of the founding associations (on a rotating basis).

The Steering Committee shall be supported by a secretariat provided by DIGITALEUROPE.

The Steering Committee will agree on its own Terms of reference

It is expected that the steering committee will meet 3-4 times per year and its responsibilities will include:

- Constituting, inviting and approving membership.
- Defining roles, responsibilities and composition of the Forum and outlining operations.
- Overseeing the strategic direction of the Forum.
- Reviewing and evaluating progress of the Forum in meeting its objectives and delivering on the Roadmap.
- Reporting and validation of Roadmap based on reports from the Working Groups.
- Coordination of activities with international bodies and initiatives and dialogue with policy makers.
- Management of annual stakeholder meetings.
- External communications, dissemination of information and best practices.
- Manage overall budget and approve budgets & work programmes for working groups.
- Mandating new working groups as required.

## 2. Working Groups

Initially there shall be 3 Working Groups.

- **WG1 Measuring the Energy Efficiency of ICT Processes.** Development of methodologies, targets, reporting, auditing and verification frameworks.

### **WG2 Enabling Energy Efficiency in other Sectors**

- Using technology where there is greatest scope for reductions: transport, buildings and energy supply, based on a snapshot of cities as a systemic way of looking at all sectors.

### **WG3 Policy and Technology for the Future**

- Policy and technology timelines - from current mitigation to future transformation, including a focus on available technologies v's under-deployment, behavioural change, innovation drivers, scenario building and future policy landscapes.

Each Working Group, with the support and participation of the European Commission, shall develop a clearly defined work programme aligned to the ICT4EE Forum's overarching three year Roadmap and will be responsible for subsequent deployment and implementation of the said work programme. The working groups shall have the right to set up taskforces as appropriate.

The Working Group membership will not be limited to the membership of the Steering Committee.

The Working Groups shall comprise experts who are able to contribute to the objectives of the Forum through work, advice and influence. Members of the working groups will be expected to meet the following criteria:

- Recognised record of the individual or company to the development of climate and energy policy.
- Technical competence of individuals based on their professional profile and company commitment to the work involved.
- Expected technical support from company and formal commitment to allocate adequate resources to the task.

It is expected that the Working Groups shall meet regularly according to the work required in their individual work programmes and their responsibilities shall include:

- Developing cross sectoral partnerships.
- Developing and executing individual work programmes linked to the 3 year Roadmap.
- Carrying out work, research, projects as appropriate.
- Reporting progress to each Steering Committee and annually to the Stakeholder Plenary.

Each Working Group shall propose a Chair and Vice-Chair, who will be subject to approval by the Steering Committee.

### **3. Stakeholder Plenary**

The Forum will operate on the principles of inclusiveness, transparency and communication. The Stakeholder Plenary is the broad community of stakeholders that participate in the Forum, primarily through online communication and during the annual plenary meeting.

The aims of the Stakeholder Plenary are:

- To receive input from stakeholders to the Forum's work.
- To facilitate information dissemination of the Forum's activities.

Summaries of meeting reports and working documents will be made available to stakeholders at: [www.ict4ee.eu](http://www.ict4ee.eu)

## **Reporting**

The activities of the Forum shall be reported annually through the Stakeholder Plenary. The Forum will publish a report of activities and progress towards objectives to be made available on [www.ict4ee.eu](http://www.ict4ee.eu) along with the European Commission's opinion on the Forum's achievements

## **Budget**

The operational budget of the ICT4EE Forum is outlined in a separate agreement between the founding associations. It is expected that companies active in the Forum's work will cover their own costs of participation.

## **Administration of the Forum**

Administration shall be carried out by DIGITALEUROPE.

Administration should be kept to a minimum with agendas, working documents, minutes etc posted on the website [www.ict4ee.eu](http://www.ict4ee.eu)

## **Role of the European Commission**

The European Commission will be an observer to the ICT4EE Forum.

The Commission will be informed of:

- The roadmap issued by the Forum and subsequent updates.
  - The work programme of each Working Groups., including bi-annual reports.
  - The annual report to the Stakeholders Plenary prior to its approval by the Steering Committee.
- The Commission will give a written opinion on:
    - The roadmap issued by the Forum and subsequent updates.
    - The annual report to the Stakeholders Plenary.
    - The written opinion will be published on Europa.

## **Location**

Steering Group meetings will take place in Brussels or virtually. Given the broad geographical location of ICT4EE Forum members, it is recommended that Working Groups make full use of electronic conferencing and communications technologies.

## **Working language**

English will be the working language for meetings and documents.

### **External Communications**

There will be a dedicated website: <http://www.ict4ee.eu>

### **Duration**

The EU ICT4EE Forum will operate for an initial period of 3 years, starting in February 2010 and concluding in December 2012. An evaluation of the Forum should be reported 3 months prior to the end of the mandate and an options appraisal undertaken for future action.

Agreed by DIGITALEUROPE, GeSI, JBCE and TechAmerica Europe following revision by the ICT4EE Forum Steering Committee

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