



# ETN Project Board: Terms of Reference

## 1. PURPOSE

- 1.1. Provide a consultative forum and independent support to new initiatives or issues that are brought to the Project Board,
- 1.2. Advise on how to maximise potential of new initiatives,
- 1.3. Ensure a clear description of the project proposal or issue before circulation to the ETN platform,
- 1.4. Provide technical & strategic advice in the project development process,
- 1.5. Provide guidance in funding opportunities,
- 1.6. Provide the Yearly R&D Report one month ahead of the AGM meeting with recommendations on key R&D fields where further developments would be regarded as beneficial,

## 2. COMPOSITION

- 2.1. The Project Board should comprise between five and seven members appointed by the ETN Board with a wide and complementing expertise in the gas turbine field.
- 2.2. The member composition shall be composed of the following categories:
  - Minimum one representative from the utility industry,
  - Minimum one representative from the oil & gas industry,
  - Minimum one representative from R&D community

Additional project board members shall be selected from interested parties from any category
- 2.3. Internal or external persons to ETN may be invited to attend meetings at the request of the Board to provide advice and assistance considered necessary.

## 3. DUTIES AND RESPONSIBILITIES

- 3.1. The secretariat of ETN should actively be involved and provide administrative and information support to the Project Board. The role of the ETN Office is to:
  - Prepare agendas and issue notices for meetings and ensure all documentation for discussions or comments are attached to the agendas,
  - Distribute the agenda one week prior to the meeting,
  - Take notes of proceedings and prepare together with the Chairperson the minutes of meeting to be circulated to the group for approval no later than two weeks after each held meeting,
  - Ensure that any agreed action items are followed up on,
  - Collect the input from ETN members generated by the circulation of the project proposal and report to the Project Board Members,
  - Ensure the project process is followed during each project initiative (see annex 1),
  - Prepare a dashboard on projects to ensure the ETN Board and ETN Project Board has a clear status and overview of all initiatives.



### 3.2. The role of Project Board Members is to:

- Review meeting papers prior to attending the meeting and be prepared to provide input,
- Review submitted project ideas, initiatives or issues from members with a written response to the initiating party,
- Provide strategic advices and information relevant to proposed initiatives,
- Ensure a clear and understandable project proposal description,
- Provide input to and review the yearly R&D recommendation report,
- Review the submitted interest in the project proposal and evaluate if there is sufficient ETN member support to continue with the project.
- Appoint a liaison person from the Project Board to support the development of a specific project idea and to follow the execution and progress of each project

### 3.3. The role of the Chairperson:

- The Chairperson is responsible for guiding the meeting according to the agenda and the time available.
- The Chairperson should ensure that all discussion items conclude with a decision, action or definite outcome,
- The Chairperson is responsible to coordinate the Yearly R&D Report, based on input provided by the Project Board members.

## 4. MEETINGS

- 4.1. The Project Board shall meet at least two times per year.
- 4.2. Meetings shall be chaired by the Chairperson or a person nominated by the Chairperson.
- 4.3. Meeting Minutes will be prepared by the ETN Office and the Chairperson.
- 4.4. The draft Minutes shall be considered as accepted if, within 15 calendar days from sending, no Project Board Member has objected in writing to the ETN Office or the Chairperson with respect to the accuracy of the draft of the Minutes.
- 4.5. A quorum of five is required to make decisions. The decisions of the Board are taken by a simple majority of members present. In the event of a tied vote the Chairperson or the person acting in that capacity has a casting vote.

## 5. DURATION

- 5.1. The Project Board Members will be nominated for a 2 year period.
- 5.2. A Project Board member could be nominated for additional periods.

## 6. REVIEW OF TERMS OF REFERENCE

- 6.1. The Terms of Reference document should be reviewed on a yearly basis and amended as required by the Project Board.

# Annex 1

## Project Process

The main role of the Project Board will be to provide advise up to gate 1 and 2. Subsequently the appointed liason person will follow the project.

