

# 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 the potential of new initiatives,
- 1.3. Ensure a clear presentation to the ETN platform,
- 1.4. Provide technical & strategic advices in the project development process,
- 1.5. Provide guidance in funding opportunities,
- 1.6. Provide input to ETN's R&D Report with recommendations on key R&D fields where further research and developments would be regarded as beneficial,
- 1.7. Report to the Board on progress of ongoing projects and activities
- 1.8. Present an overview of ongoing activities and projects to the General Assembly at the Annual Meeting.

## 2. COMPOSITION

- 2.1. The Project Board should comprise between five and thirteen members appointed by the ETN Board with a wide and complementing expertise in the turbomachinery field.
- 2.2. The member composition shall preferably be composed considering the following requirements:
  - Type of organisation (Users, OEMs, Research Institutes, Third Party)
  - Core business/interest of the organisation (focus on turbomachinery operational issues or research activities)
  - Expertise in one or multiple topics of the Technical Committees
  - Involvement in ETN Working Groups and/or User Group meetings
  - Involvement in European policy and/or research initiatives
  - Geographical area of belonging

Additional project board members shall be selected based on their complementary expertise from any category.

- 2.3. Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance considered necessary.

## 3. DUTIES AND RESPONSIBILITIES

- 3.1. The ETN office 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 Chairman the minutes of meeting to be circulated to the group for approval no later than two weeks after each held meeting,

- 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,
- 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.
- Chair the Technical Committees sessions during the ETN events.

3.3. The role of the Chairperson is to:

- Report directly to the ETN Board,
- Lead the meeting according to the agenda and the time available.
- Ensure that all discussion items conclude with a decision, action or definite outcome.
- Appoint person from the Project Board to support the development of a specific idea and to follow and report on the execution, performance and progress of the project and consortium.

#### **4. MEETINGS**

- 4.1. The Project Board should at least meet two times per year, preferably in conjunction with the ETN events and the ETN Board meetings
- 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 for the meeting to proceed.

#### **5. DURATION**

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

#### **6. REVIEW OF TERMS OF REFERENCE**

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

