



CODE OF GOVERNANCE

Overview

1. The Code of Governance is an agreement between Carbon Connect and its members on the rules under which Carbon Connect operates and is administrated.
2. Carbon Connect is an independent not-for-profit coalition, which seeks to examine the key challenges and opportunities resulting from the transition to a low carbon economy. Carbon Connect aims to create dialogue between business leaders, parliamentarians, civil servants and government representatives on the key policy issues relating to low carbon development and innovation in the UK. It brings together representatives of the energy, waste, land, water, construction and transport sectors to examine policy support for the development and commercialisation of low carbon innovation in the UK.
3. Carbon Connect is a cross-party organisation, which gives equal opportunity for all the main political parties to participate in its activities.
4. Carbon Connect is an independently administrated and funded unit of Policy Connect, a not-for-profit organisation which bridges parliament and industry to promote effective policy in five key areas: design; environment; health; skills; and sustainability.

Membership

5. Membership of Carbon Connect is open to non-parliamentary organisations and businesses.
6. Membership subscriptions from these organisations provide an independent source of funding that allows Carbon Connect to maintain a full-time secretariat, to run a regular meeting programme and to support independent research projects and inquiries.
7. Membership of Carbon Connect is automatically renewed on an annual basis unless the member has informed the Carbon Connect secretariat of the termination of their membership a minimum of three months prior to its expiration.

Meetings

8. All members of Carbon Connect are invited to take part in the programme of networking events, of which there will be four to five a year.
9. When appropriate, Carbon Connect members will be invited to other meetings and receptions hosted by Policy Connect.
10. Members of Carbon Connect are encouraged to make suggestions on issues to be covered by the Group's meeting programme. However, final decision regarding the format, timing, issues covered and speakers of all meetings rests with the Carbon Connect Secretariat.
11. Members and outside organisations will be invited to provide additional support to a specific meeting. No editorial influence is conferred by such sponsorship.
12. Organisations who are not members of Carbon Connect are invited to attend events; however priority will always be given to members.
13. In order to comply with security and room booking regulations of the Parliamentary Estate, attendance to any meetings must be by invitation of Carbon Connect.



Inquiries

14. In addition to its core activities and programme of meetings, Carbon Connect has an active research programme focusing on the role of government policy in supporting the transition to a low-carbon economy.
15. Research inquiries will be chaired by Members of Parliament, and supported by a steering group and secretariat at Policy Connect.
16. Carbon Connect members will be invited to provide evidence and give direction to inquiries run by the group.
17. Where appropriate, additional businesses and experts will be invited to submit evidence and take part in the steering group for a project.
18. Sponsorship for Carbon Connect networking events and inquiries will be sought from members, other businesses, trusts and foundations.

Secretariat

19. Carbon Connect is administered by a full time secretariat, responsible for executing the programme of activities and managing of projects.
20. The secretariat and other administrative services are provided to Carbon Connect by Policy Connect:
 - a. Policy Connect is a not-for-profit organisation dedicated to stimulating positive change in the UK by generating dialogue and building understanding between key stakeholders on important issues, and provides support services to a number of other all-party groups and initiatives.
 - b. Secretarial and other administrative services include provision of: management staff; project and event management; shared costs of telephone, IT, web and email hosting; financial services; and shared office space external to the Palace of Westminster and other public buildings.
 - c. The finances of Carbon Connect are administered as follows:
 - i. Annual membership subscriptions and any additional sponsorship from members are received by Carbon Connect and used exclusively to cover all overheads and running costs of the group.
 - ii. Carbon Connect is a not-for-profit enterprise, with all finances generated by the group expended on its activities and administration.
 - d. The above arrangement allows Carbon Connect to share administrative and accommodation costs with other Policy Connect organisations.

Endorsement

21. This code of governance is endorsed by the staff and members of Carbon Connect, representing an agreement on how the group operates and is administered.