

**Policy Innovation Systems for Clean Energy Security (PISCES)**  
**Terms of Reference (ToR)**  
**Consortium Advisory Group (CAG)**

The CAG has been established by PISCES purely in advisory capacity, and has no decision-making and fiduciary responsibilities.

**1. General**

- Members of the CAG serve in their individual capacity, and serve the interests of PISCES.
- Individually, the CAG's fields of expertise complements the PISCES goals.
- The CAG works as a team & Advice is provided as a consensus.
- Invitation to join the is made by project in consultation with the CAG
- Members of the CAG shall take an active part in the work of the CAG and shall, if possible, attend all CAG meetings.
- No Member of the CAG shall vote in matters concerning his/her own interests. All CAG Members must declare their interests according to the CAG policy.
- The CAG reviews the PISCES' performance and Annual Report.
- Underscore the PISCES advocacy role.

**2. Roles and Responsibilities**

- Attend one in-person meeting per year, and conference calls when the need arises.
- Provide advice on the development of PISCES' projects, ideas, and proposals.
- Provide a wider perspective of expertise and knowledge into PISCES, thus serving as a window into the outside world. This knowledge is contextually current and is of relevance for the future direction of PISCES, and links to other partners.
- Provide additional monitoring and evaluation input where appropriate.
- Offer insight and advice on relevant issues to inform the PISCES' thinking based on individual members' area of expertise.
- Elect the Chair of the CAG

**3. Organization of the CAG Meetings**

- The Chair, assisted by the Secretary, is responsible for proposing the agenda.
- The CAG fixes/confirms exact dates one year in advance.
- Shifting of a future meeting has to be put on the official agenda of the previous meeting.
- An *Extraordinary* CAG can be convened where 51 percent (or more than 50%) of the CAG Members agree.

**4. Policy on the role of the CAG Chair**

- The Chair has no formal higher authority than other Members.
- The Chair serves as a liaison between the Secretariat and the CAG.
- The Chair can assign another CAG Member to any of his/her duties on a temporary basis.

DRAFT PISCES CAG ToR prepared by the CAG Secretary for discussion and approval during the Second Session of the CAG Annual Meeting, June 18<sup>th</sup> 2009 in Edinburgh.

## **5. Recognition and Compensation**

- PISCES will list CAG Members with their addresses, and Tor, on the PISCES website and appropriate PISCES publications.
- PISCES shall reimburse all reasonable expenses associated with participation at CAG meetings.

## **6. Minutes**

- Minutes of meetings will be kept.
- The approved Minutes shall be signed by the Chair, and Secretary.
- CAG meeting Minutes will be published on the PISCES website.

## **7. Confidentiality**

- Members shall abide by the confidentiality policy.

## **8. Communication**

- The CAG operates according to the PISCES Communication Policy.

## **9. Revision**

- Within three years after adopting these ToR, the CAG will evaluate and, where necessary, amend these ToR.