



Attachment II

Terms of reference for the Research Panel

1. The Research Panel (Panel) is set up by the Research Hub Governance Committee. It is responsible for deciding which research projects will be funded and for overseeing the management of the research projects once selected. These Terms of Reference should be read alongside the Terms of Reference for the Research Hub Governance Committee.
2. The Panel carries out its functions to ensure that the Research Hub meets its objectives in an efficient and effective manner.
3. The Panel is chaired by an individual who is independent from the organics recycling industry. It is comprised of stakeholders with expertise in assessing research needs in the compost and anaerobic digestion sectors, including representatives from:
 - I. Environmental Regulators
 - II. Government Representatives
 - III. Scheme Participants
 - IV. Trade Bodies
 - V. Academia
4. Panel Members are nominated for their expertise of the sector and knowledge of stakeholders' interests. In carrying out the Panel functions, Panel members will act impartially and in the best interests of the Research Hub.
5. The Panel Members are required to:
 - I. agree criteria against which to evaluate Research Project Proposals;
 - II. review and evaluate Research Project Proposals against the agreed criteria, considering the current situation in the sector;

- III. draw up a shortlist of Research Project Proposals that best meet the evaluation criteria and consider the views of the scheme operators;
- IV. decide which Research Project Proposal(s) are put out to tender, considering their further assessment of the shortlisted Research Project Proposals;
- V. appoint members to the Project Management Team for each funded research project;
- VI. review the report(s) produced by the selected project contractor, before it is signed off by the Project Management Team.

The Research Panel will not be responsible for any findings, conclusions or opinions expressed in a contractor's report nor for any methodology, assumption, data, facts or other approaches used in carrying out the Research Project, for which the contractor will have sole responsibility.

6. Panel members may nominate an alternate in their absence by giving prior notice of two weeks to the Chair.
7. Panel Members and the Chair are appointed by REAL for a term of three years. Members can be re-appointed to the Panel for a further term by mutual agreement. If a representative from one of the stakeholder bodies listed in paragraph 3 (above) changes role, their successor will automatically be eligible to be appointed as a Panel Member.
8. Either party can end this agreement with one month's notice. REAL may remove a Panel member with immediate effect if they breach these ToR.
9. The Panel will meet at least twice a year.
10. To facilitate open and constructive debate, meetings will be held under Chatham House Rules. Outcomes of Panel Meetings will be recorded as necessary in summary and published; views will not be attributed to specific individuals or organisations.
11. The decisions of the Panel will be taken by consensus. If a consensus cannot be reached, the decision will be taken by simple majority in a voting process facilitated by the Chair. In the event of a split vote, the Chair will work with the secretariat and other Panel Members to determine the way forward. All Panel Members have the right to vote, excluding the Chair.
12. The Panel is quorate if at least four of Panel Members (including the Chair) are present.
13. Panel Members have an obligation to ensure confidentiality of information arising from the Panel meetings.
14. It is incumbent upon Panel Members to declare any financial or other interest or circumstance that gives, or could give, rise to a conflict of interest. Panel Members must not

participate in the evaluation, decisions, or part of a meeting on their own initiative or at the request of the Chair if any material conflict of interest has been identified.