

# BEC Climate Change Business Forum (CCBF) Advisory Group

## Terms of Reference

(Originally approved by BEC Board of Directors – 20 August 2013;  
Revised – 11 February 2014, 15 April 2014, 5 February 2015, 26 September 2017, 26  
June 2019)

### Mission Statement

The BEC Climate Change Business Forum Advisory Group (“AG”) promotes awareness of climate change and mitigation and adaptation activities amongst the BEC membership and generally amongst the business community in Hong Kong.

### Objectives

- Act as advisor to the BEC Board of Directors and membership on matters related to climate change.
- Support BEC to develop thought leadership and influence public policy on relevant environmental policy areas.
- Create platform for BEC (including Board of Directors, Executive Committee and other members) to engage relevant regulatory bodies on climate change related matters.
- Foster climate change management culture among BEC members and the broader business community in Hong Kong.
- Build capacity for climate change mitigation and adaptation among BEC members and the broader business community in Hong Kong.
- Forge collaborative links between local and global expertise related to climate change.

### Governance

#### 1. Membership

- BEC Council, Corporate and General Members are eligible to join as Members of the AG. Each of these BEC Members is entitled to nominate one representative to join the AG.
- AG Members who have been appointed by BEC Board of Directors to the Steering Committee are “Steering Committee Members” (see Section 2 below) and the remaining Members are “Ordinary AG Members”.
- AG Membership is subject to a two year, renewable term (subject to the respective AG Member remains as a BEC Council, Corporate or General Member). Each of the two-year terms will be co-terminus with the term of the Steering Committee.

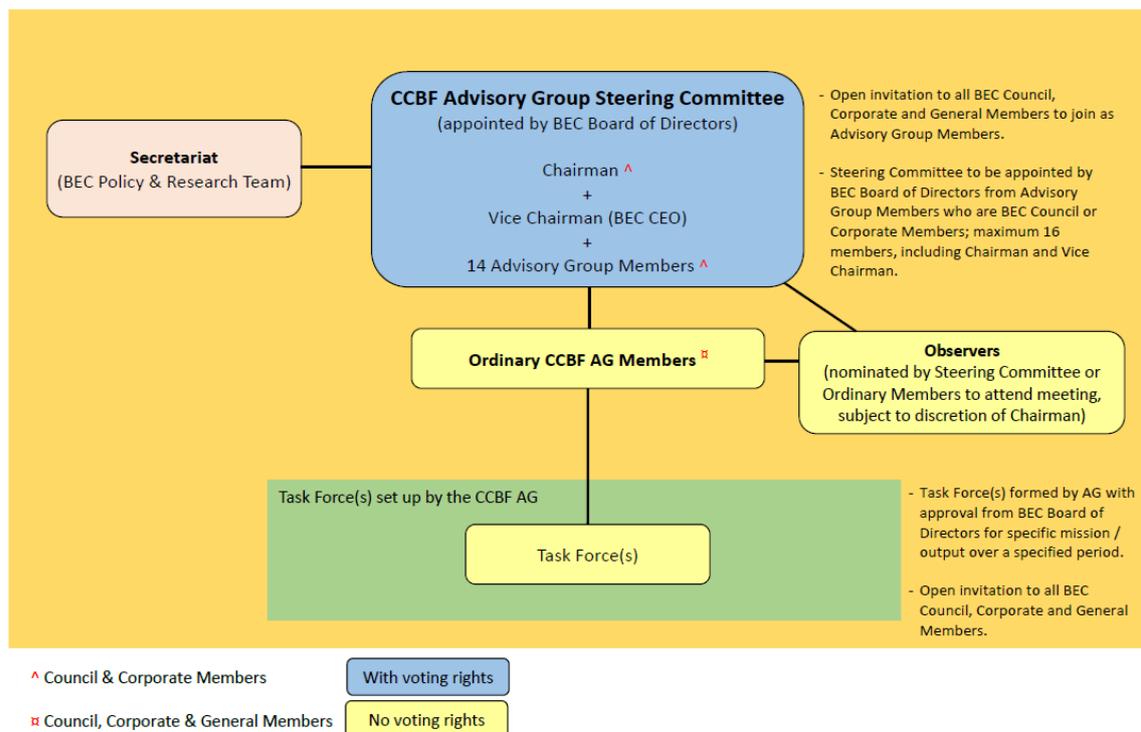
## 2. Steering Committee

- BEC Climate Change Business Forum Advisory Group Steering Committee (“Steering Committee”), upon selection by BEC Executive Committee, is appointed by BEC Board of Directors for a two-year term.
- Steering Committee is made up of Chairman, Vice Chairman (BEC CEO) and a maximum of 14 other AG members.
- Nominations for Steering Committee (other than the Vice Chairman) are restricted to BEC Council and Corporate Members who have joined the AG.
- Steering Committee Members have voting rights at AG meetings.
- Steering Committee Membership and the voting right at AG meetings are not transferable.
- Replacement of representative to Steering Committee Membership can be made during the two-year term with justification (such as change in personnel). A written request should be submitted to the AG Chairman via the Secretariat with a CV of the new nominee. The AG Chairman will endorse and recommend the nomination to the BEC Board of Directors for approval.
- Steering Committee will report to the Board of Directors at least annually.

## 3. AG Meetings

- AG meetings (consisting of Steering Committee and Ordinary AG Members) are convened a minimum of 4 times per annum.
- Voting rights on Work Plan, Work Programmes, Task Forces membership, policy positions, priorities, general direction of AG and other matters decided at AG meetings are restricted to Steering Committee Members.
- Ordinary AG Members are eligible to attend AG meetings, but do not have voting rights.
- Steering Committee Members and Ordinary AG Members can nominate colleague(s) from the same company to attend AG meetings as observer(s), subject to the discretion of the AG Chairman. Name(s) of observer(s) should be submitted to the Secretariat at least three working days before the meeting.
- Replacement of representative to Ordinary AG Membership can be made during the two-year term with justification (such as change in personnel). A written notification should be submitted to the AG Chairman via the Secretariat with a CV of the new nominee for confirmation.

## 4. Organisation Chart



## 5. Communications and Engagement with Government and Regulatory Bodies

- AG will provide advice and views on climate change-related policy submissions and consultations to BEC Board of Directors.
- All external communications (including press releases and spokespersons) and engagement with government departments and regulatory bodies relating to AG matters are centralised and handled by BEC Executive Committee. AG will create the platform and provide advice to BEC Executive Committee to undertake such activities.

## 6. Work Plan and Work Programmes

- BEC will formulate the Work Plan and the supporting Work Programmes and identify relevant resources requirements for the current term of 2 years, with inputs from the AG, and submit them to BEC Board of Directors for approval.
- Work Programmes should form the backbone for rolling out research, publication and awareness raising activities to carry out the Objectives of the AG. They are established for the purpose of organizing and structuring relevant events, workshops, seminars, training and/or consultations.
- The resources required for executing the Work Programmes, including relevant technical experts and sector specialists, and the corresponding funding arrangements will also have to be identified.

- Work Programmes and the respective resources and funding arrangements are to be updated annually, and submitted for endorsement by BEC Board of Directors. Modifications if required can be ratified by BEC Executive Committee.
- Work Programmes are open to all BEC Members, subject to the approval by the Steering Committee and the contribution to the resources requirements by the participants.
- Seminars, workshops and other standalone events may be open to the general business community subject to the approval of the Steering Committee and payment of the relevant fees by the participants.

## 7. Task Forces

- AG may form mission-driven Task Forces to deliver specific output(s), as and when required, for specified durations and subject to available resources and the approval of BEC Board of Directors.
- Task Forces are open to all BEC Council, Corporate and General Members.

## 8. Approval and Review of Terms of Reference

- BEC CCBF AG Terms of Reference and any subsequent changes thereof are to be reviewed and approved by BEC Board of Directors, with a review frequency of no less than once every two years.

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