

BEC Climate Change Business Forum (CCBF) Advisory Group Terms of Reference

(Approved by BEC Board of Directors – 21 June 2023)

1. Mission Statement

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

2. Objectives

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

3. Governance

3.1 Membership

- 3.1.1 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, by submitting a CV demonstrating the representative’s relevant experience in the subject matters of the AG.
- 3.1.2 AG Members who have been appointed by BEC Board of Directors to the Steering Committee are “Steering Committee Members” (see Section 3.2 below) and the remaining Members are “Ordinary AG Members”.

- 3.1.3 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 term will be co-terminus with the term of the Steering Committee.
- 3.1.4 In case of AG Membership withdrawal, a written notification should be submitted to the Secretariat with reason(s) stated.
- 3.1.5 AG Chairman and Vice Chairman reserve the right to determine and review the maximum number of AG Members accepted to the AG.

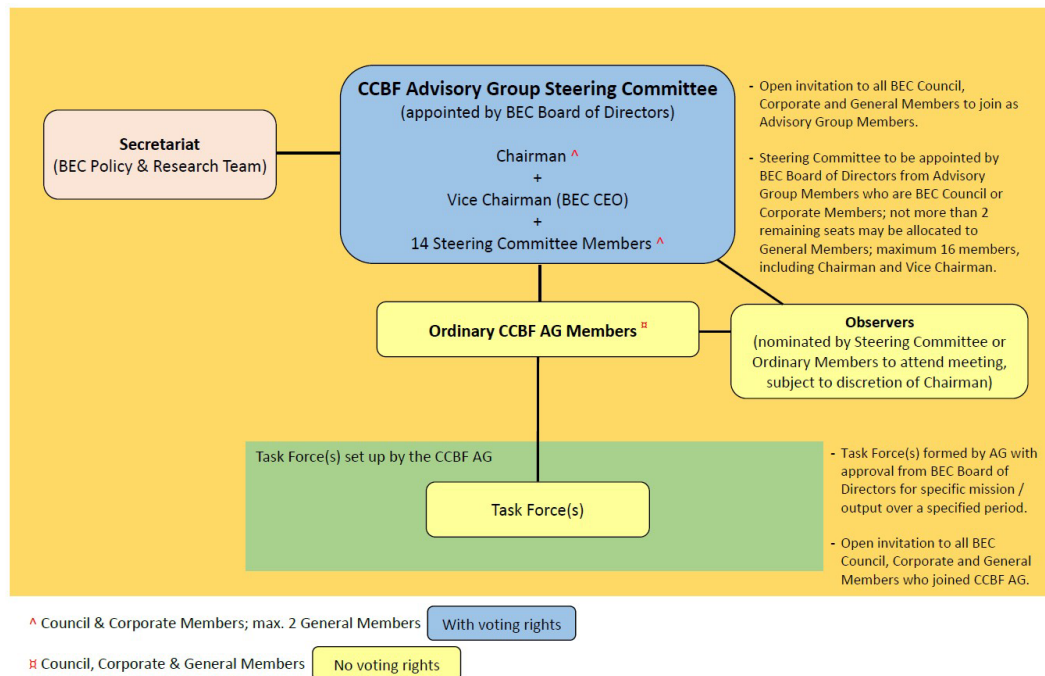
3.2 Steering Committee

- 3.2.1 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.
- 3.2.2 Steering Committee is made up of Chairman, Vice Chairman (BEC CEO) and a maximum of 14 other AG members.
- 3.2.3 Nominations for Steering Committee (other than the Vice Chairman) are open to BEC Council, Corporate and General Members who have joined the CCBF AG. BEC Executive Committee will first consider interested and qualified candidates from Council and Corporate Members. If there are remaining seats, a maximum of two candidates from General Members may be selected by BEC Executive Committee for appointment by BEC Board of Directors.
- 3.2.4 Steering Committee Members have voting rights at AG meetings.
- 3.2.5 Steering Committee Membership and the voting right at AG meetings are not transferable.
- 3.2.6 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.
- 3.2.7 Steering Committee will report to the Board of Directors at least annually.

3.3 AG Meetings

- 3.3.1 AG meetings (consisting of Steering Committee and Ordinary AG Members) are convened a minimum of 4 times per annum.
- 3.3.2 Voting rights on Work Plan, Work Programme, Task Force membership, policy positions, priorities, general direction of AG and other matters decided at AG meetings are restricted to Steering Committee Members.
- 3.3.3 Ordinary AG Members are eligible to attend AG meetings, but do not have voting rights.
- 3.3.4 Attendance record of AG Members will be taken. AG Membership renewal will not be considered for AG Members with 25% or less attendance rate.
- 3.3.5 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. Observer(s)' attendance will be noted but will not contribute towards the attendance rate of the nominated representative.
- 3.3.6 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 with relevant experience in the subject matters of the AG for confirmation. The CV should demonstrate the representative's relevance to subject matters of the AG.

3.4 Organisation Chart



3.5 Communications and Engagement with Government and Regulatory Bodies

- 3.5.1 AG will provide advice and views on climate change-related policy submissions and consultations to BEC Board of Directors.
- 3.5.2 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.

3.6 Work Plan and Work Programme

- 3.6.1 BEC will formulate the Work Plan and the supporting Work Programme and identify relevant resource requirements for the current term of 2 years, with inputs from the AG, and submit them to BEC Board of Directors for approval.
- 3.6.2 Work Programme 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 organising and structuring relevant events, workshops, seminars, training and/or consultations.

- 3.6.3 The resource required for executing the Work Programme, including relevant technical experts and sector specialists, and the corresponding funding arrangements will also have to be identified.
- 3.6.4 Work Programme and the respective resource 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.
- 3.6.5 Work Programme are open to all BEC Members, subject to the approval by the Steering Committee and the contribution to the resource requirements by the participants.
- 3.6.6 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.

3.7 Task Force

- 3.7.1 AG may form mission-driven Task Force(s) to deliver specific output(s), as and when required, for specified durations and subject to available resource and the approval of BEC Board of Directors.
- 3.7.2 Task Force membership is open to all BEC Council, Corporate and General Members who have joined the CCBF AG.
- 3.7.3 External experts and non-CCBF AG members may be invited to attend Task Force meeting at the discretion of the Task Force Convenor.

3.8 Approval and Review of Terms of Reference

- 3.8.1 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.

-End-

Annex A

Additional guidance for prospective AG Members

BEC welcomes diverse participation from AG Members while encouraging their active participation at AG meetings. BEC Members wishing to nominate representative(s) to join AG(s) should also take reference to the following guidance:

- The representative should demonstrate his/her relevance or interest to the corresponding AG through CV submission.
- The representative should attend at least 50% of the AG meetings.
- AG Membership renewal will not be considered for AG Members with 25% or less attendance rate.
- The representative should consider his/her attendance obligation; joining multiple AGs may place additional burden on the representative.
- The representative should actively contribute to the AG through meeting participation, discussion, sharing, and providing advice and views on policy submissions and consultations.
- BEC would like to maintain optimal size for each AG to balance diverse participation and effective discussion. AG Chairman and Vice Chairman reserve the right to review the AG size limit, and accept or decline certain nominations, by considering criteria such as:
 - Representative's expertise related to the AG;
 - Representative's existing involvement in other AGs;
 - AG Member's attendance rate in the previous AG term (if applicable);
 - Opportunity for new BEC Members to join the AG.