

GREEN GUIDE TO SPECIFICATION PROJECT STEERING GROUP

TERMS OF REFERENCE – DRAFT

1. OBJECTIVES

1. To provide a level of governance for the revision of the Green Guide, by way of committee, to ensure a representative approach is achieved.

2. RESPONSIBILITIES

1. To advise on the needs for the revision of the Green Guide document
2. To represent stakeholder needs
3. To advise on the impacts of European Legislation and technical matters such as methods of assessment and procedures proposed
4. To promote the Green Guide
5. To review the feedback from the consultation process
6. To advise on issues that may affect the reputation and integrity of the Green Guide
7. To ensure a balanced participation with no single interest predominating
8. To endorse the updated Green Guide

3. SCOPE

The Steering Group will provide a forum through which consultation and communication can take place in order to ensure a level of independence to the project.

a) CONSULTATION

BRE will consult with the Project Steering Group on a range of project related items. A Briefing Note system has been developed to facilitate this process. The aim of the Briefing Note will be to inform Steer Group members of BRE's intended approach and expected conclusions. This process will enable members to consider potential implications and provide the basis for their input to the project. In addition, BRE will provide the Project Steer Group with monthly updates and quarterly Steering Group meetings will be scheduled.

The consultative Briefing Notes will cover:

1. Scope of Green Guide Review & Role of CPA-MAG and Project Steering Group
2. Green Guide: Format and content
3. Environmental Profiles: LCA methodology
 - a. Characterisation
 - b. Normalisation
 - c. Weighting
4. Specifications
5. Energy model
6. Whole life performance
7. End-of-life and waste models
8. Existing LCA Data and update requirements

b) GOVERNANCE

BRE has overall responsibility for the technical and editorial content and independence of the updated Green Guide. To this end, BRE will chair the Steering Committee and seek contributions from stakeholders of the Green Guide through a process of consultation as identified in the Briefing Note system.



The Project Steer Group has a responsibility to contribute to the Green Guide either directly or through the consultation process identified in the Briefing Note system. The Project Steer Group is also responsible for ensuring independence is achieved by raising any issues, either directly with BRE or through the Steering Committee meeting forum.

Where consensus cannot be achieved, any member of the Project Steer Group – with BRE support – has the recourse to refer any issue to a higher level governing board for a decision. Further details of this process including board structure and representation will be communicated in a final Project Steer Group Terms of Reference once the structure has been formalised.

4. MEMBERS OF THE GROUP

Members currently include:

1. English Partnerships
2. Energy Saving Trust
3. Construction Products Association
4. DTI
5. OGC
6. NHBC
7. DFES
8. WRAP
9. RBS
10. HSBC
11. Willmott Dixon