



# Environmental Implementation Working Group

## Terms of Reference

### Purpose

The environmental implementation working group is a 'task and finish' working group of the Environmental Policy Implementation Community (EPIC). Its purpose is to deliver the Environmental Implementation Workstream plan.

### Membership

- The working group Chair is Andy Bray, EPIC Committee member.
- The working group Coordinator is Ellie Savage, EPIC Coordinator.

The working group is comprised of willing volunteers from the EPIC membership. EPIC members will be asked to provide a short expression of interest and will be judged on their appropriateness for the group by the Chair and Coordinator.

The Chair and Coordinator can also decide to invite external experts (non-EPIC members) to the working group where appropriate.

The working group can also decide to invite observers or guest speakers, who take part in group meetings and discussions on a specific or ad hoc basis, but are not members of the group.

### Rules of engagement

The working group will operate under the following rules of engagement:

- Abide by Chatham House Rules;
- Take part in discussions in an informal capacity, with the understanding that no discussions in this space fulfil a formal role between the different organisations represented;
- While the Policy Officer will play a large role in executing plans agreed by the working group, members should attend meetings, fully participate in discussions and contribute to any agreed work where possible.



## **Meetings**

The working group will meet monthly. Informal notes will be taken at each meeting by the WG Coordinator and circulated afterwards. Work will be conducted between meetings on a private Teams channel.

## **Contact**

The EPIC Coordinator (Ellie Savage) is the primary point of contact for the working group and will ordinarily act as the Secretary for the Group. Contact at [ellie@the-ies.org](mailto:ellie@the-ies.org).