



# 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 2026-2027 Environmental Implementation Workplan.

### Membership

- Andy Bray, EPIC Committee member is the Chair of the working group.
- Ellie Savage, EPIC Coordinator provides the Secretariat for the working group.

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.

### Subgroups

The environmental implementation will have three subgroups, to carry out the three workstream pillars; 1. supporting practitioners 2. advancing research 3. implementation-minded policy.

The second working group (advancing research) will be a working group of the European Implementation Collaborative (EIC), and so will be outside the terms of this document.

The supporting practitioners subgroup (pillar 1) and implementation-minded policy subgroup (pillar 3) will typically have one-hour monthly meetings (held on Teams).



Members of the environmental implementation WG will be involved in at least one subgroup.

## **Working group meetings**

The environmental implementation working group will typically have one-hour quarterly meetings (held on Teams). At least 2 members from each subgroup should be present at each working group meeting.

## **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 Coordinator 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.

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).