

**TERMS OF REFERENCE AND RULES OF PROCEDURE  
FOR THE  
MEMBER STATE MIRROR GROUP  
OF THE  
TECHNOLOGY PLATFORM  
FOR  
ZERO EMISSION FOSSIL FUEL POWER PLANTS**

### **1. Member State Mirror Group Mission**

*To take forward and consolidate the “vision” of the Technology Platform for Zero Emission Fossil Fuel Power Plants at Member State<sup>1</sup> level by deepening co-operation among Member States and with the European Activities on technical and non-technical matters relating to the Technology Platform, with a view to promoting a European Research Area, facilitating public/private partnerships and removing national barriers to commercial development and exploitation and by contributing to the realisation of a consistent European policy framework.*

### **2. Main Objectives**

- Ensure an appropriate interface for coordination and the representation (or inclusion) of relevant national, regional or local initiatives and activities under the Technology Platform.
- Provide representation and input to the Advisory Council, Coordination Group, Working Groups and any other Groups, from a national, regional or local perspective.
- Advance the European Research Area by initiating activities for closer coordination and co-operation between national and regional programmes, under the orientations provided by the Technology Platform.

### **3. Role and tasks of the Member State Mirror Group**

The Member State Mirror Group, acting in co-operation with the platform Advisory Council has a crucial role to play in goal and target setting, proposing actions and providing opinion and feedback on strategies, activities and results generated through the platform operations. It will address the following activities:

Providing opinion and advice: Provide information and advice on a periodic, voluntary basis to the Advisory Council on policies and programmes in Member States that are relevant to realising the goals and deliverables of the Technology Platform.

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<sup>1</sup> In this document *Member States* means EU Member States, Associated Candidate Countries and FP Associated States

Promoting an enhanced co-operation and co-ordination among Member States and European activities: Explore mechanisms for developing synergies and reinforce the co-operation among national and EU initiatives (e.g. any relevant Network of Excellence), programmes and projects, including information exchange, co-ordination in programme development and possibly joint implementation of programmes and initiatives.

Structuring and strategy development: Contribute to building a coherent EU strategy on research and deployment and exploring possible mechanisms for achieving greater integration provided by instruments of the EU treaties.

Scoping activities and target setting: Propose actions to the Advisory Council relevant to concerns of Member States. Work with the Advisory Council to set goals and targets; provide reflection on overall European goal and target setting, having regard to national aspirations and circumstances, including those relating to economics, demography, climate, and geography.

Closing the loop between technology development and policy-making: Identify mechanisms and develop suitable links with economic, energy, transport and environment policy to promote understanding and awareness of technology developments and to determine criteria for proving cost-effectiveness and reliability of these technologies to meet policy objectives.

Act as informal moderating body: Representing collectively and individually the interests and views of the Member States; or/and their respective regions and cities, provide responses to the recommendations and actions of the Advisory Council and assist in the dissemination of results of Platform Operations.

Promoting public/private partnerships and lighthouse projects: Identify interlocutors in Member States, including cities and regions, to develop dialogue and inform and stimulate activities leading to definition of prestigious lighthouse demonstration projects based on public/private partnerships and demonstrating the potential of zero emission fossil fuel power plants; acting together to develop common technology procurement programmes will provide leverage on public funding, and provide a sound basis for future industrial investment; exploring possible opportunities to showcase technologies in regional development projects.

#### **4. Membership and Rules for Participation**

Participants in the Mirror Group can be EU Member States, Associated Candidate Countries and FP Associated States having active and/or developing policies, programmes or projects to develop and deploy zero emission fossil fuel power plants.

Additional participation from Regions or large Cities having ambitious integrated initiatives may be considered at the discretion of the Mirror Group.

The delegation of each Member State will be considered to be one group member. Each member of the group decides on the composition of its delegation and informs the Chairperson. Each group member will have a lead delegate who can be accompanied by other delegates for those agenda items where their specific expertise is required. These additional delegates can attend the meetings and participate in the discussions and deliberations but not take part in votes.

## **5. Obligation for members' commitment**

It is crucial that Member States' delegates are empowered to devote time and effort to participation of meetings and development of Member State position papers responding to recommended actions and reports from the Advisory Council and Platform operations.

## **6. Chairperson and Vice-chairpersons**

The Member State Mirror Group will select a committed member to act as chairperson to stimulate and co-ordinate Member States' activities and interact with the Advisory Council and participate to its meetings, representing the Member State Mirror Group. In addition two vice chairpersons shall be appointed. They will serve for a 2-year term with possibility to renew it for 2 additional years.

## **7. Resource Allocations**

To be determined by the group.

## **8. Commission's role**

The European Commission will be fully associated with the group and will provide input to the process from the point of view of the Institution. It may provide initial secretarial support to the Mirror Group through organising and convening meetings to start the process.

## **9. Secretariat**

A secretariat will be established to support the activities of the Mirror Group. The secretariat will act in a purely administrative capacity. This could possibly be supported through a funded ERANET Co-ordination Action under FP6.

## **10. Rules of Procedure**

### **10.1 Interface with Technology Platform bodies**

The Mirror Group will interact closely with the Advisory Council, Coordination Group, the Working Groups and any other group. Links will be established explicitly through an appropriate level of cross representation to be determined.

The Mirror Group may choose to structure their work in the most appropriate way, i.e. establishing working sub-groups to examine particular issues or to interact with the different Working Groups and any other group of the Technology Platform. The sub-groups should report back to the Mirror Group. To this end, they may appoint a lead person to act as rapporteur.

### **10.2 Frequency of meetings**

Plenary Mirror Group meetings will be convened by the Chairperson in consultation with the Vice Chairs. Indicatively a number of 2-4 plenary meetings might be held in a year possibly linked to meetings of the Advisory Council. Joint meetings of the Group with other groups or committees may also be convened if appropriate.

### **10.3 Decisions and Consensus**

The Mirror Group is an informal body and therefore it is not considered necessary to apply strict rules concerning voting procedures and opinions. Decisions will be taken by consensus as far as possible. One Member State will have one opinion. If no consensus can be reached the Chairperson might consider calling for a vote.

### **10.4 Summary report of the meeting**

The summary report of each meeting shall be drawn up by the Secretary of the Group in consultation with the Chairperson. This report shall contain, in particular, the conclusions and the proposed measures and actions. It shall be sent to the Group members within 10 working days.

The Group members shall send any written comments they may have on the summary report to the Chairperson and the Secretary. Any Group member who does not provide any comments within 2 weeks of receipt will be considered to have given his or her tacit agreement to the report. If there are any disagreements, the proposed modifications may be discussed at the next plenary meeting of the Group at the discretion of the Chairperson.

### **10.5 Attendance**

The official delegates of the Group (see section 4) can attend the Group meetings and will receive the formal invitation. At the previous request of a Group member or on the initiative of the Chairperson, the latter may decide to invite experts as observers, to discuss on particular matters. At each meeting, the Chairperson shall draw up an attendance list specifying the authorities or bodies to which the persons appointed by the Member States to represent them belong. At the beginning of every meeting, any Group member whose participation in the work of the Group might constitute a conflict of interest with regard to a particular agenda point must inform the Chairperson of this situation.

### **10.6 Correspondence**

Correspondence relating to the Group shall be addressed to the attention of the Group secretary with copy to the Chairperson preferably by e-mail. Correspondence for Group members shall be addressed to all the delegates designated by the different Member States.