

TERMS OF REFERENCE (Draft)

First considered 23rd November 2015

[NB: Words in italics throughout are defined at the end of the document. This document will be reviewed on an annual basis (or when requested by the group) to account for the evolving nature of the network]

Name of group: **TO BE CONFIRMED**

Purpose: The group will bring together cross-sectoral expertise from the agreed list of *relevant organisations*, and use evidence-based decision making to inform *long-term* coastal policy and strategic management decisions on a *regional* level.

Framework:



Membership: To consist of *relevant organisations* as agreed by the *executive group* of the network, and to be reviewed at the request of any group member with final membership confirmation remaining the responsibility of the *executive group*. *Relevant organisations* can request from the Chair attendance for a non-member at any meeting.

Governance: The Chair of the group will be nominated by at least three member organisations, and voted for by majority. The Chair will be re-elected every 3 years with no individual organisation holding the post for more than 6 consecutive years. Additionally, Vice-Chair(s) will be nominated by the Group. The Vice-Chair(s) will ensure continuity during the transition period to a new Chair, and also Chair meetings in the absence of the Chair of the group.

- Meetings:** The group will meet three times during each calendar year. Additional, exceptional meetings may be called by the *executive group* with no less than one month's notice in the case of urgent issues requiring action and/or decision. Meeting dates will be canvassed 6 weeks in advance, confirmed 4 weeks in advance with agenda and accompanying documentation circulated no less than one week in advance of any meeting.
- Decision-Making:** Decisions will be taken by majority vote at the group meetings. In the case of no majority being reached, decisions will be referred to the *executive group* where they will be taken by majority vote. In the absence of majority vote at the *executive group* the Chair holds the deciding vote.
- Accountability:** Member organisations will be accountable for decisions reached during the meetings. Opportunities will be provided for input in absentia for meetings where important decisions must be taken.
- Secretariat:** M-KEN will provide agendas and minutes, including action lists from all meetings. M-KEN support is resource limited, and will be limited to facilitation of meetings, ensuring sufficient documentation and where appropriate publication of group activities via the M-KEN website. M-KEN will report group activities as required by its third-party funders as demonstration of support of activity relevant to the generation of research impact. Requests for additional support beyond this will be considered by the Chair of the group and the Board of Directors of M-KEN, and will be subject to the availability or provision by the group of the necessary resource.

Definitions:

Relevant Organisations (at 23rd November 2015)

Anglian Central RFCC
Anglian Water
Birbeck, Uni of London
Borough Council of King's Lynn & West Norfolk
British Geological Survey
Broads Authority
Cefas
Cranfield University
Crown Estate
Eastern IFCA
Environment Agency

Great Yarmouth Borough Council
Local Nature Partnership Wild Anglia
M-KEN
MMO
NALEP
Natural England
NCC
NNDC
Norfolk Coast Partnership
RFCC
Suffolk and Waveney District Councils
Suffolk Chamber of Commerce
Suffolk County Council
Sustainability East
UCS
UEA
University of Cambridge
University of Essex
Waveney District Council
WLMA

Long-term: Up to 100 years

Regional: Kings Lynn → Harwich, the coastal strip encompassing the offshore wind turbines to inland stretches affected by water resource quality.

Executive Group (at November 23rd 2015):

A pre-existing subgroup to help inform the strategic direction of the wider group with the ability for more efficient decision making when required. Membership of this group is fluid and any member of the network can request to join this group at any time (noting the requirement to attend additional meetings). Consultation with the wider group is expected prior to reaching any decision, except in the case of exceptional circumstances as determined by the Chair.

Membership:

Rob Young	North Norfolk District Council
Rob Goodliffe	North Norfolk District Council
Bernard Harris	Great Yarmouth Borough Council
Tony Dolphin	Cefas
Karen Thomas	WLMA (IDB)
Simon Hooton	Broads Authority
Mark Johnson	Environment Agency
Bill Parker (Chair)	East Suffolk District Councils
Keith Moore	Environment Agency
Andy Millar	Natural England
Trevor Tolhurst	UEA