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**NET
ZERO
CITIES**

Terms of Reference for HLAB membership, recruitment process, and meeting minutes

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Summary

This deliverable outlines the mandate, recruitment process, governance, functioning or the High-Level Advisory Board (HLAB).

Approval

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Summary

This deliverable outlines the mandate, recruitment process, governance, functioning of the High-Level Advisory Board (HLAB).

1 Mandate

The HLAB is established to provide strategic guidance to the NetZeroCities (NZC) project. To this end, HLAB members are given the opportunity to participate in NZC meetings when relevant. They are invited to contribute individually or collectively.

Activities may include:

- Provide advice to the NZC ExCom on the overall programme
- Provide scientific advice on identification, evaluation and impact of the NZC activities
- Alignment of the NZC activities with existing initiatives (e.g., other EU-funded projects, Covenant of Mayors, etc.)
- Exchange knowledge and experience
- Contribute to the dissemination and the exploitation of the project
- Support in Platform Governance
- Advise on long term strategy across the NetZeroCities Grant Agreement and any subsequent complimentary projects.

These terms of reference may be subject to revision and amendment if so agreed upon by the NZC ExCom and HLAB members.

2 Recruitment process

The HLAB is composed of approx. 15-20 executives acting in personal capacity and representing their organisation. Relevant entities are, but not limited to:

- Coordinating organisation of other projects funded by the Cities Mission.
- NGO involved in the field of cities and net zero
- National government
- EU institution

A first proposal is provided in the annexes of this document. Final membership will be reviewed by the ExCom.



3 Governance

The HLAB appoints a Chairperson and a Vice-Chairperson from within its members, for a mandate of at least two years. The NZC coordinator acts as the main contact point between the HLAB and the NZC Consortium.

The participation in the HLAB does not imply any legal or financial commitment whatsoever from its member organisations, other than the individual confidentiality agreement and the potential physical participation in NZC meetings.

The HLAB members agree that the name and logo of their organization may be used for NZC communication, unless otherwise agreed.

4 Terms of Office and Meeting minutes

The HLAB is established as of October 2022. The HLAB will meet several times during the project, at a place to be proposed by the Chairperson on a case-by-case basis, or remotely.

HLAB members will be invited to all plenary meetings and may be invited for discussion with the Executive committee if deemed necessary or on request. Additionally, separate meetings of the HLAB may be formally convened by the Coordinator of the project.

The appointment as a HLAB member involves:

- Participating to at least two plenary meetings
- Providing feedback to the project;
- Contributing to the recommendations of the HLAB.

The meeting minutes will be recorded on the NZC Teams platform and shared with Consortium partners and HLAB members.

5 Next steps

The composition, role, and operation of the HLAB will be further clarified following the development of the Mission Board and potential additional funding that NZC may obtain.



6 Annex: HLAB potential composition¹

#	Type	Organisation / Representation	Why in the HLAB?
1	Other EU-funded project	Project coordinator of HARMONIA	To share lessons learnt concerning the call for pilots. <i>EU project which develops a Support System for Improved Resilience and Sustainable Urban areas to cope with Climate Change and Extreme Events. It will launch 4 pilot cities.</i>
2	Other EU-funded project	Project coordinator of CAPACITIES	To facilitate interactions with MS national governments
3	Other EU-funded project	Project coordinator of PEERS	To facilitate interactions with the Mission on Adaptation
4	Other EU-funded project	Project coordinator of GKEC	To reflect on the upscaling of the NZC model at the international level. <i>GKEC has the ambition of the Global Knowledge Exchange Centre (GKEC) for Urban Climate Neutrality is to mainstream actions towards climate neutral and net-zero urban developments on a global level.</i>
5	Partnership	Driving Urban Transitions partnership	To liaise and exchange knowledge with projects funded by DUT and to provide NZC opinion on DUT SRIA <i>DUT is among the new HE partnerships. It aims to create a strong community around urban transitions and to establish a well-known research and innovation platform that will help cities become more sustainable, inclusive and liveable</i>
6	Other EU-funded project	Project coordinator of Covenant of Mayors	To exchange lessons learnt from cities aiming for climate neutrality
7	Other EU-funded project	Project coordinator of Smart Cities Marketplace	To facilitate interactions with the NetZeroCities Community of Practice
8	Other EU-funded project	Project coordinator of Climate Pact	To exchange lessons learnt on citizen engagement for climate

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¹ Please note this is an example composition and may not reflect the final membership of the High Level Advisory Board

9	EU institution or similar	Project coordinator of European Urban Initiative	To exchange and leverage lessons learnt on funded pilot projects
10	EU institution	Member of the Cities Mission Board	To ensure alignment
11	EU institution	Joint Research Center	To facilitate interactions concerning evaluations of plans
12	EU institution	Committee of the Regions	To facilitate interactions with local authority representatives to the EU
13	EU institution	DG R&I – Directorate C Clean Planet – C2 Future urban & mobility systems	
14	NGO	Future Earth Urban Knowledge Action Network	International NGO, interested in NZC activities, potential for scaling NZC impact worldwide
15	Finance institution	EIB	Facilitating interactions with finance organisations

AWAITING VALIDATION BY THE EUROPEAN COMMISSION