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Item 9 of the provisional agenda

Technical Advisory Group

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Draft Terms of Reference for the Expert Group on Resource Classification Technical Advisory Group

Prepared by the Task Force on the Technical Advisory Group

I. Introduction

1. At the seventh session of the Ad Hoc Group of Experts on Harmonization of Fossil Energy and Mineral Resources Terminology (the predecessor to the Expert Group on Resource Classification) it was recommended that a Technical Advisory Group should be established to provide assistance and advice on how to interpret, apply and/or map to the United Nations Framework Classification for Fossil Energy and Mineral Reserves and Resources 2009 (UNFC-2009) as and when requested, as well as to compile and analyze the results of such initiatives.
2. The Programme of Work for the Expert Group on Resource Classification for 2010–2011 requested the Bureau of the Expert Group to progress establishment of a Technical Advisory Group, including the development of a mandate, methodology of operation and rules of procedure, list of deliverables, membership list and potential sources of extrabudgetary funding, for consideration at the second session of the Expert Group. Due to the priority to finalize the draft specifications for the application of UNFC-2009, the work was put on hold. In 2012, the Expert Group at its third session recommended that progress be made on establishment of a Technical Advisory Group in parallel with the development of the specifications for UNFC-2009.
3. A number of experts volunteered in May 2012 to progress the work up until the fourth session of the Expert Group in April 2013. This work included determining the parameters for the Technical Advisory Group and preparing relevant documentation for review by the Expert Group at its fourth session. The members of the Task Force on the Technical Advisory Group are

Leesa Carson, Carolina Coll, Mucella Ersoy, David MacDonald (Chair, Expert Group on Resource Classification) and John Ritter (Chair, Task Force on the Technical Advisory Group).

4. This document provides the draft Terms of Reference for the Technical Advisory Group prepared by the Task Force. This draft is distributed for discussion by the Expert Group on Resource Classification at its fourth session.

II. Draft Terms of Reference for the Technical Advisory Group

(A) Group Name

5. The Technical Advisory Group of the Expert Group on Resource Classification (Technical Advisory Group).

(B) Type

6. The Technical Advisory Group is a standing group of the Expert Group on Resource Classification. The Expert Group has a mandate of five years, and the Technical Advisory Group shall have a mandate period which mirrors that of the Expert Group. As implied in its name, the Technical Advisory Group is strictly advisory in nature, and has no decision-making authority.

(C) Mission

7. To provide technical advice and assistance to the Stakeholder on the interpretations and/or applications of the United Nations Framework Classification for Fossil Energy and Mineral Reserves and Resources 2009 (UNFC-2009¹), through timely reporting of such interactions to the Bureau of the Expert Group as well as the Expert Group on Resource Classification. Such activities include, but are not necessarily limited to: provision of advice on application of UNFC-2009, acting as a resource for presentations or training on UNFC-2009, the review of mapping of other resource classification systems to UNFC-2009, the testing or preparation of case studies on UNFC-2009 and identifying potential updates that may be required in UNFC-2009 and its Specifications, including Bridging Documents that are the result of mapping initiatives. The principal Stakeholder groups, or constituencies, to which this advice and assistance is offered include: (i) analysts of energy and mineral resources; (ii) governments; (iii) industry; and (iv) the financial community.

(D) Scope

8. The objectives of the Technical Advisory Group are to:

- (i) Provide assistance and advice on interpreting, applying and/or mapping to UNFC-2009.
- (ii) Act as presenters or trainers as needed on various aspects of the development and application of UNFC-2009 to various Stakeholders.
- (iii) Receive, compile and analyze the results of mapping initiatives.
- (iv) Report the outcome of the Stakeholder reports (including government mapping as well as commercial systems) to the Bureau and then to the Expert Group on Resource Classification.

¹ References here-in to UNFC-2009 are intended to include UNFC-2009 or any subsequent amended versions.

(v) Compile and evaluate stakeholder's recommendations for additional specifications and guidelines that result from these mapping initiatives.

(vi) Annually report the Group's activities to the Bureau and the Expert Group on Resource Classification.

(vii) Review draft Bridging Documents and recommend, or not, endorsement by the Bureau and the Expert Group.

(E) Stakeholder Issues

9. Stakeholders may pose questions or requests for advice and assistance to the Bureau for forwarding to the Technical Advisory Group or directly to the Technical Advisory Group itself. Discussion of issues and questions amongst Technical Advisory Group members may be in person or by written submission. Where appropriate, the Technical Advisory Group will call upon other members of the Expert Group on Resource Classification for preparation of their response.

10. Responses to Stakeholders will be copied to the Bureau and a summary of these responses will be presented annually to the Expert Group on Resource Classification.

11. The Technical Advisory Group will report to the Bureau and then to the Expert Group on Resource Classification, following Bureau review. The Technical Advisory Group will provide a summary report on the advice it has given on how to interpret, apply and/or map to UNFC-2009, or any subsequent updated versions, and on analysis and compilation of results of such initiatives whenever such advice is formally requested by a Stakeholder.

12. Reports from the Technical Advisory Group will be provided as outlined in Section J "Deliverables" of this Terms of Reference. Each report will effectively summarize the advice offered and, if necessary, an action list. Reports are non-attributable, and there will be no references to comments made by individual members.

(F) Meeting Arrangements

13. The Technical Advisory Group will meet as often as required and at least once every Quarter.

14. Meetings will be conducted via audio or videoconference or similar method at a time agreed by the members.

15. An in-person meeting will be convened at the time of the annual meeting of the Expert Group on Resource Classification.

16. A secretariat will be provided by the United Nations Economic Commission for Europe (ECE), who will record and prepare minutes, and prepare meeting agendas in cooperation with the Chair.

17. A notice and agenda of a Technical Advisory Group meeting must be given to each representative member at least ten business days prior to the meeting.

18. The meeting will be led by the elected Chair. If the designated Chair is not available, the Chair will nominate a member to be responsible for convening and conducting that meeting.

19. The role and responsibility of the Chair is to promote full participation by all, ensuring consideration is given to the appropriate issues, follow-up and adequate reporting.

20. The meeting minutes will be prepared by the ECE secretariat and circulated to the members of the Technical Advisory Group as soon as practicable, but preferably no later than ten business days after the meeting.

21. The minutes shall be approved by all members by giving notice to that effect to the other members and Chair with a copy to the ECE secretariat. The final meeting minutes will be made available to the public through the ECE website, following review with the Bureau.

22. There will also be an annual report on the Technical Advisory Group, produced by the Secretariat in consultation with the Chair and members. The report will review the operation and functioning of the Group and, where appropriate, make recommendations for improvements.

(G) Resources and Budget

23. The Technical Advisory Group will be serviced by the ECE secretariat.

24. Members of the Group are not paid or funded in any way by the ECE. A member's time and travel expenses, as may be required to provide the proper guidance, may be covered personally, by that member's employer or through arrangements made by the ECE through any other available source of funding.

(H) Authority

25. The Technical Advisory Group will have no direct decision making authority that is binding on the Expert Group on Resource Classification or its Stakeholders. The conclusions of the Technical Advisory Group will be presented as interpretations and guidance in the application of UNFC-2009. For the purpose of providing advice and/or arriving at a recommendation, a majority of the Technical Advisory Group members, as appropriate, shall constitute a quorum. The Group shall make every effort to provide advice and/or arrive at recommendations by consensus. When consensus is not possible, the meeting minutes will reflect the diversity of opinions, and the results will be reported to the Bureau for further consideration.

(I) Membership

26. Membership of the original Technical Advisory Group will be determined by the Bureau in consultation with the Expert Group on Resource Classification. Full membership should include representatives of the Expert Group from technical disciplines, governments, industry, the financial sector, and regulatory bodies. The commodity or other sectors to which UNFC-2009 applies, including solid minerals and oil and gas, will also be represented. Worldwide representation should be included in the Technical Advisory Group appointments.

27. In addition to these membership guidelines, there are several key Stakeholder organizations representing the minerals industry (Committee for Mineral Reserves International Reporting Standards (CRIRSCO)), oil and gas sectors (Society of Petroleum Engineers (SPE)) and nuclear fuels sector (International Atomic Energy Agency (IAEA)) that should be represented in the Technical Advisory Group with full membership. These key representatives will advise the Technical Advisory Group on the operating procedures, updates and harmonization required with industry guidelines issued by any of these groups.

28. The Technical Advisory Group members should serve for a period of two years. Members can be re-elected to serve additional terms. The members are expected to commit the time and identify funding sources necessary to allow an adequate discharge of their duties.

29. The Chair of the Technical Advisory Group will be selected by the Bureau of the Expert Group on Resource Classification for a period of two years from a list of Technical Advisory Group members recommended by any member of the Bureau or then-existing members of the Technical Advisory Group. The full body of the Expert Group on Resource Classification may be consulted by the Bureau for additional recommendations as deemed appropriate by the Bureau. The Chair may be re-elected to the Technical Advisory Group to serve additional terms.

30. Should a member of the Technical Advisory Group step down during the course of his/her appointment, the Bureau shall have the responsibility to fill the vacated position.
31. The Technical Advisory Group should include a total six to eight members representing the different stakeholders of the Expert Group on Resource Classification, including:
- (a) one member from CRIRSCO
 - (b) one member from SPE
 - (c) one member from the IAEA (nuclear fuel resources)
 - (d) members from industry/the private sector
 - (e) members from the government sector
 - (f) one member from the financial sector
32. Where appropriate, the Technical Advisory Group may call upon other Expert Group members for assistance and advice.
- (i) Other attendees that are always invited to participate
33. The Chair of the Bureau of the Expert Group on Resource Classification (or his/her nominated alternate in the event he/she is unable to participate).

(J) Deliverables

(i) Meeting Report/Letter of Correspondence

34. Upon request by the Bureau, the Technical Advisory Group, or duly appointed subsets of the Technical Advisory Group, will either meet with a Stakeholder or review materials provided remotely to advise on the interpretation and application of those aspects of the UNFC-2009 on which the Stakeholder is seeking clarification. When meeting with a Stakeholder, the Technical Advisory Group will produce a Meeting Report in the form of meeting minutes, where possible within ten days upon conclusion of such meeting, that reflects its recommendations regarding interpretation and application of UNFC-2009. The Meeting Report should be prepared and submitted to the Bureau following Stakeholder review, so as to ensure an accurate reflection of the Technical Advisory Group interaction. Advice may pertain, but not necessarily be limited, to activities such as mapping exercises, case study preparations, or the testing of bridging documents.

(ii) Annual Report

35. The Technical Advisory Group will prepare an Annual Report for the Bureau. Upon conclusion of Bureau review, the report will be submitted to the Expert Group on Resource Classification, in order to keep the Bureau and the Expert Group informed of Technical Advisory Group activity on all of its activities. This report will be prepared and presented at the annual meeting of the Expert Group on Resource Classification.

36. It is recognized that informal communication between Stakeholders and the Technical Advisory Group or individual members thereof will likely be commonplace, including but not limited to email, telephone discussions, or direct conversation. It is understood that such communications will not be subject to formal reporting. Nonetheless, it is incumbent on Technical Advisory Group members to keep the full Group apprised of the outcomes of such discussions. Summaries of any such discussions may be included in formal reports to the Bureau and the Expert Group on Resource Classification, as may be determined appropriate by the Technical Advisory Group.

37. All written communications (informal or otherwise) including e-mails, but not limited to e-mails, should be copied to all members of the Technical Advisory Group, the ECE secretariat and the Chair of the Bureau.

(K) Review Cycle

38. The Terms of Reference should be reviewed on a regular basis to ensure they remain appropriate to fulfill the mandate and mission of the Technical Advisory Group. Following the initial foundation of the Technical Advisory Group, the Terms of Reference should be proactively reviewed by the Technical Advisory Group to ensure they are understood, and applicability confirmed. The Terms of Reference should thereafter be reviewed annually, in conjunction with the development of the annual Technical Advisory Group report for the Expert Group on Resource Classification annual meeting for any given year. Any suggested revisions should be reviewed with the Bureau by the Chair of the Technical Advisory Group in sufficient time to allow discussion of potential revisions at the next scheduled Expert Group on Resource Classification meeting.
