

SBTi Technical Advisory Group

Terms of Reference

Version 1.0

November, 2022

INTRODUCTION

1. The Science Based Targets initiative (SBTi) is a joint initiative by CDP, the United Nations Global Compact (UN Global Compact), the World Resources Institute (WRI), and the World Wildlife Fund for Nature (WWF) in collaboration with the We Mean Business Coalition (WMB).
2. The Science Based Targets initiative (SBTi) is the leading standard setting and certification body driving decarbonization in the real economy in line with our global climate goals. The SBTi develops climate alignment standards, based on the best available science, and independently assesses targets from companies and financial institutions against these standards following publicly available protocols.
3. This document outlines the Terms of Reference of the SBTi Technical Advisory Group (TAG).

ABOUT THE SBTI TECHNICAL ADVISORY GROUP

4. The Technical Advisory Group (TAG) is a group of volunteer advisors with in-depth knowledge of global climate change mitigation and/or expertise in science-based target setting from a diversity of perspectives. It includes representatives from corporates, finance, academia, research, government, non-profit, and multilateral organizations.
5. The TAG contributes to the rigor and consistency of the SBTi's outputs by providing expert advice and review throughout the development of priority technical resources for the corporate and financial sectors. The TAG contributes expertise through consultation with the body as a whole, or through Expert Advisory Groups (EAGs), made up of a subset of TAG members plus additional experts as required.
6. The TAG has an advisory role and is not a decision-making body. Decisions on final technical decisions and deliverables will be made by the Technical Council or the Executive Board of the SBTi.
7. The SBTi is also supported by a Scientific Advisory Group (SAG) that provides expert input on the SBTi's interpretation of climate science.

COMPOSITION

8. The TAG members are leading experts in one or more of the following areas:
 - Climate mitigation in the corporate and/or financial sector
 - Corporate and financial institution climate accounting
 - Setting, implementing, and/or analyzing targets and strategies to reduce GHG emissions in line with science
 - Scope 3-related initiatives, including supplier engagement, supply chain management, circular economy, and life cycle assessment
 - Measurement, reporting, and verification related to climate / ESG
 - Climate accountability from a civil society perspective
 - Designing, implementing, and/or analyzing climate policy
 - Driving corporate climate finance
 - Climate/environmental justice

9. The composition of the TAG shall be gender equitable, reflect the viewpoints of different actors within the climate action ecosystem, and, where feasible, should be regionally balanced so that advice provided to the SBTi is inclusive and measured. Composition within project-specific EAGs should follow the same distribution as far as possible.

10. The following criteria as self-identified by the applicant will be applied when determining the composition of the group:
 - Gender diversity, using the 40:40:20 rule (40% female, 40% male and 20% flexible to any gender, including non-binary and other gender identities) but with a maximum of 50% male representation
 - Organizational diversity, including representatives from corporates, financial institutions, academia, research, government, non-profit, civil society, and multilateral organizations, to include:
 - i. A maximum of 50% representation from corporates and financial institutions (including consultancies and corporate member-led NGOs)
 - ii. A minimum of 20% representation from civil society / non-business-facing NGOs
 - Regional diversity, striving for a minimum of 25% representation from the Global South

11. The SBTi shall use its best endeavors to achieve balance and diversity amongst TAG and EAG members as described above, however, the work of the TAG shall not be invalidated by its inability to achieve an optimum level of diversity.

12. The TAG meetings may be attended by representatives from any of the SBTi's partner organizations (CDP, UN Global Compact, World Resources Institute, WWF and WMB).

APPOINTMENT

13. The SBTi will hold an open call for applications to join the TAG every two years.

14. Applications will be assessed through an evaluation of relevant qualifications and the needs of the SBTi Technical Department.

15. In addition to meeting desired composition metrics above, the criteria below will be used to evaluate all TAG applications:

- Demonstrated technical competence and knowledge of climate mitigation
 - i. All members, regardless of whether they are practitioners, advocates, or academics, should have demonstrated a high level of knowledge and technical competence in climate mitigation, including a general understanding of climate science, carbon accounting, and science-based target setting. A broad base of skills, experience, and perspectives is needed; therefore, members may also have professional backgrounds that reflect a diverse range of expertise and roles that are relevant to the mission of the SBTi.
- Communication skills
 - i. Effective oral and written communication skills are necessary. Communication skills also include the ability to listen to and consider the views of others with an open mind and without prejudice and discrimination. While a working knowledge of English is necessary, there should be no discrimination in selection against those for whom English is not their first language.
- Awareness of the climate action landscape
 - i. Members should understand the climate action landscape in which SBTi operates. This should include awareness of sustainability, climate mitigation, business and financial reporting issues that are relevant to the mission of the SBTi.
- Ability to work in a collegial and collaborative atmosphere
 - i. Members should be able to show respect, tact, and consideration for one another's views and those of third parties.
- Integrity, objectivity, and discipline

- i. The credibility of members should be demonstrated through their integrity and objectivity. This includes intellectual integrity as well as integrity in dealing with fellow members of the TAG and others.
 - o Commitment to the SBTi's mission and public interest
 - i. Members should be committed to achieving the objective of the SBTi to drive ambitious climate action in the private sector. Members should also be committed to serving the public interest.
- 16. Members of the TAG are appointed for a term of two years and can apply to retain their position for up to a maximum of 6 continuous years (or longer determined on a case-by-case basis through approval from the Technical Council).
- 17. In case of changes in the professional affiliation or termination of the membership, the following requirements and measures will apply:
 - o TAG members will inform the SBTi of changes to their professional affiliation during their commitment period
 - o TAG members will inform the SBTi if they would like to terminate their membership before the commitment period expires; the member will be removed from the SBTi website and communications and replaced by a new external expert
 - o TAG members that join one of the SBTi partner organizations as an employee will be removed from the TAG and replaced by a new external expert
- 18. The SBTi retains the right to terminate membership of any TAG member.

COMMITMENT

- 19. Members of the TAG are expected to donate a small fraction of their time, limited to 10 days per year in total.
- 20. In general, members are expected to:
 - o Actively participate and share technical expertise during conference calls and occasional in-person workshops
 - o Engage in a minimum of one, but maximum of two of the dedicated EAGs for specific projects
 - o Dedicate the necessary time offline to review and contribute to drafts and outputs presented by SBTi and its technical partners, which may include:

- i. Target-setting methods
 - ii. Foundations papers
 - iii. Cross-sector standards
 - iv. Sector specific standards and/or guidance
 - v. Guidance documents
 - Provide inputs in a constructive spirit, namely in improving clarity and scientific or technical accuracy
 - Optionally participate in activities intended to promote the adoption of science-based targets, amplify development processes and final deliverables of technical resources, and occasionally speak on the SBTi's behalf when opportunities arise
 - Optional participation in virtual and in-person events (e.g., launch events, etc.).
21. Commitment for general TAG activities, excluding EAG activities:
- Quarterly virtual meetings (60-120 minutes each)
 - Potential ad-hoc meetings
 - Estimated commitment of 2 to 3 days per year
22. Commitment for EAG activities:
- The frequency of meetings will depend on project stage and may vary over time
 - Estimated six to ten conference calls per year (60-120 minutes each), with optional participation in additional conference calls in sub-groups or round tables as needed
 - Estimated commitment of 5 to 7 days per year, in addition to the general TAG activities
 - When a TAG member engages with more than one EAG, they should coordinate with the SBTi so that their level of engagement does not exceed a reasonable level
23. Meetings shall be conducted under the Chatham House Rule. Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.
24. Members shall not distribute materials in advance of publication without the permission of the SBTi.

ACKNOWLEDGEMENT AND REMUNERATION

25. TAG members serve in their individual capacity as experts, and therefore changes of members are discouraged and ad hoc alternatives will only be considered in rare instances.
26. Members of the TAG will be acknowledged by name and organizational affiliation on the SBTi website and in any relevant publications.
27. TAG members must consent to the use of their organization name in relation to the TAG, but not for any additional purpose.
28. Funding provided by TAG members or their affiliated organizations does not confer any special status in the TAG or project governance.
29. The organizations and SBTi (together the “participants”) will use the following language when referring to participation in the initiative and will not portray or imply any other association or collaboration between the participants:
 - “[Organization name] participates in the Technical Advisory Group of the Science Based Targets initiative (SBTi) contributing to the development of [on-going technical project(s)]. The Technical Advisory Group has an advisory role, and decisions on final technical resources will be made by the Technical Council or the Executive Board of the Science Based Targets initiative.”
30. Being a member of the TAG is a voluntary, part-time position and TAG members do not receive any financial remuneration.
31. For those participating in in-person webinars or workshops, travel costs must be covered by the TAG members’ own organizational budget.

EXPERT ADVISORY GROUPS

32. The SBTi will create thematic Expert Advisory Groups (EAGs) to provide technical advice on specific topics and development or revision of related resources over time.
33. As previously stated, TAG members are expected to engage in a minimum of one, but maximum of two Expert Advisory Groups for specific projects.

34. The TAG members will be informed when an EAG is created and will receive an invitation to participate that will detail project objectives, desired expertise, expected composition, and an estimated timeline of deliverables, milestones, and meetings.
35. TAG members should make up a large portion of membership within EAGs. However, in some cases, expertise that is not covered by the TAG will be required and additional members will be invited to apply to join the EAG.
36. EAGs will be managed by the SBTi Project Lead. The Project Lead will be responsible for providing periodic updates and defining the topics to be covered in each meeting in advance.
37. EAG members are expected to participate in all meetings to ensure continuity and progress on the project of interest. Where necessary, additional external experts may be invited to thematic meetings to contribute to the discussion.

DECISION-MAKING

38. The TAG is not a governing body and the decision to incorporate any remark and/or observation put forward by the group remains an attribute of the Technical Council or the Executive Board of the SBTi.
39. The decision over and approval of final decisions and deliverables rests solely with the Technical Council or the Executive Board of the SBTi.

DOCUMENT CONTROL

Version	Description	Publication date
1.0	Issue for use, November 2022	1/11/2022