



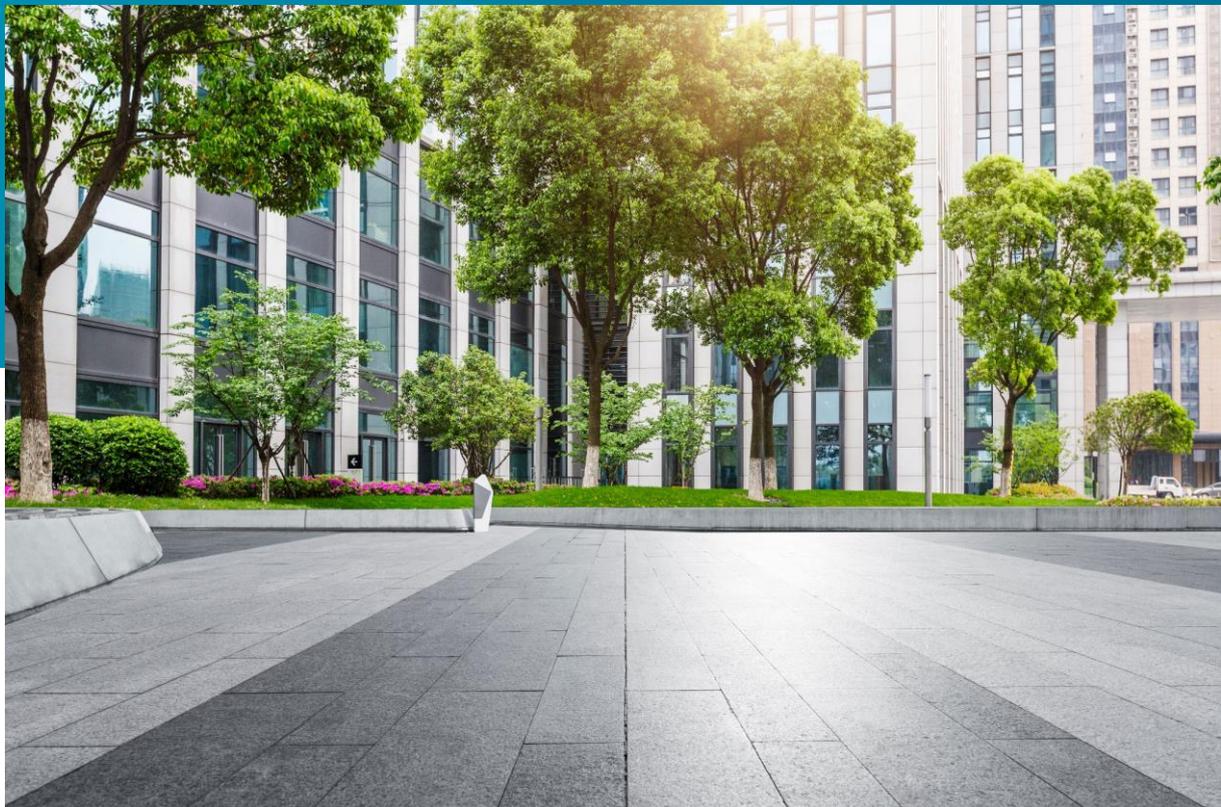
NABERS

UNITED KINGDOM

NABERS UK

Steering Committee Expression of Interest Information Pack

March 2021



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1 Invitation to submit an expression of interest

1.1 Introduction

NABERS UK is a simple, reliable system for rating the energy efficiency of office buildings across England, Wales, Scotland and Northern Ireland.

NABERS UK is managed by BRE Global Limited (BRE) and is overseen by a national Steering Committee. For more information on NABERS UK, see <http://www.nabers.gov.au/nabers-uk>.

BRE is seeking relevant organisations to participate as Stakeholder Members of the NABERS UK Steering Committee. Stakeholder Members will provide a critical role for the on-going Governance and future direction of NABERS UK, where they will be responsible for providing feedback and advice to the Scheme Administrator to ensure NABERS UK delivers against the needs of the commercial real estate industry. Stakeholder Members are expected to be key industry bodies representing relevant organisations or professionals within the commercial real estate sector. Non-industry organisations, such as governmental bodies, will also be considered.

To apply, organisations need to nominate a suitably experienced individual who has the authority to consult with and provide feedback on behalf of the organisation and its members.

1.2 The NABERS UK Steering Committee

The NABERS UK Steering Committee brings together organisations who have relevant experience and knowledge to guide the strategic direction of the NABERS UK program.

The Steering Committee has two membership types:

- 1) Voting Members: represented by BBP, BRE and NABERS Branch, who have voting rights; and
- 2) Stakeholder Members: representing key groups of stakeholders for NABERS UK, and do not have voting rights.

Stakeholder Members of the NABERS UK Steering Committee will be selected every three years through an Expression of Interest (EOI) process. These members will offer valuable advice and insights to help shape the future direction of NABERS UK. This EOI relates to the three-year term from 01/06/21 to 31/5/23.

1.3 Stakeholder Member Memorandum of Understanding and Terms of Reference

Successful organisations will be required to sign a Memorandum of Understanding (MoU) to confirm their commitment over the three-year period and outline their responsibilities as Steering Committee Stakeholder Members. The MoU template is provided in Section 2.

Applicants should refer to the NABERS UK Steering Committee Terms of Reference at Section 3 for further detail on the working arrangements of the NABERS UK Steering Committee. The Terms of Reference outline the purpose, structure, membership, roles and responsibilities of the Steering Committee.

1.4 Selection Criteria

Organisations are asked to provide a written application that address items listed under Section 1.5. The organisation selection criteria should be no more than two pages. Please ensure that your submission addresses each of the criteria fully, using examples where appropriate.

BRE strives promote inclusion. We recognise that we operate in a diverse community and welcome submissions which include a representative of any background. This includes any age or gender, culturally and linguistically diverse groups, the LGBTIQ+ community and people with disabilities.

1.5 Organisation Selection Criteria

Item	Criteria	Assessment
1. Organisational relevance	<p>Briefly describe your organisation's core mission and/or activities.</p> <p>Describe the stakeholders that your organisation represents and the importance of NABERS UK to them.</p>	<p>Submissions will be assessed on the relevancy of the organisation and its stakeholders to NABERS UK.</p>
2. Professional Coverage and/or Industry Sector	<p>Nominate from the following list the area(s) of professional coverage or industry sector coverage that your members operate in:</p> <ul style="list-style-type: none"> • Commercial real estate • HVAC and/or Building Services • Building Design or Architecture • Property or Facility Management • Other (please describe) 	<p>Information will be used to ensure representation from as many sectors as possible relevant to NABERS UK ratings.</p>
3. Representative experience	<p>Nominate an appropriate representative to attend the Steering Committee meetings on behalf of your organisation.</p> <p>Describe the representative's role in the organisation, their experience and understanding of NABERS and built environment sustainability issues.</p>	<p>Submissions will be assessed on the suitability of the representative, as based on their experience and understanding of NABERS UK, sustainability and the built environment, and their ability to consult with their members to elicit feedback and advice.</p>

Outline their ability to provide feedback and advice on behalf of their members.

Any external public links that demonstrate the experience of the individual e.g. LinkedIn profile would be useful.

N.B. If the nominated representative leaves the organisation during the three-year term, the Stakeholder Member will need to provide a new representative. The new representative will be assessed for suitability by the Steering Committee against the criteria in this EOI.

4. Attendance

Provide a commitment that the representative will attend two Steering Committee meetings a year.

Organisations are permitted to provide a substitute representative in cases of illness or leave under the Steering Committee Terms of Reference.

This is a minimum requirement. Organisations which cannot commit to regular attendance will not be considered for the Steering Committee.

1.6 Submitting an EOI

Address the EOI to Ruby Smith, Partnership Account Manager at BRE Global. Please include it as a single attachment in an email to nabersuk@bregroup.com.

Please review the selection criteria above and ensure you cover these in your submission.

The deadline is: **5pm, Wednesday 28th April 2021.**

1.7 Assessment Panel

A panel composed of NABERS UK Steering Committee Voting Members will be formed to assess the Expressions of Interest against the criteria above.

Applications will be assessed soon after the closing date. All applicants will be informed of the outcome by **6th May 2021** and successful applicants will be forwarded a Memorandum of Understanding (Section 2) for signature.

1.8 Further information

If you require further information or have any questions, please contact Ruby Smith, Partnership Account Manager at BRE Global:

email: nabersuk@bregroup.com phone: (+44) (0)795 149 8456

2 Memorandum of Understanding for Stakeholder Members

<name>

<position>

<organisation>

<address>

(<email>



Thursday, 1 April 2021

NABERS Steering Committee Stakeholder Member – Memorandum of Understanding (MOU)

Dear <first name>,

Congratulations on your successful Expression of Interest to become a Stakeholder Member of the NABERS UK Steering Committee. BRE Global Limited (**BRE**) is pleased to be working with you as the nominated representative.

1. Purpose

This MOU identifies the working relationships between BRE and <organisation> as a Stakeholder Member of the NABERS UK Steering Committee.

2. Role of the NABERS Steering Committee

The NABERS UK Steering Committee brings together organisations who have relevant experience and knowledge to guide the strategic direction of the NABERS UK program.

Stakeholder Members represent key groups of stakeholders for NABERS UK and the sectors it operates in. Refer to the Steering Committee Terms of Reference (Section 3) for further detail on the working arrangements of Stakeholder Members within the NABERS UK Steering Committee.

3. Duration of MOU

This MOU will commence once both parties have signed the document and is valid through to 30 June 2023. It can be modified by mutual consent of BRE and the <Organisation>. The MOU may be terminated prior to this date by either party in writing.

4. Meetings

Meetings are held quarterly; Stakeholder Members are expected to attend all meetings. An agenda and papers will be circulated to your representative the week before scheduled meetings, they must ensure they have read and undertaken any required consultation within your members prior to attending. It is expected that your representative will:

- Consult on the issues with the represented membership (if applicable);
- Actively engage with and participate in the Steering Committee;
- Provide thoughtful and considered feedback; and
- Be constructive. All feedback (good and bad) is welcome, however it is expected to be respectful and constructive.

5. Funding and Remuneration

This MOU is not a commitment of funds with the exception that Stakeholder Members shall each be responsible for the remuneration and expenses of their own representatives. (Refer section 3.12 of the Terms of Reference).

6. Status

This MOU is not legally binding and does not create or define legal obligations between the parties. Nothing in this MOU is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party.

7. Contacts:

BRE Global Limited

Name:

Position:

Address:

Phone:

Email:

<organisation>

Name:

Position:

Phone:

Email:

Signed for and on behalf of **BRE Global Limited (BRE)**

Name

Date

Signature

Signed for and on behalf of **<Organisation>**

Name

Date

Signature

3 Steering Committee Terms of Reference

This Terms of Reference (ToR) establishes the working arrangements of the NABERS UK Steering Committee. It outlines the purpose, structure, membership, roles and responsibilities.

This Terms of Reference is effective from 1st June 2021 and will be reviewed three years from this date.

3.1 Governance Structure

The NABERS Steering Committee brings together Government and Stakeholder members who have relevant experience and knowledge to guide the strategic direction of the NABERS program.

The Steering Committee has two membership types:

- 1) Voting Members: represented by BBP, BRE and NABERS Branch, who have voting rights; and
- 2) Stakeholder Members: representing key groups of stakeholders for NABERS UK, and do not have voting rights.

3.2 Purpose

- 3.2.1 The purpose of the NABERS UK Steering Committee is to make decisions on major issues and provide strategic direction for BRE as Scheme Administrator.
- 3.2.2 The Steering Committee also plays a consultative role, providing feedback and advice to the Scheme Administrator.

3.3 Accountability

- 3.3.1 Voting Members of the Steering Committee shall be BBP, BRE and NABERS Branch, who have voting rights.
- 3.3.2 Each organisation has one vote each and approved decisions must be on a unanimous basis.
- 3.3.3 Voting Members must vote in the interest of NABERS UK, ahead of their background or other roles.

3.4 Stakeholder Membership

- 3.4.1 The Voting Members may appoint up to 15 Stakeholder Members representing key groups of industry stakeholders to be part of the Steering Committee.
- 3.4.2 Stakeholder Members will not have voting rights on the Steering Committee.
- 3.4.3 One representative must be appointed by each Stakeholder Member.
- 3.4.4 Stakeholder Members will be selected either directly by the Voting Members or via an Expression of Interest process. Merit criteria will be used to demonstrate relevance of the organisation to the functions of the Steering Committee.
- 3.4.5 EOI's will be assessed by a panel of the Voting Members.
- 3.4.6 Stakeholder Members are expected to largely include major industry bodies representing relevant organisations or professionals, as well as Government.
- 3.4.7 Additional Stakeholder Members can apply to join the Steering Committee outside the regular 3-year cycle. Such applications will be put to the Steering Committee for decision (vote).

3.5 Working Groups

- 3.5.1 From time-to-time smaller working groups of Steering Committee Members may be formed to facilitate discussion and investigation of specific issues. Working groups will be assisted by the Scheme Administrator who will report recommendations or findings back to the wider Steering Committee through the Steering Committee meetings.

3.6 User Working Group

- 3.6.1 A User Working Group will be established by the Scheme Administrator to provide industry input and expert advice directly from users of the scheme to support the development of NABERS UK. It will be convened and chaired by the Scheme Administrator who will report recommendations or findings back to the wider Steering Committee through the Steering Committee meetings.
- 3.6.2 The Scheme Administrator will establish the User Working Groups by Expression of Interest to the major users of NABERS UK.
- 3.6.3 The User Working Group will meet as and when required, but on at least an annual basis to review and respond to any major issues raised by the Working Group.

3.7 Technical Working Groups

- 3.7.1 From time-to-time Technical Working Groups will be established by the Scheme Administrator to provide industry input and expert advice to support the development of NABERS UK. The Scheme Administrator will liaise directly with Technical Working Groups to resolve technical issues.

- 3.7.2 The Scheme Administrator will establish the Technical Working Groups by Expression of Interest to key stakeholders, technical experts, and Steering Committee Members.
- 3.7.3 All parties will be invited to participate in all Technical Working Group meetings.
- 3.7.4 The Scheme Administrator will consider the feedback obtained from the Technical Working Groups when deciding technical modifications to NABERS.

3.8 Steering Committee Chairs

- 3.8.1 BRE and Better Buildings Partnership will co-chair meetings involving Stakeholder Members and will provide secretariat support, including scheduling meetings and distribution of papers and proceedings.

3.9 Member Representatives

- 3.9.1 Each Member must appoint an individual person to represent it on the Steering Committee.
- 3.9.2 Each Member may replace the representative appointed by it. Replacement representatives should be nominated in a timely manner to avoid periods where no representative is available.
- 3.9.3 Each representative shall be authorised to represent the Member with respect to all notices and votes (where eligible) pertaining to NABERS UK.

3.10 Meetings of the Steering Committee

- 3.10.1 Voting Members of the Steering Committee will convene at least quarterly and meetings will be co-chaired by BRE and NABERS Branch.
- 3.10.2 Stakeholder Members of the Steering Committee will convene biannually and meetings will be co-chaired by the BRE & Better Buildings Partnership.
- 3.10.3 Members are expected to attend all their respective meetings. Substitute representatives will be allowed to attend on behalf of a Member if the Member's appointed representative is unable to attend (for example due to illness or leave).
- 3.10.4 A meeting agenda and papers shall be circulated at least seven (7) days prior to a scheduled meeting.
- 3.10.5 A quorum of three, including all voting members, is required for a Steering Committee meeting to proceed and decisions to be made.
- 3.10.6 The Scheme Administrator may communicate with Member representatives in between meetings to discuss relevant issues as may arise.

3.11 Decision making scope

3.11.1 The Steering Committee is charged with a range of decision-making responsibilities. These are largely strategic rather than operational in nature.

3.11.2 Voting Members and Stakeholder Members are charged with:

- a) Advising on major changes to the program, and the impact it may have on industry;
- b) Advising on implementation and operation of the governance structure;
- c) Identifying opportunities to integrate NABERS UK with wider industry initiatives;
- d) Providing input into development and innovation projects each year; and
- e) Raising issues from industry to be discussed and addressed.

3.11.3 Voting Members are charged with:

- a) Reviewing and approving information supplied by the Scheme Administer to demonstrate their progress and work accomplishments.
- b) Approving major changes to the program, including rulings that impact the strategic positioning of NABERS;
- c) Approving future changes to the governance structure; Approving development and innovation projects; and
- d) Discussing the possible future expansion of NABERS UK to include other building types and/or rating types.

3.12 Steering Committee funding and remuneration

3.12.1 Members shall each be responsible for the remuneration and expenses of their own representatives.

3.13 Dispute Resolution

3.13.1 Members shall attempt to resolve any dispute arising out of or relating to issues discussed in Steering Committee meetings, or decisions made by the Steering Committee, through negotiations between Member representatives.

Contact us

NABERS UK is owned and overseen by the New South Wales Government, Australia and administered by the Building Research Establishment (BRE).

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