
Terms of Reference

1. Introduction

The Environmental Advisory Group (EAG) is established to support SIGTTO's Environmental Policy by providing a forum for members to share insights, identify priorities, and advise the Board, General Purposes Committee (GPC), and Secretariat on environmental matters relevant to liquefied gas shipping and terminals.

2. SIGTTO Environmental Policy

SIGTTO's environmental engagement focuses on:

- Supporting members with the safe and practicable implementation of environmental regulations affecting liquefied gas carriers and terminals.
- Promoting and sharing best practices for managing environmental regulations for gas shipping and terminal operations.
- Collaborating with members and NGOs to provide technical input and support to regulatory and standard-setting bodies, including the IMO and classification societies, to ensure that new or revised environmental regulations are as safe and effective as is reasonably practicable.

SIGTTO will not lead on decarbonisation target setting or market-based measures.

3. Scope

- The initial focus is on greenhouse gas (GHG) reduction in liquefied gas shipping and terminal operations, including energy efficiency, methane slip, CO₂, and other relevant GHGs.
- Topics within scope include, but are not limited to:
 - GHG measurement, reporting and verification
 - Reduction and mitigation strategies for GHG emissions
 - Best practices for compliance with environmental regulations
- The scope may be expanded at the discretion of the Board to include other environmental topics.

4. Membership

- Membership of the EAG is open to representatives of SIGTTO member organisations with sufficient experience of the topics in scope.
- A summary CV of prospective members will be reviewed by the EAG for vetting of candidates.
- External experts or NGOs may be invited for specific topics or collaboration at the discretion of the group.
- The recommended maximum number of members is 16, to ensure effective discussion.
- Members missing three consecutive meetings will be contacted by the Secretariat to confirm continued participation.

5. Member Expectations

- Members are expected to:
 - Dedicate sufficient time to EAG responsibilities, including preparation for meetings, participation in working groups, and drafting and review of relevant documents.
 - Attend meetings regularly (virtual and, where possible, face-to-face), and contribute informed perspectives to discussions and outputs.
 - Engage between meetings as required, including through working groups, ad hoc consultations, and drafting and reviewing publications.
 - Allocate, as a guideline, 2–4 hours per quarter for meeting preparation and participation, with additional time for working groups or contributing to documents as appropriate.
 - Represent SIGTTO and the EAG positively, upholding values of professionalism, integrity, and neutrality.
 - Declare any conflicts of interest and act in the best interests of the Society and the EAG.

6. Meetings

- Meetings will be held virtually using Microsoft Teams as and when deemed necessary by the group, but at least quarterly.
- One face-to-face meeting will be held annually in October, coinciding with the Autumn GPC meeting. Other face-to-face meetings may be held at the discretion of the group.
- The EAG operates without a chair; the SIGTTO Secretariat facilitates meetings, administration, and record-keeping.

7. Governance and Decision-Making

- The EAG is member-led and operates on a collaborative basis.
- All meetings and communications will comply with SIGTTO's Anti-Trust and Anti-Competition guidelines.
- Quorum is 8 members (or 50% +1 if membership less than maximum).
- Members shall declare any conflicts of interest at the start of relevant agenda items.
- All outputs including policy decisions and publications are subject to final approval by GPC.
- Topics relating to pricing, commercial strategy, or supplier selection are out of scope.

8. Outputs and Engagement

- The EAG will maintain a watching brief on the regulatory landscape (within scope) and identify and prioritise topics for consideration.
- The EAG may initiate and produce publications, technical policy, topic briefs, and position papers.
- The EAG may establish working groups as needed to address specific topics or develop guidance.

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- The EAG may collaborate with external parties (e.g., NGOs, classification societies, research institutes, companies) at its discretion.
- The EAG does not engage in advocacy or lobbying; external representation is coordinated by the Secretariat as needed.
- The EAG may provide advice and recommendations directly to the Board, GPC, and Secretariat.

9. Records and Review

- The Secretariat circulates outline agendas and short action notes (not verbatim minutes) by email in good time.
- A summary of EAG work will be prepared by the Secretariat for GPC and Board meetings.
- The EAG conducts an annual review of its activities (attendance, outputs, collaborations, member feedback).