

SBTi EXPERT ADVISORY GROUP FOR THE OIL AND GAS STANDARD DEVELOPMENT TERMS OF REFERENCE

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INTRODUCTION

About the SBTi

The Science Based Targets initiative drives corporate climate action by enabling businesses and financial institutions globally to set science-based greenhouse gas (GHG) emissions reduction targets.

It was formed as a collaboration between CDP, the United Nations Global Compact, World Resources Institute (WRI), the World Wildlife Fund (WWF), and the We Mean Business Coalition. The SBTi's goal is to enable companies worldwide to do what climate science requires of the global economy: to halve emissions by 2030, and achieve net-zero before 2050. The SBTi develops criteria and provides tools and guidance to enable businesses and financial institutions to set GHG emissions reduction targets in line with what science tells us is needed to keep global heating below 1.5°C.

About this document

1. This document outlines the Terms of Reference for the SBTi Expert Advisory Group (EAG) for the Oil and Gas Sector Standard Development. The project will be carried out according to the Standard Operating Procedure (SOP) for Development of SBTi Standards.

ABOUT THE OIL AND GAS SECTOR STANDARD DEVELOPMENT PROJECT

2. The objective of this project is to establish a sector-specific standard that will apply to companies operating in the oil and gas sector to detail the minimum criteria to be followed to set 1.5°C-aligned science-based climate targets. The [Terms of Reference for Oil and Gas Sector Standard Development project can be found here](#).
3. Prior to this stage of the oil and gas sector standard development the SBTi initiated a project in 2019 to enable science-based target-setting in the oil and gas sector. With the input of an EAG, a draft standard was developed and published for public consultation in 2020. After a temporary project pause, the SBTi published the Oil and Gas Interim Report in September 2022. A new EAG was also appointed specifically to provide recommendations and address outstanding issues in the draft standard. The EAG review process, conducted from August to October 2022, yielded valuable insights and identified areas for further work. The 2023 EAG Review report summarized the outcomes of the review. The EAG described in this document will be formed to advise on the next phase of the project.
4. The expected impact outcome of this project is to address the production of oil and gas, which are the largest contributors of global GHG emissions. The most important sustainability issues within the scope of the Oil and Gas Sector Standard Development are the GHG emissions associated with the continued production and use of fossil fuels. The Oil

and Gas Sector Standard will establish criteria for companies operating in the sector to follow to allow them to set credible, robust, and science-based climate targets.

5. The key output of this project is an Oil and Gas Sector Standard and is supported by the following deliverables:
 - The Oil and Gas Standard document
 - Target-setting tool for use by Oil and Gas companies
6. An estimated timeline of deliverables, milestones and meetings can be found in Annex I of this document.

PROJECT GOVERNANCE STRUCTURE AND POLICY

7. This project will be developed through a transparent and inclusive multi-stakeholder process following the high-level governance structure described in this section. The SBTi will act as convening agent, drafting lead and project manager in this process.
8. The Oil and Gas Sector Standard Development project will be supported by the following actors:
 - Project Team: This team includes staff from the SBTi and is accountable to the SBTi's Executive Leadership Team (ELT) for project delivery.
 - Expert Advisory Group (EAG): This is an advisory group of volunteer experts, who could be independent or work for relevant organizations, set up to provide advice and input during the development of thematic or project-specific resources and to bring an informed perspective from a stakeholder or interest group.
 - [Executive Leadership Team](#): The ELT is responsible for designing and overseeing implementation of the SBTi's overall strategy, making day-to-day decisions for the initiative, and providing guidance and quality control. The Chief Technical Officer oversees and is accountable for the SBTi's technical developments.
 - [Technical Council \(TC\)](#): The SBTi Technical Council is an independent deliberation and technical decision-making body, with delegated authority from the Board, to review and approve SBTi standards and other normative documentation, according to the *Standard Operating Procedure for Development of SBTi Standards*, and exclusively in the public interest.
 - [Board of Trustees](#): The Board approves SBTi strategy and work plan, appoints and oversees Technical Council, and adopts standards and other major technical decisions following deliberation from Technical Council.
 - The SBTi may also consult with the SBTi's Technical Advisory Group (TAG) and Scientific Advisory Group (SAG):
 - [Technical Advisory Group \(TAG\)](#): This is a group of volunteer expert advisors from business, academia, government, non-profit and multilateral organizations. They

- provide expert advice from a practitioner's perspective throughout the development or revision of SBTi technical outputs (e.g. standards, guidance documents, etc.) for which a project-specific Expert Advisory Group has not been created.
- [Scientific Advisory Group \(SAG\)](#): This is a group of volunteer expert advisors in climate change mitigation from the scientific community. They provide expert advice from a scientific perspective throughout the development or revision of research papers, SBTi standards, methods and pathways.
9. The SBTi may also consult and engage with wider stakeholders through public consultation and other engagement mechanisms.
 10. The SBTi's technical governance structure is detailed on the [SBTi website](#)

ABOUT THE EXPERT ADVISORY GROUP

11. The SBTi creates thematic and/or project-specific EAGs to provide technical advice on specific topics and development or revision of related resources based on the needs of the project. For example, to advise on specific topics within standards, such as value chain emissions, or development of sector-specific standards.
12. This Oil and Gas Sector Standard development EAG 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] that acts in an advisory capacity to the SBTi over the duration of the project.
13. The EAG plays an advisory and consultative role in the development of SBTi standards and other technical resources, rather than a decision-making role. Input from EAG members is considered by the SBTi and governance bodies in the drafting and approval of these resources.
14. EAG members serve in their individual capacity as technical experts for the Oil and Gas Sector Standard Development project team. The EAG contributes to the review of drafts and final deliverables prepared by the Project Team and provides input and advice on priority topics in a constructive manner.
15. The Oil and Gas Sector Standard Development project Project Team will manage logistics and engagement with the EAG, with support where needed from the Technical Operations Team, Technical Department.
16. Where necessary, additional external experts may be invited to thematic meetings to contribute to the discussion.

COMPOSITION OF THE EAG

17. The EAG members are experts in or represent one or more of the following areas:

- Global emissions pathways for 1.5°C target and CCS/CDR impacts.
- Energy system pathways for 1.5°C target, including fossil fuels role.
- Approaches to CCS and GHG removal, deployment rates, and limitations.
- Allocation methodologies in SBTi draft methods.
- Corporate GHG accounting standards and frameworks (e.g., GHG Protocol).
- Investment community requirements and SBTi standards.
- NGO and civil society .
- Fossil fuels value chains operations and transition modes

18. The EAG includes representatives from business, academia, research, non-profit, and multilateral organizations. Ideally, representatives of companies or financial institutions taking part in the EAG should be, at minimum, committed to setting science-based targets.¹

19. The composition of the EAG should be gender equitable, reflect the viewpoints of different actors within the climate action ecosystem, including those directly affected (i.e companies, financial institutions, or stakeholders in the sector or realm of project development) and, should be regionally balanced so that advice provided to the SBTi is inclusive, diverse and measured.

20. 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)
- Organizational diversity, including representatives from corporates, financial institutions, academia, research, government, non-profit, civil society, impacted communities and multilateral organizations, to include:
 - A maximum of 50% representation from corporates and financial institutions (including consultancies)
 - A minimum of 20% representation from civil society / non-profit organizations
- Regional diversity, aiming for 30% representation from the Global South

21. Employees from any of the SBTi's partner organizations (CDP, UN Global Compact, World Resources Institute, WWF and WMB) may join the EAG as members. A maximum of three representatives of each SBTi partner organization, of which no more than one from the same region are eligible to serve as a member of the EAG at any given time.

22. Only one representative per organization (excluding partner organizations) is eligible to serve as a member of the EAG at any given time.

¹ More information on the commitment process can be found at <https://sciencebasedtargets.org/step-by-step-process>

23. The SBTi shall use best endeavours to achieve balance and diversity amongst EAG members, however, the work of the EAG shall not be invalidated by its inability to achieve an optimum level of diversity.

APPOINTMENT

24. SBTi will hold an open call for applications to join the Oil and Gas Sector Standard Development Project EAG. Candidates will be invited to apply to be on the EAG for this project specifically or may be selected through an open call for individuals with specific expertise on a topic.
25. The SBTi will inform members of the TAG of all technical developments and TAG members may apply to the EAG. TAG members are expected to participate in EAGs and therefore may hold membership of the TAG and up to two EAGs at the same time.
26. Applications will be assessed through an evaluation of relevant qualifications and the needs of the SBTi Technical Department.
27. In addition to meeting desired composition metrics above, the criteria below will be used to evaluate all EAG applications:
- Demonstrated technical competence and knowledge of climate mitigation: 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 have backgrounds that reflect a diverse range of expertise and roles that are relevant to the mission of the SBTi.
 - Communication skills: Effective oral and written communication skills in English 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.
 - Awareness of the climate action landscape: 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.
 - Awareness or experience in third-party standard setting and/or certification or verification schemes: Members should have a basic understanding or awareness of how formal standard-setting or validation occurs through third-party providers or be open to learning from those that do.
 - Ability to work in a collegial and collaborative atmosphere: Members should be able to show respect, tact, and consideration for one another's views and those of third parties.

- Integrity, objectivity, and discipline: 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 EAG and others.
 - Commitment to the SBTi's mission and public interest: 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.
28. As EAG members serve in their individual capacity as experts, changes of members through the project duration are discouraged. Members shall not appoint delegates to carry out their functions as advisors. Ad hoc alternatives will only be considered in rare instances.
29. Members of the EAG retain their position for the duration of the project, but can also resign at any point by informing the Project Team. Please see clause 31 for applicable requirements and measures.
30. The SBTi retains the right to terminate membership of any EAG member (e.g. due to breaching of applicable SBTi policies or regulations, any term in this document, project termination, etc.) with immediate effect. The SBTi will communicate the reason for termination to the member. If the member is not satisfied with the reason for termination, they have a right to raise a complaint to standardscomplaints@sciencebasedtargets.org.
31. In case of changes in the professional affiliation or termination of the membership, the following requirements and measures will apply:
- EAG members will inform the SBTi of changes to their professional affiliation during their commitment period. In this situation, the SBTi will reevaluate continued involvement of the member and whether the member should be replaced by another expert from the original organization in the EAG.
 - EAG members will inform the SBTi in writing if they would like to terminate their membership before the commitment period expires and with a notice period of 30 days. The member will be removed from SBTi communications and should be replaced by a new expert.
 - EAG members that resign or are terminated during the commitment period will not be recognised in final deliverables.
32. The SBTi may supplement the EAG with additional members during the development of the project.
33. The SBTi will inform the EAG about the finalization of the project, and will notify the members of the conclusion of their appointment and the dissolution of the Expert Advisory Group.

COMMITMENTS

34. In general, members are expected to:

- Actively participate and share technical expertise during conference calls.
- Participate in all the Oil and Gas Standard Development Project EAG meetings to ensure continuity and progress on the project of interest.
- Dedicate the necessary time offline to review and contribute to drafts and outputs presented by SBTi and its technical partners, which may include:
 - Emission and non-emission target selection and target-setting methods
 - Target-setting for different sub-sector players in the oil and gas supply chain
 - Oil and gas sector-specific standards and/or guidance
 - Oil and gas guidance documents
- Provide inputs in a constructive spirit, namely in improving clarity and scientific or technical accuracy.
- Optionally participate in virtual and in-person events (e.g., workshops, launch events, etc.).

35. Commitment for EAG activities include:

- Estimated six to eight conference calls over the course of the project (60-120 minutes each), with optional participation in additional conference calls in round tables as needed
- Estimated commitment of 5 to 10 days per year

36. The SBTi will provide periodic updates of the project to the EAG and define the topics to be covered in each meeting in advance.

Meetings

37. The SBTi will endeavor to arrange meetings with sufficient notice and hold meetings at a reasonable time of day so that as many members are able to attend as possible. If EAG members cover a wide range of time zones, the SBTi may repeat EAG meetings.

38. Members that are unable to attend EAG meetings should inform the SBTi in advance. Members found to repeatedly miss EAG meetings without informing the SBTi may be terminated, based on a “three strikes policy”.

39. Members shall not appoint delegates to attend meetings on their behalf nor share invitation links. However, in rare instances and subject to explicit mutual consent, the SBTi may allow an alternative from the same organization with a similar profile to attend as an observer.

40. The SBTi will aim to provide preparatory materials at least 5 working days in advance of meetings. Members should review information provided in advance of meetings to prepare their contribution to the discussion.
41. 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.
42. The SBTi will take notes during calls, and promptly create and distribute meeting minutes for review. Meetings may be recorded by SBTi for minute taking only, after which time they will be deleted. However, no member of the EAG can record and/or distribute calls.
43. Members are expected to contribute to follow-up actions after meetings as agreed upon or specified in the meeting minutes. Between meetings, email consultations may occur for urgent matters that cannot wait until the next formal EAG meeting.

Antitrust

44. Members shall not engage in any discussion, activity or conduct that may infringe on any local or international antitrust or competition law. For example, the following shall not be discussed during any meeting of the EAG:
 - Current or future prices, pricing strategies, or price related information
 - Output, capacity, inventory levels, or costs
 - Data related to market share
 - Current or future marketing strategies

Confidentiality

45. Members shall not distribute materials to any person in advance of publication without explicit written permission of the SBTi. Members agree to treat as confidential any information provided to them by the SBTi while participating in the EAG unless otherwise stated.

Ethical Responsibility

46. Members shall strive to meet the highest standards of ethics and integrity in all aspects of their provision of services, including in conducting matters of the Expert Advisory Group individually and collectively. Members shall not engage in any activities that involve negligence, intentional misrepresentation, competition, or willful wrongdoing that could harm the interests, reputation, or objectives of the SBTi.

Language

47. All written and oral communication, including but not limited to meetings, emails, and discussions, shall be conducted in the English language. The SBTi may arrange for the provision of interpreters for meetings or translations of documents upon request.

ACKNOWLEDGEMENT AND REMUNERATION

48. Members of the EAG will be acknowledged by name and, optionally, organizational affiliation on the SBTi website and/or in any relevant publications.
49. EAG members shall consent to the use of their name in relation to the EAG, but not for any additional purpose.
50. Funding or services (e.g. consultancy) provided to SBTi by EAG members' affiliated organizations does not confer any special status in the EAG, project governance, or oblige the funding organization to participate in the EAG.
51. Members are free to publicly communicate about their involvement in the EAG, including on social media (e.g. LinkedIn), but shall respect all confidentiality and ethical responsibility requirements. Once membership is completed on a project, information must be updated accordingly.
52. Being a member of the EAG is a voluntary, part-time position and EAG members do not receive any financial remuneration.
53. For those participating in in-person workshops, travel costs must be covered by the EAG members' own budget.

COMMUNICATIONS

54. EAG members and the SBTi shall use the following wording when communicating about membership and will not portray or imply any other association or collaboration between the member and the SBTi:
- *Member of the Science Based Targets initiative (SBTi) Expert Advisory Group (EAG) for Oil and Gas Sector Standard Development OR*
 - *"[Member name] participates in the Science Based Targets initiative's (SBTi) Expert Advisory Group (EAG) for the development of Oil and Gas Sector Standard Development. The EAG has an advisory role only, and decisions on final technical resources will be made by the Technical Council or the Board of Trustees of the SBTi."*

55. In circumstances in which a full description of the EAG is required, EAG members shall use the following wording:
- *The Oil and Gas Sector Standard Development EAG is a group of volunteer advisors with in-depth knowledge of global climate change mitigation, Oil and gas sector-specific standards and/or guidance and/or expertise in science-based target setting from a diversity of perspectives that acts in an advisory capacity to the SBTi over the duration of the project.*
56. Membership of the EAG does not constitute being an SBTi employee. Members must not describe themselves as such or use terms which could be interpreted as implying that they are an SBTi employee.
57. EAG members are not expected to comment publicly on the work of the EAG or act as an SBTi spokesperson on behalf of the EAG as a whole or other EAG members.
58. Any media/journalist enquiries about the work of the EAG should be forwarded to and managed via the SBTi Communications Department (communications@sciencebasedtargets.org).
59. EAG members are selected for their expertise and independence of thought, so it is recognized that they may undertake media or public speaking appearances or comment publicly about broader topics which are not directly related to the work of the SBTi.

DECISION-MAKING

60. The SBTi Project Team retains the authority to make decisions to advance project execution and deliverables in line with relevant SBTi standard operating procedures.
61. General input, advice, agreement and contentious issues shall be recorded, and main opposing views and rationales noted.
62. Should there be breaches of SBTi applicable policies or codes of conduct, the SBTi reserves the right to involve staff from compliance and legal to assess and respond to them.
63. The decision over and approval and adoption of final decisions and deliverables rests solely with the SBTi's Technical Council and Board of Trustees.

ANNEX I: ESTIMATED TIMELINE OF DELIVERABLES, MILESTONES AND MEETINGS

Time	Key milestones
January 2024	Selection of EAG members
Mid February 2024	1st EAG meeting (welcome, overview of project plan)
Early March 2024	2nd EAG meeting (EAG to provide feedback on initial research findings)
Mid March 2024	3rd EAG meeting (EAG to provide feedback on additional research findings)
Early April 2024	4th EAG meeting (EAG to provide feedback on tentative research conclusions)
Mid April 2024	5th EAG meeting (EAG to provide feedback on initial standard drafts)
May 2024	Public consultations begin