

**Committee on Climate Change
Corporate Plan 2010-13**

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1. Introduction

This is the second Corporate Plan produced by the Committee on Climate Change (the Committee) covering the period 2010-13. It sets out our key objectives and a high level delivery plan for the three years to 2013, and incorporates our detailed business plan for 2010-11.

The **Committee on Climate Change** is a non-departmental public body established under the Climate Change Act 2008 to provide independent advice to the UK Government and Devolved Administrations and report to Parliament on setting carbon budgets and progress made in meeting them to deliver climate change objectives.

The Committee comprises eight members: a Chair and seven independent members. The Committee employs a Chief Executive and a Secretariat of around 30 staff to provide analytical and corporate support.

The Committee is jointly-sponsored by the Department of Energy and Climate Change (DECC), the Scottish Government, the Welsh Assembly Government and the Northern Ireland Executive.

The **Adaptation Sub-Committee (ASC)** of the Committee, also established under the Climate Change Act, advises the UK Government and Devolved Administrations and reports to Parliament on preparedness for climate change in the UK.

The ASC comprises a Chair, who also sits on the main Committee, and eight independent members. The Sub-Committee utilises seven of the Committee's secretariat staff.

The ASC is jointly-sponsored by the Department for Environment, Food and Rural Affairs (Defra), the Scottish Government, the Welsh Assembly Government and the Northern Ireland Executive.

2. Strategic Objectives

As required under the Climate Change Act, the objective of the Committee is to be an independent and authoritative body influencing UK Government and Devolved Administration strategy in the areas of carbon budgets and preparedness for climate change in the UK.

The Committee will achieve this objective by fulfilling specific duties under the Climate Change Act, including:

- Providing independent, evidence-based advice to Government on the appropriate level of the UK's carbon budgets and steps required to meet them,
- Monitoring progress towards meeting carbon budgets and recommending actions to keep budgets on track,
- Conducting independent analysis into climate change science, economics and policy as these relate to carbon budgets and as requested either by the UK Government or Devolved Administrations,
- Scrutinising the preparation of the UK Climate Change Risk Assessment, and implementation of the Government's Adaptation Programme,
- Engaging with a wide range of organisations and individuals to share evidence and analysis.

The Committee will contribute to the Public Service Agreement (PSA) target 27, to 'Lead the global effort to avoid dangerous climate change', for which DECC is lead department. It will also contribute to DECC's fifth Departmental Strategic Objective (DSO5), 'Ensuring the UK benefits from the business and employment opportunities of a low-carbon future'.

The ASC will also contribute to PSA 27, and to Defra's first Departmental Strategic Objectives (DSO1) on adaptation.

3. Achievements in 2009-10

The Committee's business objectives for 2009-10 were to:

- Fulfil duties under the Climate Change Act, including reporting on progress made in meeting carbon budgets.
- Ensure that the Committee's governance arrangements are fit for purpose to operate as a responsible and effective NDPB, meeting statutory and other requirements.

Highlights of the Committee's achievements against the objectives are given below:

Carbon budgets

- In April 2009, the previous Government formally accepted the Committee's advice on carbon budgets and committed to legislating a 34% emissions cut in 2020 relative to 1990.
- In May 2009, the previous Government formally legislated carbon budgets, based on the Committee's advice.
- In July 2009, the Government's Energy and Climate Change White Paper *UK Low Carbon Transition Plan* was launched outlining how the UK will meet the cut in emissions set out in the budget of 34% on 1990 levels by 2020. The paper was a direct response to the Committee's advice on the level of the 2050 target and carbon budgets and accepted the recommendations made by the Committee.
- In October 2009, we published our first annual progress report to Parliament *Meeting Carbon Budgets - the need for a step change*. This report concluded that there has been limited progress in reducing emissions in recent years and that a step change is required in the pace of UK emissions reduction to meet carbon budgets; in many areas, new policy approaches will be required to deliver longer-term objectives.
- In October 2009, we reviewed the Welsh Assembly Government's Climate Change Strategy Programme of Action consultation and provided advice on areas for further action in Wales to deliver its ambitious 3% annual emission reduction target.
- In December 2009, we published the Committee's report *Meeting the UK aviation target – options for reducing emissions to 2050*. The report concluded that increase in aviation demand needs to be limited in proportion to the expected reduction in the carbon intensity of flying if the Government's 2050 aviation target is to be met.
- In January 2010, the Government formally responded to the Committee's first annual progress report to Parliament, accepting the recommendations and committing to delivering the step change in emissions reductions through its actions set out in the Low Carbon Transition Plan.
- In February 2010 we set out options for the Scottish Government to deliver its ambitious emissions reduction targets as set out in the Climate Change (Scotland) Act 2009.

Adaptation

The ASC was set up during the year and in November and January delivered its advice on the evolving methodology for the Climate Change Risk Assessment (CCRA) and Adaptation Economic Assessment (AEA). This advice was accepted by Defra and reflected in their approach to developing the CCRA.

Corporate

The Committee is now functioning as an independent body, with accommodation and governance arrangements in place (e.g. financial controls, audit committee, internal audit, external audit, HR policies, etc.) undertaking effective communication with stakeholders through events, publications and our website.

Specific milestones and measures of success in 2009-10 were:

Carbon Budgets:

- 22 April 2009: The previous Chancellor formally accepts the Committee's advice on carbon budgets and announces UK's first three carbon budgets.
- 31 May 2009: The previous Government puts the first three carbon budgets into legislation by passing the Carbon Budgets Order 2009.
- 15 July 2009: DECC publishes the UK *Low Carbon Transition Plan*.
- 9 September 2009: Committee publishes letter of advice to the Secretaries of State for Transport and Energy and Climate Change on options for reducing global aviation emissions.
- 12 October 2009: Committee publishes first annual progress report and holds London launch event.
- 13 October 2009: Committee responds to Welsh Assembly Government's climate change strategy 'Programme of Action'.
- 22-29 October 2009: Progress report launch events held in Belfast, Cardiff and Edinburgh.
- 8 December 2009: Committee publishes UK aviation emissions review.
- 15 January 2010: The previous Government formally responds to the Committee's first annual progress report.
- 24 February 2010: The Committee publishes advice to the Scottish Government on emissions reduction targets.

Adaptation:

- 1 April 2009: ASC secretariat set-up.
- 12 May 2009: Lord John Krebs appointed as the Chair of the Adaptation Sub-Committee.
- 22 June 2009: Six ASC committee members appointed.
- 20 November 2009: ASC delivers its first advice to Government on the Climate Change Risk Assessment (CCRA) and Adaptation Economic Assessment (AEA).
- 10 December 2009: ASC launches work programme.

Corporate:

- 8 May 2009: Committee moves to new accommodation in Manning House, London, independent of DECC.
- 15 June 2009: Committee establishes Audit Committee, as a Sub-Committee to the main Committee.
- 16 July 2009: Committee publishes first Annual Report and Accounts for 2008-09 and lays the report in Parliament.
- 11 December 2009: Audit Committee appoints internal auditors.
- 2 March 2010: Committee establishes pay scales and gets approval for 2009-10 pay remit.

4. Business Objectives

Two business objectives guide the work of the Committee in 2010-11 (i.e. the year from 1 April 2010 to 31 March 2011):

Business Objective 1: Fulfilling our statutory duties as set out under the Climate Change Act 2008, including reporting on progress made in meeting carbon budgets, appropriate ambition for the 2020s and preparedness to adapt to climate change.

We will achieve this by:

- Continuing to build an evidence base of realistically achievable emission reductions required across the UK and across all sectors of the economy in order to meet carbon budgets, and the actions required to deliver these reductions,
- Assessing progress against leading indicators and milestones for meeting carbon budgets,
- Developing appropriate emissions reduction paths through the 2020s in preparation for delivery of advice on the fourth budget (2023-2027),
- Responding to ad hoc requests for advice from the UK government and Devolved Administrations (e.g. to review low carbon research and development),
- Scrutinising the preparation of the UK Climate Change Risk Assessment and implementation of the Government's Adaptation Programme.

Business Objective 2: Ensuring that the Committee's governance arrangements are fit for purpose to operate as a responsible and effective NDPB, meeting statutory and other requirements.

We will achieve this by:

- Undertaking appropriate risk management, internal controls, and corporate governance to ensure resources are managed efficiently and effectively,
- Ensuring independent financial reporting and accounting arrangements are in place,
- Implementing corporate and human resources processes that will facilitate the hiring, retention and development of a skilled and professional workforce,
- Putting in place sustainable and effective environmental policies,
- Implementing an effective communications strategy for internal and external stakeholders,
- Reviewing the appropriateness of policies and procedures, recognising that the Committee is now moving from start-up to a more business-as-usual mode of operation.

We describe activities to support these objectives in more detail in Section 6.

5. Key Deliverables

The Committee has seven key deliverables in the year **2010-11**:

Annex A provides details of the work programme underpinning the deliverables.

Carbon budgets

- **2nd annual progress report to Parliament:** The Committee's second annual progress report to Parliament was published on 30 June 2010.
- **Low carbon research, development, demonstration and deployment (RDD&D) review:** This review, requested by the Government's Chief Scientist, Professor John Beddington was published on 19 July 2010. It included an assessment of technologies to be prioritised for support in the UK, and the strategic framework for delivering this support.
- **Advice on the cap for the Carbon Reduction Commitment Energy Efficiency Scheme:** This advice was requested by DECC. The advice will make recommendations on a cap for the second phase of the Carbon Reduction Commitment based on current evidence and set out steps towards finalising the cap. The advice will be published on 24 September 2010.
- **Advice on the level of the fourth budget (2023-27):** The Committee is required under the Climate Change Act to advise on the appropriate level of the fourth carbon budget. The advice will be published in December 2010.
- **Review of renewable energy ambition.** This was commissioned by the new Government as set out in the Coalition Agreement document. We will consider scope for and desirability of investment in renewable electricity and heat, both to 2020 and beyond, reporting back in Spring 2011.

Devolved Administrations

- **Advice on the Scottish cumulative emissions budget:** This will draw out implications from the analysis of the fourth budget and advise on a cumulative emissions budget for Scotland covering the period to 2050.

Adaptation

- **Preliminary assessment of current preparedness for climate change (ASC's First Progress Report):** The ASC has developed a framework for assessing and measuring preparedness. This will be applied to the Departmental Adaptation Plans to provide the first national assessment of how well prepared the UK is for the impacts of climate change. The report will be published in September 2010.
- **Advice on the Climate Change Risk Assessment (CCRA):** The ASC is required under the Climate Change Act to advise on the CCRA. The ASC will continue to provide advice on the assessment, and accompanying Adaptation Economic Assessment (AEA) on an on-going basis until July 2011.

Corporate

- **Annual report and accounts:** This report summarised key achievements against objectives and the audited accounts for 2009-10 and was laid in Parliament on 16 July 2010.

Key deliverables in **2011-12** and **2012-13** are:

Carbon budgets

- **Third annual report to Parliament.** This will review progress within the context of the Coalition Government's policy commitments and will be published in June 2011.
- **Advice on use of offset credits to meet the second carbon budget.** This advice is required no later than June 2011 under the Climate Change Act.
- **Review of international shipping emissions.** The Committee has already provided a high-level assessment of international shipping emissions in the context of giving advice on the 2050 target. More detailed work is required to underpin advice on inclusion of shipping and aviation in carbon budgets.
- **Review of sustainable bioenergy.** This will build on the preliminary analysis of bioenergy in the context of the review of UK aviation emissions and will set out the Committee's advice on the role bioenergy can play in meeting carbon budgets, taking into account sustainability constraints.
- **Advice on inclusion of international aviation and shipping in carbon budgets.** A formal decision on whether the net carbon account should be defined to include international aviation and shipping is required in 2012 under the Climate Change Act, following advice from the Committee. Our advice will build on high-level advice on inclusion of aviation and shipping as part of the broad work on the fourth carbon budget.

Devolved Administrations

- Advice to the Welsh Government on climate strategy and progress reducing emissions.
- Advice to the Scottish Government on annual targets for 2023-2027 and limit on carbon unit use for 2013-2017.
- Advice to the Scottish Government on progress in reducing emissions in line with legislated targets.

Adaptation

- ASC's final advice to the Secretary of State on the Climate Change Risk Assessment (CCRA) to be delivered before the end of July 2011.
- **ASC's Second Progress Report:** The ASC will use the reports published under the Adaptation Reporting Power to assess the UK's progress on adaptation with a focus on key areas for action. This will be published in June 2011.
- **ASC advice on the National Adaptation Programme (NAP):** Under the Climate Change Act, the Government is required to lay the NAP before Parliament as soon as is practicable after the publication of the CCRA in January 2012. The ASC will provide advice on the NAP end of 2012/early 2013.

Corporate

- An Annual Report, which will summarise key achievements against objectives and include audited accounts.

Main deliverables for the planning period, both by the Committee and by the UK Government in response to the Committee are:

	2010-11	2011-12	2012-13
30 Jun	Committee to publish second annual progress report	Committee to publish third annual progress report. Committee to publish advice on use of offset credits to meet the second carbon budget	Committee to publish fourth annual progress report
		Government to set fourth budget 2023-27	
By 31 July	Committee to publish low carbon RDD&D review Committee to publish 2 nd annual report and audited accounts	ASC to publish final advice on CCRA ASC to publish second progress report ASC to advise the Government on the second round of the Adaptation Reporting Power process Committee to publish 3rd annual report and audited accounts	Committee to publish 4 th annual report and audited accounts
16 Sep	ASC to publish preliminary assessment of current preparedness for climate change		
24 Sep	Committee to publish advice on Carbon Reduction Commitment Energy Efficiency Scheme (CRC)		
15 Oct	Government response to Committee's second progress report	Government response to Committee's third progress report	Government response to Committee's fourth progress report
By 30 Dec	Committee advice on level of fourth carbon budget 2023-27.		
Deliverables: Exact Dates to be agreed	Committee advice to : - Scottish Government on Scottish cumulative emissions budget - Review of renewable energy ambition	Committee advice to : - Welsh Government on climate strategy and progress reducing emissions - Scottish Government on annual targets for 2023-2027 and limit on carbon unit use for 2013-2017 - Scottish Government on progress reducing emissions in line with legislated targets - Review of international shipping emissions. - Review of sustainable bioenergy - Advice on inclusion of international aviation and shipping in carbon budgets	ASC to: - Provide advice to inform the National Adaptation Programme (NAP)

6. Business Activity Plan for 2010-11

Business objective 1: Fulfil duties under the Climate Change Act, including reporting on progress made in meeting carbon budgets and assessing current preparedness for climate change.

<i>Area</i>	<i>Activity to support this</i>	<i>Milestones</i>	<i>How measured</i>
Advice			
Carbon budgets	<p>Develop Workplan to ensure effective delivery of key deliverables</p> <p>Procure and complete research and consultancy services to build evidence base for key areas of analysis</p> <p>Liaise with other government departments on use of government models</p> <p>Draft various advice reports</p>	<p>Workplan finalised covering:</p> <ul style="list-style-type: none"> ▪ Second annual progress report ▪ Low carbon R&D review ▪ CRC advice ▪ 4th budget report <p>Phased over Apr - Dec 10</p> <p>Ongoing</p> <p>May to March 2011</p>	<p>Committee signs-off core Workplan Nov 09 – Jan 10, and new work as required.</p> <p>Abide by Memorandum of Understanding</p> <p>Advice published and well received for:</p> <ul style="list-style-type: none"> ▪ Second Progress Report, 30 June ▪ Low Carbon RD&D, 19 July ▪ Carbon Reduction Commitment (CRC) Report, 24 September ▪ Fourth Budget Report, by 30 Dec ▪ Renewables review by 31 Marc

Area	Activity to support this	Milestones	How measured
Other advice	Discuss requirements with Sponsor Group and relevant authorities. Appoint social science adviser	Agree resources and delivery dates Work with DECC and Sponsor Group to recruit social science adviser.	Delivery of advice to agreed timeline To be reviewed at Sponsor Group meeting in Nov 10
Adaptation	Develop Workplan to ensure effective delivery of key deliverables Procure and complete research and consultancy services to build evidence base for key areas of analysis Liaise with stakeholders Draft report	Workplan finalised Phased over Feb 10 - September 10 Feb - Sep 2010 Jun - Sep 2010	Committee signs-off workplan - 19 Feb Access to relevant research findings and analysis Advice published and well received
Stakeholder engagement	Engage with representatives working on climate change to share research and gain input into analysis	Ongoing stakeholder engagement and events	Committee and Secretariat representation at relevant forums Positive stakeholder survey

Business objective 2: Ensure the capability of the Committee and its people to operate as a responsible and effective NDPB, meeting statutory and governance requirements.

<i>Area</i>	<i>Activity to support this</i>	<i>Milestones</i>	<i>How measured</i>
Human Resources			
Ensure the Committee is appropriately staffed	<p>Continuous review of our workforce requirements to ensure they are fit for purpose</p> <p>Implement effective performance appraisal policy and appropriate learning and development training</p>	<p>Deliver the right level of flexibility to support project based working</p> <p>Staff have clear objectives and personal development plans (PDPs) - May 10</p>	<p>Feedback from employees, undertake recruitment as required</p> <p>Performance appraisal and PDP monitoring (October and March each year) Hold individual and group learning and development</p>
Establish effective pay and reward mechanisms that are robust, fair and equitable for all staff	Establish the Committee's pay scales for 2010-11 and agree pay remit with Sponsor department	Negotiate 2010-11 pay award in line with DECC timetable and Treasury guidance	Pay remit approved and award implemented on time in line with Sponsor department
Ensure that staff are positively engaged	Staff involvement in the development of initiatives and ways of working that affect them	Hold team away-day - Mar and Oct 2010	Feedback and evaluation

Area	Activity to support this	Milestones	How measured
Finance			
Deliver effective financial control systems, high quality management information and decision support system	<p>Undertake robust financial budgeting, planning and forecasting process</p> <p>Produce annual accounts</p> <p>Develop rolling 3 year Corporate Plan</p>	<p>Financial management reports produced - Monthly</p> <p>Develop 2010-11 budget requirement with Sponsor Group by Mar 2010</p> <p>Develop Committee resource requirement for 2011-12 and beyond as part of spending review process</p> <p>Draft produced - April 2010</p> <p>Accounts and report signed - July 2010</p> <p>Draft Corporate Plan (2011-2014) Dec to Mar 2011</p>	<p>The Committee operates within appropriate budget constraints in 2010-11</p> <p>The Committee and Sponsor Group agree 2010-11 allocation</p> <p>Committee and Sponsor Group agree allocation for 2011-12 and beyond.</p> <p>Clear unqualified audit opinion</p> <p>Audited accounts laid before Parliament and DA legislatures</p> <p>Corporate Plan signed off by Committee and Sponsor Group</p>
Ensure cost-effective sustainable procurement	Procurement policies and procedures are embedded within CCC	Audit trail of all procurement – ongoing Staff guidance and training – June 10	Satisfactory audit reviews
Deliver effective corporate services by controlling costs and driving efficiency	<p>Review contracts of corporate support service providers including shared services, IT, accommodation ahead of contract renewal.</p> <p>Renegotiate existing/ appoint new service providers, as appropriate including new accommodation arrangements.</p>	<p>Oct 2010</p> <p>Dec – Jan 2011</p>	Demonstrate value for money in operations

Area	Activity to support this	Milestones	How measured
Ensure high standards of governance, accountability and transparency	Regular Audit Committee meetings and reviews Internal Audit reviews	Implement recommendations of the Audit Committee, Internal Audit and NAO	Quarterly Internal Audit and Audit Committee review.
Environmental Policy			
Ensure sustainable effective environmental policies	Develop a Committee wide carbon management policy	Policy developed – June 2010 Policy implemented - Ongoing	Carbon footprint of the Committee measured and commitment made to reduce it – July 2010
Communications			
Communicate the Committee and ASC's findings and work to a wide audience of stakeholders in order to raise awareness of climate change and adaptation and the profile of both the Committee and ASC.	Production of good quality publications to communicate findings Organisation of series of events to present findings and engage with relevant stakeholders working on climate change and adaptation Continuing development of engaging content for CCC and ASC websites Public relations and work with key media contacts to communicate the Committee and ASC's work to public	Production of seven publications for the year 2010-11 Organisation of stakeholder workshops as ASC develops its workplan and launch events for Committee's and ASC's 2010 reports Building of ASC mini-site, development of ASC site and improvement of CCC site based on web user surveys Report launches and monthly reviews of media coverage generated	Successful report production High attendance at launch events and positive feedback from stakeholders Launch social media pilot Successful implementation of website improvement project based on feedback from online surveys Analysis of monthly news coverage by looking at the number of people reading Committee related stories and the treatment of stories by press, including analysis of success of press coverage.

7. Communication

The Committee is a high-profile and independent public body which provides expert advice on setting and meeting carbon budgets and on preparing the UK for the impacts of climate change. To ensure that we build our profile and that we communicate effectively with government, other organisations and the wider public we will:

- **Engage with relevant stakeholders** working across the field of climate change and adaptation, including Government departments, business and industry, NGOs and academics. Specifically, we will:
 - organise events and workshops to share and develop our approach to mitigation and adaptation,
 - meet with stakeholders on a bilateral basis,
 - present our findings extensively (e.g. to organisations, conferences),
 - contribute to international events and liaise with key players internationally,
 - present findings of our reports at regional and national launch events.
 - pilot social media strategy and evaluate results for long term use
- **Develop the website** as our primary communications tool. We will:
 - continue to develop site content for both the ASC and Committee websites,
 - survey site users to ascertain how the site can be improved,
 - continue to use social networking sites to communicate,
 - produce a monthly e-newsletter for stakeholders,
 - produce regular news stories.
- **Raise the media profile** of the Committee through ongoing public relations and media work including:
 - placing of regular articles in national and sector press,
 - management of press enquiries,
 - maintain regular contact with key national press contacts.
- **Publish the Committee's reports** and findings to a high quality, ensuring that they are produced as sustainably as possible and reach a wide audience.

8. Resource Management

8.1 Finances

The Committee is funded by DECC and the Devolved Administrations in the form of Grant-In-Aid, on an agreed population model (DECC 84%, Scotland 8%, Wales 5% and Northern Ireland 3%.)

In line with Whitehall-wide efforts to reduce the UK deficit by cutting public expenditure, the Committee is committed to controlling costs and driving efficiencies and has already made around 10% efficiencies to cover additional, unavoidable costs and increased workload.

In recognition of this, DECC and the Devolved Administrations have decided to reduce the Committee's Grant In Aid by 1.04% (£35,800) from the indicative allocation of £3,449,734 notified in 2009.

The Committee has scaled back non-pay running costs (except those for corporate services, which are non-discretionary) and tried to absorb cost increases faced due to higher IT, publication and event costs within existing allocation to the extent possible.

Income and expenditure for the **Committee** over the period 2010-11 is summarised below:

	2009-10	2010-11
	Allocation Final	Allocation Final
	£000	£000
Income		
Grant in Aid		
- DECC	2,855	2,861
- Scotland	286	287
- Wales	167	167
- Northern Ireland	99	99
Total Income	3,407	3,414
Expenditure		
Pay (Committee and Secretariat)	1,694	1,754
Research and consultancy	881	862
Operating costs	832	798
Total Expenditure	3,407	3,414

The ASC is funded by Defra and the Devolved Administrations in the form of Grant-In-Aid. The four administrations jointly fund the UK Climate Change Risk Assessment comprising 50% of annual ASC cost based on an agreed population model (Defra 84%, Scotland 8%, Wales 5% and Northern Ireland 3%). The balance 50% of annual ASC costs will be paid by the UK Government for the ASC's work on the Adaptation programme.

In line with Whitehall-wide efforts to reduce the UK deficit by cutting public expenditure, the ASC is committed to controlling costs and driving efficiencies and has already made around 18% efficiencies to cover additional, unavoidable costs and increased workload.

Further, Defra and the Devolved Administrations have decided to reduce the Committee's Grant In Aid by 5% (£43,547) from the indicative allocation of £870,935 notified in 2009.

Income and expenditure for the **ASC** over the period 2009-2011 is summarised below:

	2009-10	2010-11
	Allocation Final	Allocation Final
	£000	£000
Income		
Grant in Aid		
- Defra	795	760
- Scotland	36	35
- Wales	21	20
- Northern Ireland	13	12
Total Income	865	827
Expenditure		
Pay (Committee and Secretariat)	525	547
Research	176	99
Operating costs	164	181
Total Expenditure	865	827

8.2 Personnel

The Committee employs a Chief Executive and a Secretariat of around 30 full time equivalent staff made up of around 25 analytical staff (of which six are working to support the ASC), one secondee from the Scottish Government specialising in regional analysis and around five staff providing corporate support including specialists in communications, HR and finance.

The Committee is committed to the Civil Service Recruitment principles of fair and open competition and selection on merit. Our staff have been recruited externally, as well as from within the civil service. We promote equality of opportunity for all staff irrespective of their race, sex, disability, age, sexual orientation or religion. We also

seek to provide effective and appropriate learning and development opportunities for all staff helping them to fulfil their individual and team potential.

The Committee is strongly committed to managing the social and environmental impacts of its activities and encourages its staff to volunteer in the community and share their skills. This year the Secretariat had a team volunteering day at Forest Farm Peace Garden.

Annexes B-D contain the current organisation structure.

Annex A Committee Work Programme

The **Committee's** analytical work programme for **2010-11** will focus on:

- Second annual progress report
- Low-Carbon RDD&D review
- Advice on the cap for the Carbon Reduction Commitment Energy Efficiency Scheme
- Advice on level of the fourth budget (2023-27)

Second progress report: The Committee's second annual report to Parliament was published on 30 June 2010. The report assesses progress made in 2009 in reducing emissions of harmful greenhouse gases to meet carbon budgets, and sets out key challenges to be addressed in 2010 and beyond.

Low-carbon RDD&D review: The Committee published this review on 19 July. The review built on previous analysis of technologies required to meet the 2050 target and assessed current technology challenges and UK capabilities to support technology development. It recommended priorities for Government support specifically, that the UK should protect funding for a suite of low-carbon technologies, which if developed here, will help reduce emissions by 80% by 2050, whilst also providing the basis for green economic growth in the longer term.

Advice on the cap for the Carbon Reduction Commitment Energy Efficiency Scheme: Reduction Commitment (CRC): This advice has been requested by DECC and will be published on 24 September 2010. We will make recommendations on a cap for the second phase of the Carbon Reduction Commitment (2013-2017) based on current evidence and set out steps towards finalising the cap.

Fourth Budget Report: The Committee is required under the Climate Change Act to advise on the appropriate level of the fourth carbon budget (2023-2027) by 30 December 2010. The work will include an assessment of developments in climate change science since our 2008 report, and an assessment of the evolving international framework. It will set out pathways for the UK through the 2020s reflecting global pathways, the 2050 target and feasible emissions reductions.

Review of renewable energy ambition: This was commissioned by the new Government as set out in the Coalition Agreement document. We will consider scope for and desirability of investment in renewable electricity and heat, both to 2020 and beyond, reporting back in Spring 2011.

Advice on the Scottish cumulative emissions budget: This will draw out implications from the analysis of the UK's fourth budget and advise on a cumulative emissions budget for Scotland covering the period to 2050.

Ad hoc requests for advice

We are in discussion with the Devolved Administrations on additional requests for advice to be delivered from early in 2011-12. The Devolved Administrations have agreed to continue joint funding of a seconded analyst position with the Committee. Analysts across the secretariat will continue to work with the Devolved secondees and colleagues in the three Devolved Administrations to deliver the analysis required towards delivery of agreed advice in the next planning year, as well as further ad hoc requests agreed with the Sponsor Group.

ASC

The **ASC's** analytical work programme in 2010-11 will focus on:

- Advising the Government on the development of the Climate Change Risk Assessment (CCRA) and the supporting Adaptation Economic Assessment (AEA).
- Developing a framework for measuring and assessing progress on adaptation.
- Understanding the range of impacts affecting the UK and identifying priority areas for urgent action.
- Identifying what constitutes successful adaptation.

Assessing the capacity of players to make good decisions and how they are currently preparing for a changing climate. This will inform the ASC's assessment of the scale of the adaptation challenge.

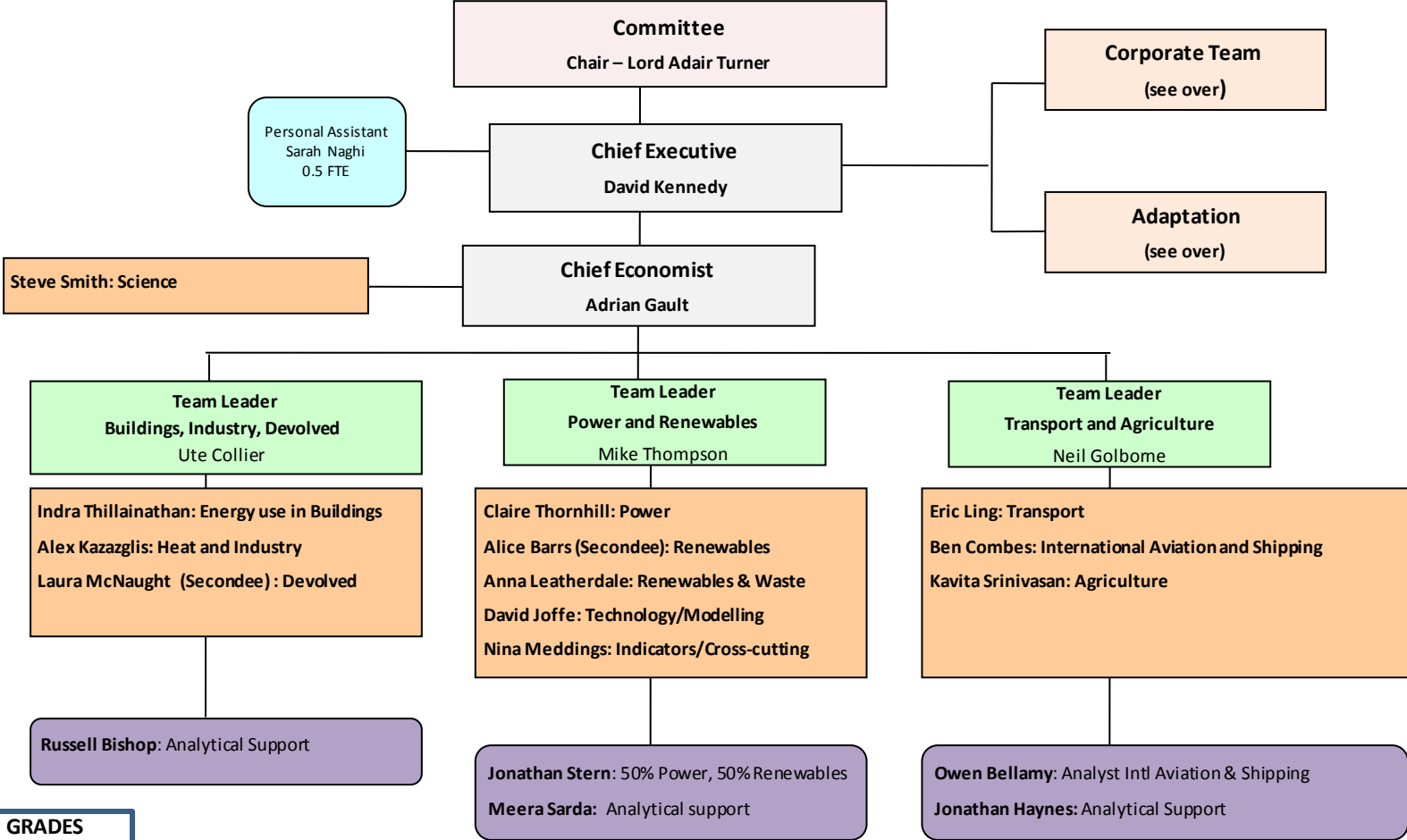
The **Committee's** analytical work programme for **2011-12** and beyond will cover:

- **Third annual report to Parliament.** This will review progress reducing emissions as GDP returns to growth. It will include assessments of emissions trends, progress implementing measures against our framework of leading indicators, and progress meeting policy milestones to drive the required step change in the pace of emissions reduction. It will be published in June 2011.
- **Advice on use of offset credits to meet the second carbon budget.** This advice is required no later than June 2011 under the Climate Change Act.
- **Review of international shipping emissions.** The Committee has already provided a high-level assessment of international shipping emissions in the context of giving advice on the 2050 target. Further more detailed work is required to underpin advice on inclusion of shipping and aviation in carbon budgets (see below).
- **Review of sustainable bioenergy.** Various forms of bioenergy – biomass, biogas, biofuels – are potentially important to reducing emissions (e.g. in power, heat, surface transport, aviation, shipping, etc.). However, there is uncertainty as regards the level of sustainable biofuels given rising food demand and other sustainability constraints (e.g. biodiversity, water availability). The Committee has provided a preliminary analysis of bioenergy in the context of the review of UK aviation emissions, and will set out bioenergy scenarios in the context of the advice on the fourth budget. However, further detailed work is required to underpin this high-level analysis and to provide more confidence on the role of bioenergy for meeting carbon budgets.
- **Advice on inclusion of international aviation and shipping in carbon budgets.** This advice is required under the Climate Change Act. The Committee previously recommended that international aviation and shipping should be in the 2050 target, and that international aviation should be reflected in decisions on carbon budgets. The Government implicitly accepted this advice, both in adopting the 2050 aviation target, and in its modelling of pathways to 2050. However, a formal decision on whether the net carbon account should be defined to include international aviation and shipping is required in 2012 under the Climate Change Act, following advice from the Committee. This will build on high-level advice on inclusion of aviation and shipping as part of the broad work on the fourth carbon budget.

ASC's programme for 2011-12 will cover:

- **CCRA and AEA:** The ASC's final advice on the CCRA will be delivered by end of July 2011.
- **Framework for measuring and assessing adaptation:** The ASC will continue to develop the framework for assessing progress on adaptation. It will use the reports published under the Adaptation Reporting Power to refine the approach, and provide an assessment on how well the UK is preparing for a changing climate in the priority areas identified in the ASC's first progress report. In addition the ASC will identify a series of indicators and develops ways to measure progress against different elements of the framework.
- **Adaptation Reporting Power (ARP):** The ASC will advise the Government on the strategy for the second round of reporting under the ARP process, which is due to start in early 2012.
- **Adaptation options:** The ASC will assess the barriers to adaptation and identify options for addressing the risks from a changing climate using variants of standard decision-making tools and marginal abatement costs-curves.

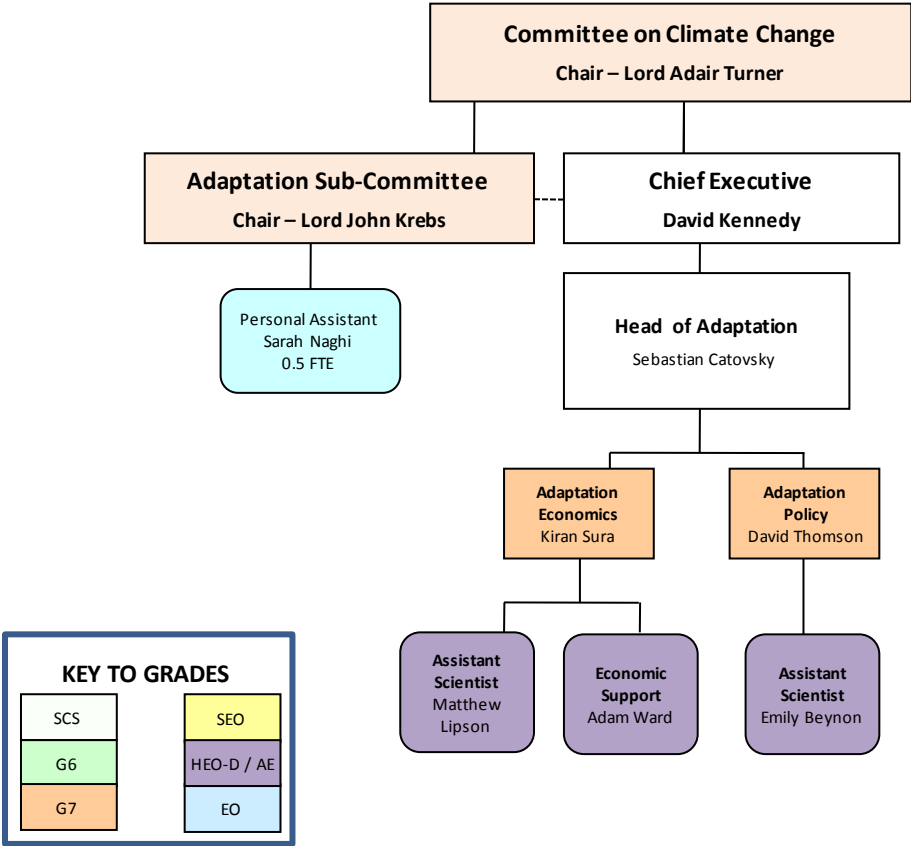
Annex B Committee Organisation Chart



KEY TO GRADES

SCS	SEO
G6	HEO-D / AE
G7	EO

Adaptation Sub-Committee



Corporate Team

