

LETI Pioneers

Terms of Reference



1. Role/Purpose

Our mission is to support projects to implement LETI's Climate Emergency Guidance on their projects. We set out:

- To be a friendly, welcoming and supportive community for projects striving for high levels of environmental performance
- To act as a sounding board of ideas, to challenge current practice and promote best practice
- To share lessons learned and resources
- To identify where additional resources could support further growth and development industry-wide

2. Our Community

Projects registering as members of the community are expected to openly share their success stories and challenges within the community meetings.

Project names and relevant design information are shared openly within members of the community in meetings, however details of projects including their names must not be shared outside the LETI Pioneers Community (without specific permission to do so.)

The community is volunteer-led and volunteer-run: benefits of group membership will be proportionate to the efforts of each of its members.

3. Meetings

All meetings will be chaired by a nominated member of the LETI Pioneers Steering Committee. 6 meetings will be held each year, with an agenda for each meeting prepared by a nominated member of the LETI Pioneers Steering Committee.

Meetings will be held 4pm-6pm on the third Tuesday of each odd month (January, March, May, July, September, November)

Meeting agendas will be sent out no less than 1 week before the meeting date

Should any key actions arise these will be noted by a member of the LETI Pioneers Steering Committee, and included for update in the minutes for the next meeting.

4. Membership

Membership to the LETI Pioneers Community is open to all registrants who have completed the online registration form here: <https://www.leti.london/leti-pioneers>. Members must adhere to the roles and responsibilities outlined herein and meet the following criteria on an ongoing basis:

- Attendance at a minimum of 4 of the 6 meetings annually; and
- Commitment to in-use monitoring and publication of energy use data; and
- Commitment to at least one of the following:
 - Energy Use Intensity (EUI) targets for the relevant building archetype
 - Embodied carbon targets
 - Have fossil free heating and hot water and use the Heat Decision tree to select systems
 - Develop a demand response strategy and implement design measures and active measures to reduce electrical grid demand
 - Provide enough on-site and off-site renewable generation to achieve a zero carbon balance

5. Responsibilities of LETI Pioneers Community Members

Representatives of projects that are members of the LETI Pioneers Community are expected to meet the requirements outlined in herein, and:

- Attend meetings
- Submit conversation topics & questions in advance
- Be prepared to present on your project when requested in advance
- Come to meetings prepared with remarks for the topic at hand
- Share openly, share lessons learned and useful resources
- Give constructive feedback and in turn receive feedback in the constructive spirit it's intended
- Follow up and tell us what you've done to address any feedback received

Within Community meetings we expect that all community members will:

- Limit conversation to the project specific issues at hand: we want to focus on solving project specific issues as opposed to broader philosophical debates.
- Keep presentations, questions, and comments succinct; respect others' time and the agenda
- Keep feedback constructive and on topic. In particular, avoid comments or questions designed only to provoke thought or discussion, and avoid detailed discussion of theoretical situations or counterfactuals
- Be kind

We want all Community meetings to focus on supporting the application of LETI's Climate Emergency Guidance within live projects rather than reviewing or debating the guidance itself.

LETI Pioneers Community member project representatives are assumed to have full support of their project team and client to act as a representative of the project; we will take any representations made on behalf of projects at face value on this basis. In particular, we assume that an appropriate level of agreement has been received from the projects' client for Pioneers membership and the associated commitments.

6. External Communications & Marketing

LETI Pioneers Community members are encouraged to promote their membership of the community. Membership of the community implies no specific technical achievements have been met, and LETI does not review, validate or certify sustainability credentials or sustainability performance in any way. Membership is on an ongoing basis and may be dissolved if the terms of reference laid out herein are not met on an ongoing basis by the project.

Accordingly, projects are expected to ensure that any materials that reference membership to LETI Pioneers:

- Refers to 'engagement with' or 'membership of' the LETI Pioneers Community rather than implying that the project is certified by or reviewed by LETI
- Enable references to membership of LETI Pioneers to be removed should the project's membership be dissolved in future

7. Dissolution of membership

A project may withdraw its membership voluntarily from the group at any point. Any information shared will not be used for subsequent meetings or published publicly without the permission of the former member.

Should a project not meet the obligations and responsibilities outlined in this document the project's membership may be dissolved at the discretion of the LETI Pioneers Steering Group. The LETI Pioneers Steering Group will not take dissolution action without advance notification to the project in question.

8. Term of this agreement, amendments/modifications

These Terms of Reference are effective from 24 November, 2020 and ongoing until modified (or dissolved) by mutual agreement of the LETI Pioneers Community and LETI Steering Committee.

9. Small Print

LETI and the LETI Pioneers Community have been set up in good faith to act as a forum for the sharing of ideas and knowledge. How you choose to use these ideas and knowledge is up to you. These should not be construed as advice or suitable for your purposes. LETI exclude all liability whether arising in contract, tort (including negligence) or otherwise and will not be liable to you for any direct, indirect or consequential loss or damage, arising in connection with your use of, or reliance on, these ideas and knowledge.