

Terms of Reference for Non-Governmental ADMLC Members

31 March 2021 (Version 5)

Introduction

The ADMLC is a committee of dispersion modelling experts and users drawn from UK and Irish government agencies including the Met Office, Public Health England (PHE), Health and Safety Executive (HSE), Defence Science and Technology Laboratory (DSTL), Atomic Weapons Establishment (AWE), Food Standards Agency (FSA), Department for Environment Food and Rural Affairs (DEFRA), Office for Nuclear Regulation (ONR), and the Environment Agencies of Ireland, Scotland, Wales and England (EPA, SEPA, NRW and EA). There is currently interest from non-governmental organisations (NGOs) in joining the ADMLC. This document sets out the terms of reference for membership of NGOs.

This initiative for NGOs to join the ADMLC will be introduced on a trial basis of one year, starting in March 2021. The terms of reference will then be reviewed by the committee and a decision made on whether it should continue, or the terms of reference should change.

New NGO Members

A total of three new posts will be made available on the committee to NGOs, in addition to the current posts open to members from governmental organisations. These new NGO members will be asked to provide input to the committee from a sector of the dispersion modelling community, rather than simply represent their own company's particular interests. For example, a new member could provide advice to the committee from the dispersion modelling community that focuses on road traffic emissions or risk assessment, or they could provide input to the committee on behalf of recognized bodies, such as the Institute of Air Quality Management. New members will be asked to describe what they will bring to the committee and existing committee members will review this information prior to the committee making the decision on granting the NGO membership.

Since new NGO members will represent wider organisations/sectors rather than just their own company, it is proposed for NGO members to be limited to a maximum term on the committee of three years, after which their membership will be reviewed. Their membership on the committee does not confer any special status over other NGOs. ADMLC membership must not be used in sales or marketing material.

Members attending the ADMLC meetings must be dispersion modelling experts or be responsible for using or reviewing dispersion modelling outputs for application to decision making. It is not appropriate for a company to send a sales or marketing manager to attend ADMLC meetings.

One of the standard agenda items for each committee meeting is "news from members", in which members describe current/recent activities within their organisation that may interest other members. This typically includes discussion of ongoing research projects, model developments,

applications of models (including joint UK/European/international projects), conference presentations and publications produced by their organisation. Classified or commercially-sensitive information is not shared. It is expected that NGO members will contribute to this discussion and disclose their relevant ongoing activities.

Some information presented to committee members can be sensitive, such as ADMLC finances and tender documents. NGOs shall treat this information as confidential and not share such information with non-ADMLC committee members without prior authorisation.

If any of the above terms are contravened, the committee will notify the NGO of the issue and may withdraw membership.

Membership Fee

New organisations will only be admitted to membership of ADMLC if the majority of existing members agree to their membership. Each organisation represented on the committee shall pay an annual membership fee, which is currently £3,000 per annum. If the NGO does not pay the annual fee, the NGO will not be regarded as a member.

Meeting Attendance

Membership of the ADMLC entitles the organisation to send one person to attend the committee meetings. If it is beneficial to send more than one person from the company, for example to present findings of an ongoing project of interest to ADMLC members, then this will need to be agreed in advance with the committee. People can attend the meetings in-person or via Skype/Teams or telephone.

ADMLC Work Proposals and Conflicts of Interest

The ADMLC pools the annual fees from its members and uses these funds to commission small research projects on topics of common interest to the ADMLC members, often in the form of reviews. In recent years, these have included projects on sensitivity of dispersion model predictions to individual source term parameters, and presentation of uncertain information in radiological emergencies.

Proposals for ADMLC-funded projects are developed by members and are discussed and agreed at committee meetings. All proposals are voted on by committee members to determine whether or not they will be taken forward. The topics to be put out to tender will be decided by majority vote taking into consideration the available funds.

Once the proposal is put out to tender and proposals are received, the committee votes on which organisation is contracted to undertake the work. This vote will include the option not to award the project to any of the contractors. The expression of interest receiving the largest number of votes will be taken forward, unless the largest number of votes are for not taking the work forward.

Some organisations interested in joining the ADMLC may be interested in undertaking work funded by the ADMLC and, therefore, there is a potential conflict of interest. In cases like this, the organisation is not permitted to vote on the proposal nor the preferred contractor.

Competition Law

Non-governmental members should be aware of UK competition law and the restrictions placed on discussing the dividing of markets, bid-rigging, tenders and price fixing. Further information can be found here: <https://www.gov.uk/topic/competition/competition-act-cartels>