

**University of Cambridge**  
**Carbon Offsetting Working Group**  
**Terms of Reference**

The Carbon Offsetting Working Group is a fixed-term sub-committee of the Environmental Sustainability Strategy Committee tasked with developing an internal carbon offsetting scheme.

### Organisation

The organisational arrangements are as follows:

- The working group is chaired by the Chair of the Environmental Sustainability Strategy Committee.
- The working group reports to the Environmental Sustainability Strategy Committee.
- The secretary of the working group is a member of the Environment and Energy section.
- The working group is a limited life group, which will be disbanded once it has met its objectives. In the first instance, it is expected that this group will exist for up to one year.
- The working group will meet as often as is required to meeting its objectives. It is expected that this will be up to six times a year.
- The unconfirmed minutes of the meetings will be circulated to the Environmental Sustainability Strategy Committee and the Ecological Advisory Working group.
- Each nominated representative will serve for the duration of this working group.
- The working group may invite non-members to attend a meeting to report on or discuss specific matters.

### Membership

The working group consists of the following members:

- The Chair of the Environmental Sustainability Strategy Committee (Chair)
- A representative of the Ecological Advisory Panel (EAP)
- The Director of Cambridge Zero
- Up to four University members with expertise in carbon offsetting or a discipline relevant to offsetting
- Up to two external members with expertise in carbon offsetting
- One undergraduate student representative nominated by CUSU
- One postgraduate student representative nominated by the Grad Union.

Members are proposed by the Chair in discussion with existing members, to be confirmed by the ESSC.

Officers in attendance:

- Head of Environment and Energy
- Head of the Research Office
- Carbon and Energy Manager

The terms of reference are to:

- Oversee the development of a robust and transparent internal carbon offsetting scheme and recommend appropriate policies relating to carbon offsetting.
- Consult with relevant stakeholders to agree the principles of the scheme.
- Make recommendations on an appropriate price of carbon to be used within the scheme.
- Advise on which sources of carbon should be included within the scheme.
- Advise on which types of offset project should be supported through the scheme and arrangements for verification.
- Make recommendations on appropriate governance arrangements.
- Oversee initial implementation of the agreed scheme.
- Provide advice to relevant University Committees and groups on carbon offsetting.
- Act as ambassadors for carbon offsetting at the University.

## Members

<b>Category of membership</b>	<b>Name</b>	<b>Job title</b>
Chair	Professor Ian Leslie	Director of UIS and Senior Adviser to the Vice-Chancellor with special responsibility for environmental sustainability.  Chair of the Environmental Sustainability Strategy Committee
Representative of the EAP	Prof Andrew Balmford	Professor of Conservation Science, Department of Zoology
Director of Cambridge Zero	Dr Emily Shuckburgh	Director of Cambridge Zero
University members	Prof David Coomes	Director, University of Cambridge Conservation Research Institute
	Thomas Vergunst	Programme Manager, Cambridge Institute of Sustainability Leadership
	Dr Belinda Bell	Director, Cambridge Social Ventures, JBS
	Prof Srinivasan Keshav	Robert Sansom Professor of Computer Science, Department of Computer Science and Technology
External members	Dr Martin Harper	Director of Conservation, RSPB
	Dr Valerie Kapos	Head of Programme Climate Change and Biodiversity, UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC)
Student members	Puria Radmard	CUSU
	Stanley Quek	Grad Union
Cambridge Assessment	Georgina Watkins	Risk, Compliance and Sustainability Manager
Cambridge University Press	Katie Wain	Global Environmental Co-Ordinator
Officers in attendance	Joanna Chamberlain	Head of Environment and Energy
	Peter Hedges	Head of the Research Office
	Sally Pidgeon	Carbon and Energy Manager
	Dr Ellen Quigley	Advisor to the Chief Financial Officer (Responsible Investment)