

University of Cambridge
Ecological Advisory Panel
Terms of Reference

Organisation

The organisational arrangements are as follows:

- the Panel is chaired by a member of the Environmental Sustainability Strategy Committee
- the Panel reports to the Environmental Sustainability Strategy Committee
- the Secretary of the Panel is the Biodiversity Manager or another member of the Environmental Sustainability Team
- the Panel meets at least three times per year
- the unconfirmed minutes of the meetings will be circulated to the Environmental Sustainability Strategy Committee and the Transport Working Group
- each nominated representative will serve for a period of three years. There is no limit to how many terms a member may serve
- the Panel may invite non-members to attend a meeting to report on or discuss specific matters

Membership

The Panel consists of the following members:

- a member of the Environmental Sustainability Strategy Committee (Chair)
 - Executive Director, Cambridge Conservation Initiative
- up to 6 University members with expertise in biodiversity and ecosystems and broad representation from relevant departments, at least 2 from the following; Department of Land Economy, Department of Earth Sciences, Department of Zoology and Department of Plant Sciences, and with at least one member also being a member of the University of Cambridge Conservation Research Institute (UCCRI)
- up to 3 external members with expertise in biodiversity and ecosystems who are likely to be members of the Cambridge Conservation Forum, the Cambridge Conservation Initiative or other local conservation organisations and may include representatives of the Cambridge Colleges or the Madingley estate
- up to 2 student representatives, who are on a relevant course or a member of a relevant student society, preferably one undergraduate and one postgraduate representative
- members are proposed by the Chair in discussion with existing members, to be confirmed by the Environmental Sustainability Strategy Committee via the Panel minutes, which will be circulated to the Committee

Officers in attendance include:

- Biodiversity Manager, Environmental Sustainability Team, Estates Division
- Environment Team Manager, Environmental Sustainability Team, Estates Division

- Head of Environmental Sustainability, Environmental Sustainability Team, Estates Division
- Rural Surveyor, Estates Division
- Building and Ground Services Manager, Estates Division or nominated deputy
- Nominated individual to take minutes

Current membership:

[Ecological Advisory Panel - terms of reference | Sustainability \(cam.ac.uk\)](#)

Quorum

The Panel will be considered quorate if half plus one of the Panel members is present or available to cast a vote remotely.

Decision making may take place outside of the termly in-person meeting schedule. This may take place via email circulation or via an MS Teams call, for example, and will follow the same requirements as outlined above to ensure the Panel decision is quorate.

Terms of reference

The Ecological Advisory Panel is a working group established to oversee the undertaking of a baseline assessment of the biodiversity and ecosystems of the University estate and the delivery and review of progress of a Biodiversity Action Plan. The Panel have oversight for all ecological matters relating to the University.

The terms of reference are to:

- provide strategic oversight of the University's commitment to biodiversity and ecosystems embodied in its Environmental Sustainability Vision, Policy and Strategy and any future, relevant strategic outputs from the University
- oversee, and provide advice and guidance on, the undertaking of a baseline assessment of biodiversity on the University estate and measurement of progress against this baseline assessment
- oversee, and provide advice and guidance on, delivery and review of progress of a [Biodiversity Action Plan](#) for the University
- make recommendations in relation to resource requirements for the implementation of this plan
- provide expert advice and guidance in regard to ecological matters relating to the University estate
- guide development of a baseline assessment of the biodiversity impacts of the University's operations and supply chains and provide a mechanism for reducing and mitigating these impacts
- undertake horizon scanning, identifying opportunities to work in partnership, and/or engage the University and wider community in the importance of conserving and enhancing biodiversity
- act as ambassadors for biodiversity matters at the University and beyond