

STEERING GROUP RULES

(Version 2.0: adopted 19.09.13)

Introduction

Articles 38 to 40 of the UKWAS Articles of Association provide for the establishment of a Steering Group and define its terms of reference and operating procedures. Article 38 requires that "Steering Group Rules" shall be adopted (and can be amended from time to time) by Members in a General Meeting.

Scope

The Steering Group Rules as adopted and amended from time to time shall regulate, *inter alia*, the number, appointment, retirement and removal of Steering Group members. (Article 38)

Effective Date

The Steering Group Rules were adopted at an Extraordinary General Meeting held on 15th December 2003 and amended at an Annual General Meeting held on 19th September 2013.

Steering Group Rules

1. A master list (Annex A) will be kept of the Steering Group constituencies. The master list will include the maximum number of seats in each constituency, and the names of Members who can make appointments to that constituency. The master list can only be amended by consensus at General Meeting.
2. Each Member will advise whether the organisation represents economic, environmental or social interests; those with cross-cutting interests will advise all the interests represented. The interest group/s will be noted on the master list.
3. Members responsible for appointments to a constituency will agree amongst themselves the number of appointments each Member can make to that constituency. Any Member making an appointment to the Steering Group will be referred to as the 'Sponsoring Member' for the person or people they appoint. It is not necessary for all seats in a constituency to be filled.
4. The Sponsoring Member can remove an appointment they have made to the Steering Group by writing to the Company Secretary explaining that the person they appointed should no longer serve on the Steering Group.
5. If the Sponsoring Member retires from membership of the Company or is removed from Membership in accordance with Article 8.2 then any appointments they have made to the Steering Group will expire.
6. If a person appointed to the Steering Group retires or resigns from the Steering Group, or is removed by the Sponsoring Member, or loses their position because their Sponsoring Member has been removed from Membership, then the Members responsible for appointments to that constituency will appoint a replacement. The replacement need not be made by the same Sponsoring Member.
7. In relation to the standard-setting function, Sponsoring Members shall be invited to reconfirm their appointees to the Steering Group or to make new appointments prior to the standard-setting process commencing.

8. In relation to the standard-setting function, or as otherwise agreed appropriate, the Steering Group may also invite additional persons to provide technical expertise or to represent stakeholder groups not otherwise represented.

UKWAS Support Unit
19 September 2013

Annex A
Members of UKWAS Company by Constituency
(Revised December 2015)

Constituency and Interests (allocated Steering Group seats)	Member Organisations	Member Contacts	Steering Group Representatives (Dec 2015)
Woodland owners (6)			
Econ / Env / Soc	Confederation of Forest Industries	Andrew Heald	1 Andrew Heald – Confor
Econ / Env / Soc	Country Land & Business Association	Mike Seville	2 Ewan McIntosh – Confor
			3 Mike Seville – CLA
Forestry practitioners (5)			
Econ / Env / Soc	Institute of Chartered Foresters	Shireen Chambers	1 Simon Hart – ICF
Econ / Env / Soc	Confederation of Forest Industries	Andrew Heald	2 Andrew Heald – Confor
			3 Stuart Wilkie – ICF
			4 Robert Smith – ICF
Country Forestry Authorities and Forestry Enterprises (8)			
Econ / Env / Soc	Forestry Commission (England)	Jonathan Spencer	1 Jonathan Spencer – FEE
Econ / Env / Soc	Forestry Commission (Scotland)	Chris Nixon	2 Dominic Robinson - FEE
Econ / Env / Soc	Northern Ireland Forest Service	Malcolm Beatty	3 Chris Nixon – FES
Econ / Env / Soc	Natural Resources Wales (for Welsh Government)	Bill MacDonald	4 Helen Sellars – FCS
			5 Ian Irwin – NIFS
			6 Stuart Morwood – NIFS
			7 Bill MacDonald – WG
			8 Rachel Chamberlain – NRW
Environmental organisations (6)			
Env / Soc / Econ	Woodland Trust	Gordon Pfetscher	1 Gordon Pfetscher – WT
Env	WWF-UK	Beatrix Richards	2 Beatrix Richards – WWF-UK
Env	RSPB	Sian Williams	3 Sian Williams – RSPB
Env / Soc	National Trust	Ray Hawes	4 Ray Hawes – NT
Wood processing industry (3)			
Econ	Wood Panel Industries Federation	Alastair Kerr	1 Ian Rochester – WPIF
Econ	UK Forest Products Association	David Sulman	2 David Sulman – UKFPA
Econ / Env / Soc	Confederation of Forest Industries	Andrew Heald	3 Andrew Heald – Confor
Wood products trade (2)			
Env	WWF-UK (Forest & Trade Network)	Beatrix Richards	1 Beatrix Richards – WWF-UK
UK Countryside, Environment and Heritage Agencies (3)			
Env / Soc	UK Statutory Conservation, Countryside & Environment Agencies	Rob Green	1 Rob Green – Natural England
Forestry Standard Setting (6)			
Std setting	Forestry Commission (UKFS)	Richard Howe	1 Richard Howe – FC
Std setting	Forest Stewardship Council UK	Rosie Teasdale	2 Rosie Teasdale – FSC UK
Std setting	PEFC UK	Alun Watkins	3 Alun Watkins – PEFC UK
Forest user organisations (2)			
Econ / Env / Soc	British Association for Shooting and Conservation	Paul Williamson	1 Paul Williamson - BASC
Forest workforce (2)			Vacant
Local government and National Park Authorities (2)			Vacant
Education, Research & Training (3 non-voting)			Vacant

¹ “Environmental organisations” and “Forest user organisations” constituencies - in the event of vacant seats the country Link groups will be contacted and asked to propose members.