

Membership of LowCVP

This paper explains arrangements for membership of the Bus Working Group. Only registered owner-members will be able to participate in LowCVP activities from April 2010. Affected members (all those not listed in Annex II) are asked to ensure they follow the instructions below if they wish to continue to participate in BWG activities.

LowCVP became a not for profit company limited by guarantee and owned by its members in March 2009. In total, 135 organisations have joined the new organisation as owner-members. The Board of LowCVP agreed that all existing members could continue to participate in LowCVP activities until 1st April 2010. After this date only owner-members will be able to participate in working group and other member activities.

For existing members of LowCVP becoming an owner-member is a simple and low risk activity with membership automatically confirmed after completing a short application form that can be found at <http://www.lowcvp.org.uk/about-lowcvp/how-to-join.asp>

Through the form members are asked to confirm that they:

1. Are committed to and actively engaged in activities to encourage the shift to low carbon vehicles and fuels or energy efficient driving
2. Agree to the Partnerships Membership Commitments and Principles (Annex I)
3. Agree to support the operation of the Partnership through paying an annual membership fee or making an in-kind contribution of equivalent value (tabulated below)
4. Agree to the LowCVP articles and memorandum of association (downloaded from the website)

Owner-members have a limit of liability of just £1 and are entitled to:

- Engage in all Partnership activities
- Elect representatives to, or become a member of the Board of Trustees and Partnership Council (that oversees the work programme)
- Receive a range of member benefits such as discounts to Conferences organised by LowCVP (and where agreements have been reached by third parties).

For 2010-11 membership contributions will be unchanged from the previous year as tabulated below. Existing members joining before April 2010 will receive membership until 30th March 2011.

	Turnover	Annual fee or value or in-kind contribution
• Large Companies	>£50M	£2500
• Medium companies	>£1.5M <£50M	£500
• Small companies	<£1.5M	£125
• Public sector & academic		£125
• Not for profit		£50

Existing members that do not become owner-members by 30th March 2010 will not be invited to future BWG meetings, be able to participate in future activities, and will lose access to the members only section of the web-site. BWG member organisations that

have already become LowCVP owner-members are detailed in Annex II. Annex III provides some Q&A.

The changed status of LowCVP offers many benefits to the Partnership including reducing operating costs, releasing funds to support the programme of activities. Forming a not for profit company also creates greater operational flexibility – such as enabling LowCVP to employ staff and has some tax benefits. The Government has signalled its support for the changes and continues to play an active role in LowCVP since the changes.

Since it was established in 2003 LowCVP has delivered a diverse and impressive array of outcomes. Through their participation members have also realised significant benefits including:

- Demonstrating leadership and their serious intent to encourage a low carbon transport future
- Keeping abreast of UK and European policy developments including advance notice of the direction of thinking from government officials
- Being able to raise and take forward specific concerns with a wider, and therefore more influential, group of stakeholders
- Effectively influencing the direction of policy and scope of programmes and regulations. LowCVP's consensual, objective advice has been highly influential in shaping UK policy.
- Inputting to the content and delivery of the LowCVP work programme to ensure this is focused upon members' key concerns and priorities
- Ensuring the outcomes of Partnership initiatives are effectively heard in relevant EU discussions
- Engaging with and developing effective working relationships with other members including supply chain companies, major fleets and environmental organisations
- Receiving timely news updates on key developments, a monthly newsletter and access to the wealth of knowledge within the "Members Area" of the website.

BWG Members not listed in Annex II must act on the information within this note if they wish to continue to be involved in LowCVP activities.

Annex I - Membership Principles and Commitments

LowCVP members agree that:

1. Climate change is an urgent problem requiring greenhouse gas emissions to be substantially reduced locally and globally within a timescale that limits the risk of serious impacts.
2. Road transport is an important source of greenhouse gas emissions and must make a significant contribution to reducing its emissions through a combination of improved vehicle technology, use of alternative fuels and responsible vehicle use.
3. Government, industry and other stakeholders share responsibility for accelerating the supply of, and demand for, low carbon vehicles and fuels.
4. The UK should seek to provide leadership to the international community by demonstrating how to achieve a sustainable pathway to a low carbon future and thereby stimulate opportunities for UK-based businesses.
5. Working through a multi-stakeholder partnership is an effective means of accelerating the passage to a low carbon future.

LowCVP members commit that they will:

1. Through their activities encourage the supply of, or demand for, lower carbon automotive technologies, vehicles or fuels.
2. Collaborate constructively with other LowCVP members to develop the market for low carbon vehicles or fuels.
3. Support relevant Partnership activities by providing funding, staff, resources or other appropriate assistance commensurate with the size of their organisation.
4. Inspire, innovate and lead the development of the market for low carbon automotive solutions by sharing learning and experience when appropriate.
5. Promote their participation in LowCVP and actively support its mission and aims through appropriate channels.

Membership of the Partnership is dependent upon complying with these broad principles and commitments and making an annual membership contribution.

Annex II – Owner members of BWG

1. Alexander Dennis
2. Allied Vehicles Ltd
3. Arriva
4. Arun Autogas Ltd
5. Automotive PR
6. Bio Engine Technology Ltd
7. Business Innovation and Skills
8. Bryte Energy Ltd
9. Capoco Design Ltd
10. Cenex
11. ChemEcol Ltd
12. Coventry City Council
13. Cummins Engine Company Ltd
14. David Lemon Consultants
15. David Willoughby
16. Davita Plc
17. Department of Energy and Climate Change (DECC)
18. Ecovector Consulting
19. Energenics Europe Ltd
20. Energy and Environment Consultants
21. Environmental Transportation Systems Ltd
22. First Group Ltd
23. Go-Ahead Group
24. Go Travel Solutions
25. Hgen
26. Institute for Automotive & Manufacturing Advanced Practice
27. JouleVert
28. Leyland Trucks
29. Lincolnshire County Council
30. Lithium Force
31. London Hire Ltd
32. Ma Innovation Ltd
33. Merseytravel
34. Millbrook Proving Ground Ltd
35. MIRA
36. NexxtDrive Ltd
37. Northwest Regional Development Agency
38. Olympic Delivery Authority
39. Oxy-Gen Combustion Ltd
40. Park and Power
41. Powertrain and Vehicle Research Centre
42. Prodrive Automotive Technology Ltd
43. Qinetiq
44. R&D Vehicle Components Ltd
45. R2 Powertrain
46. Richard Armitage Transport Consultancy
47. Rozone Ltd.
48. Scania GB Ltd
49. Sciotech Projects Ltd
50. Shecco
51. Society of Motor Manufacturers and Traders (SMMT)
52. TEC Ltd
53. To Green Streets
54. Transport and Travel Research (TTR)
55. Transport for London (TfL)
56. Transtech Consultancy Services Limited
57. Travel West Midlands
58. Transport Research Laboratory (TRL)
59. University of the West of England
60. Uptown Oil Limited
61. Venture Automotive Limited
62. Voith Turbo
63. Volvo Bus Ltd

Annex III - Changes to LowCVP Membership - Q&A

1. What is this all about?

LowCVP become a not for profit company limited by guarantee owned by its members in March 2009 and is in the process of applying for charitable status. The Board agreed existing members could continue to participate in LowCVP activities until April 2010 after which participation will be restricted to signed up owner-members.

2. Why can't I continue to participate without becoming an owner-member?

Forming the company limited by guarantee has had numerous benefits but requires legal owner-members. As a charitable company LowCVP is seen to have greater longevity and membership implies a greater commitment to the existence and work of the Partnership. The administration of the organisation is cheaper and more flexible. For example; the new organisation is able to employ its own staff and enter into agreements and contracts on its own behalf. The new structure allowed LowCVP to save of the order of £120,000 pa in operating costs.

The requirements for owner-membership are not onerous and the Board believes operating two-tiers of membership with owner-member and ordinary members is divisive and not in the spirit of partnership working on which LowCVP is based.

3. How do I become an owner-member?

Membership of the Partnership shall be open to any business, organisation or individual that:

1. Is actively committed to and engaged in activities complementing the mission of the Partnership
2. Supports the Partnership through paying the annual membership fee or making an equivalent in-kind contribution
3. Agrees to the membership commitments and principles.

All existing members are automatically accepted as owner-members if they meet the above requirements. To become an owner-member you simply complete the electronic form.

<http://www.lowcvp.org.uk/about-lowcvp/how-to-join.asp>

4. Why is LowCVP introducing membership fees?

Membership fees are seen as the simplest and fairest way for members to contribute towards the running costs of the Partnership. In surveys, two-thirds of members supported the introduction of a low level membership fee.

The level of contributions has been set at a low level and varies depending upon the means of the organisation as shown:

	Turnover	Annual fee or value or in-kind contribution
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5. What is an appropriate in-kind contribution?

Instead of paying a membership contribution, in-kind contributions can be made in lieu of the cash. The in-kind contribution must directly benefit LowCVP by offsetting costs that would otherwise be incurred. Active participation in LowCVP activities, such as attending meetings is not considered an appropriate in-kind contribution, since this is a condition of membership. Examples of in-kind contributions that will be welcomed are listed below but companies can propose alternatives:

- Secondment of staff to LowCVP for a limited period or part-time basis. This could include technical, communications or administrative staff
- Offers to lead or undertake specific LowCVP projects on behalf of the Secretariat
- Provision of data of value to the Secretariat
- Sponsorship (shared where appropriate) of specific LowCVP projects – such as the annual car label survey
- Significant offers of space for meetings or venues such as for the annual conference
- Provision of independent legal advice
- Provision of HR or audit services.

Trade organisations may make a collective contribution to cover their members who are also LowCVP members. The net contribution from a trade body must be equivalent in total value to that which individual members would make. This has been specifically agreed with SMMT members but is an option potentially open to other trade bodies. The Secretariat will agree appropriate in-kind contributions with members. Members may appeal decisions to the Members Council.

6. I am a member of SMMT do I still need to join?

Yes. SMMT members may make their membership contribution collectively through the SMMT, but they still need to agree to the membership commitments and principles and the Memorandum and Articles of Association and join in their own right.

7. My organisation is not allowed to join another, can I still participate?

There are a small number of organisations, mainly in the public sector, that due to their constitution are not routinely permitted to join another organisation. LowCVP will make special arrangements for these organisations to continue to participate so long as they agree to membership commitments and principles and make a membership contribution. Since these organisations will not legally join they will not be entitled to join the Council or Board of Trustees or vote in member elections. Organisations which have particular issues should contact the Director.

8. What happens if I do not become a member of the new company?

All existing LowCVP members must become members of the new company **by April 2010**. Until this time all existing members can continue to fully participate in working groups. Beyond April 2010 organisations will need to become owner-members to participate in any LowCVP activities or access the Members Only section of the website. If you fail to complete the process by April you will not be invited to the subsequent BWG meeting.

9. What are the liabilities if I become a member?

As a charitable company limited by guarantee the maximum liability of members is £1 in the event that LowCVP is wound up or becomes insolvent.

10. What are the benefits of becoming a member?

Becoming a member of the charitable company demonstrates an organisation's leadership in tackling greenhouse gas emissions from road transport. The leadership provided by our owner-members will be clearly communicated by LowCVP through the website and other media.

LowCVP also provides a forum in which to engage with and develop effective working relationships with other members including vehicle manufacturers and supply chain companies, major fleets, energy companies and environmental organisations. Beyond 2010 only owner-members will be able to participate in LowCVP activities.

Through LowCVP, members are able to keep abreast of UK and European policy developments, including advance notice of the direction of thinking from officials. It also enables them to input their thoughts at all stages of policy development and to raise and take forward their specific concerns with a wider, and therefore more influential, group of stakeholders.

Members will also receive discounts for the LowCVP annual conference and other events endorsed by the Partnership and provided with unique marketing opportunities for your business.

Members already have privileged access to contacts in other member organisations. Our communications services are also in the process of being extended to benefit members who will be able to advertise job vacancies, contribute to the monthly newsletter and view a continuously updated news feed of Parliamentary and policy-related information.

As a member you will also be able to become a member of, or elect representatives to, the Board of Trustees and Partnership Council.

11. How will the operation of LowCVP be affected by it forming a company?

The purpose, operation and activities of LowCVP are not expected to significantly change. The existing Board has become a Board of Trustees on which the majority of positions will be elected by the members. The first elections were held at the end of 2009.

The operation of working groups will be unaffected and the Partnership will continue, as far as is practicable, to operate by consensus. A new Partnership Council has been created to oversee the work programme and resolve member conflicts. Working Groups nominate members of the Council. The Chair of the Council is a member of the Board of Trustees to ensure that the key concerns and priorities of members are heard by the Board.

12. What do I have to do next?

If you are not listed as an Owner-member and wish to join please complete the attached electronic form

<http://www.lowcvp.org.uk/about-lowcvp/how-to-join.asp>