**CONFIDENTIAL**

**Letter to members re WBA Council Appointment Process**

Dear Member,

**WBA Council Appointments**

As the global trade association for the AD industry, one of WBA's most important roles is to represent all sectors of our industry. To do this successfully, we need to properly understand the issues affecting each sector in each geography. To this end, and to ensure we are able to adapt our work to best support the growth of the industry, we take care to appoint a Council which is as representative of it and of our membership as possible.

Given the size of the global AD industry, we propose to increase the number of members on our Council from 11 up to a maximum of 17, specifically to allow for representation from sectors and geographies which are not currently represented. We are therefore looking for up to 6 new members to join the Council. When considering nominations the Council will look particularly favourably on candidates who come from or who understand the sectors and geographies highlighted in yellow on the attached document entitled ‘WBA Council Representation’, and/or who can cover multiple categories. The remit of the Council is detailed on the attached document entitled ‘WBA Council Remit’. Council members are appointed for an initial period of 3 years which can be renewed once.

**Process for Council Appointments**

We would like you to first nominate potential candidates and then to tell us your preferred candidates once we have sent out the shortlist of candidates that best meet our needs. The Council will then make a final decision, taking into account your views.

**Stage 1 – candidate nominations**

If you are interested in putting forward a member of your company to join our board, then please send an email to Carolyn Annesly at cannesly@worldbiogasassociation.org including the following information:

* Which sector (or sectors) your company represents (including any sectors not currently represented)
* Which countries or regions your company has good knowledge of
* The name of the candidate, role in your company and a brief summary of their relevant experience
* Any additional skills or relationships the candidate can offer
* Why you believe the candidate would add value to the Council

We would like to receive all nominations by **21 October 2021** so please ensure you send Carolyn your nominations by this date. We are asking for all nominations to be supported by a minimum of two other current WBA members. Please therefore ask those companies supporting your nomination also to send Carolyn an email saying which nomination they are supporting by the same date.

**Stage 2 – voting!**

Once all nominations are in, they will be reviewed by the Council and condensed to a shortlist of potential candidates, grouped by the sectors they represent. All member companies will then be invited to vote on these shortlisted candidates. Each member company has one vote – so you will need to agree internally who your company wants to vote for beforehand. The voting process will be conducted anonymously through Survey Monkey during the period to **30 November 2021**.

**Stage 3 – Council decision**

The Council will then make a final decision, which may include meeting the top two or three candidates in each sector with a view to making a final decision.

**Nominations to the Working Groups**

WBA members and the WBA executive team can put forward suggestions including themselves. The PITC will nominate members of each working group from the recommendations provided.

With best wishes,

Charlotte Morton

Chief Executive, World Biogas Association