

DeepWind Cluster Steering Group Terms of Reference

13/09/19

1. Introduction

The DeepWind Cluster is one of eight clusters and has been established as a key part of the delivery programme for the Offshore Wind Sector Deal which, itself, is part of the UK's Industrial Strategy. The Sector Deal links government commitments on 'Contracts for Difference' auctions with sector obligations on increased UK content, skilled workers and export revenues. The sector agreed to invest up to £250m in building a stronger UK supply chain. DeepWind will focus on deep water fixed bottom offshore wind projects and technologies, as these represent the current and near-term opportunities of scale, as well as act as the lead cluster for the emerging floating offshore wind market in the UK. Adopting a hub and spoke approach, the DeepWind cluster will cover a wider geographical area taking in sites in the Islands, the North East and West of Scotland.

2. Purpose

The Cluster aims to assist the offshore wind industry in Scotland by engaging its membership with the aim of helping maximise economic benefit from domestic and international markets and to aid members reach their full growth potential through greater competitiveness and productivity. DeepWind will achieve this by aligning with the Sector Deal targets via the Scottish Offshore Wind Energy Council (SOWEC) by linking supply chain companies, educational institutions and centres for innovation to drive competitiveness, economies of scale and productivity.

Engaging at a regional, Scottish and UK levels, the Cluster will undertake activities aimed at:

- Promoting offshore wind opportunities to the regional supply chain;
- Providing opportunities for the development of new and innovative technologies for the sector via the innovation workstream of SOWEC; and
- Support the skills and coordination workstream within SOWEC to ensure the necessary skills to support growth in the sector.

DeepWind will work closely with its sister cluster, Forth and Tay Offshore. DeepWind does not seek to displace existing trade bodies and will engage with organisations such as Scottish Renewables and trade bodies associated with offshore wind clusters.

3. Membership of the Cluster

The Cluster is business led consisting of regional supply chain businesses, offshore wind developers, regional enterprise partners and local authorities. Academia within the Cluster, along with outreach to centres of innovation such as ORE Catapult, will seek to align with the SOWEC Innovation workstream.

Membership of the cluster is open to all companies with an established base in Scotland or companies seeking inward investment into Scotland. Members must demonstrate clear interest in the offshore wind

sector or be from other industrial sectors interested in entering the offshore wind sector e.g. aerospace, defence, automotive or oil and gas.

Membership will not convey any rights or obligations to members though the Steering Group may consult the membership. There will be no maximum size to the number of members of the Cluster but those seeking membership will be required to apply and abide by the governance of the Cluster. Currently membership fees are set at £Nil. Any future costs associated with membership of the Cluster will be dependent on future funding requirements.

Should DeepWind move to seek membership fees then a new constitution setting out the governance arrangements will be established, and the membership notified in advance prior to such a change being implemented. An annual Membership Day will be held for the cluster membership with the date being decided on by the Steering Group and notified to members.

4. **Steering Group**

The DeepWind Cluster is governed through a Steering Group drawn from the membership and includes representatives from the regional supply chain, offshore wind developers, regional enterprise partners, local authorities and academia.

The Steering Group will endorse the Terms of Reference which will be reviewed in April 2020 at the end of the first year of the Steering Group activation or as deemed necessary. Each Steering Group organisation has one single vote and there is a minimum quorum requirement of 50% +1 for any vote of the Steering Group to be valid. Any proposed Steering Group meeting with less than the required quorum will seek an alternate date where a such a quorum can be achieved. The founding members of the Steering Group are:

Offshore Wind Developers: EDP Renewables & ENGIE (Cluster Champion)
Equinor
Kincardine Offshore Wind Ltd (KOWL)
Vattenfall
SSE Renewables

Supply Chain: Global Energy Group
Kishorn Port
Port of Cromarty Firth
Aberdeen Renewable Energy Group
Burntisland Fabrications
CS Wind
Seaway7

Public Sector: Aberdeen City Council
Aberdeenshire Council
Highland Council
Moray Council
Highland & Islands Enterprise
Scottish Enterprise

Academia: University of the Highlands & Islands
Institute of Design at Glasgow School of Art

The Steering Group will meet as required with meetings held at least quarterly. Members of the Steering Group agree to dedicate sufficient time commitment as necessary for the promotion of the Cluster and to attend Steering Group and membership meetings. Membership of the Steering Group is non-remunerated. Deputies or alternates are allowed providing they have the authority to take decisions on behalf of the group member company.

Objectives of the Steering Group

The objectives of the Steering Group are to provide strategic support and guidance to members and help deliver the stated aims of the UK's Sector Deal. These objectives include providing mutual support to members in relation to business development activity, providing advice and guidance to the wider offshore wind supply chain in the region and to assist in the development of funding proposals for submission to the Offshore Wind Growth Partnership.

The Steering Group shall:

- Establish vision and strategic objectives (and subsequently review and amend as necessary) with reference to Offshore Wind Industry Council (OWIC) and Scottish Offshore Wind Energy Council (SOWEC).
- Agree the DeepWind operating model/governance, including roles, responsibility and accountability of attendees.
- Agree on mechanisms, including sub-committee structure, to maximise opportunity for the DeepWind members and Scotland.
- Agree on delivery timetable and monitor and challenge progress.
- Agenda to be established once there is input from both SOWEC and OWIC to implement firm goals for the cluster.
- Lead the DeepWind cluster to support the membership to understand the strategic and tactical requirements of the offshore wind supply chain in the UK and oversea providing access to the offshore wind market. Agree lead persons on the sub groups, once formed, to act without prejudice for their stakeholder/colleague communities.
- Utilise the experience and skillsets of the member companies to create links between industry and academia to align future skills requirements
- To act as ambassadors for Scotland on offshore wind;

The cluster's primary foci will be supply chain development, identifying infrastructure requirements and encouraging members to engage in the development of new products and services.

Steering Group Members

- Membership of the Steering Group is a non-remunerated role
- There will be no maximum size to the steering group, however participation will be by invitation. HIE provides the secretariat and Chair for the Steering Group for an initial period, following which the Chair will be nominated from within existing steering group members, seeking volunteers initially.