

**London Universities Environmental Group**  
**Regional Environmental Management Systems Subgroup**  
**Terms of Reference**

**Mission Statement**

- 1.1 The Regional Environmental Management Systems Group is a sub group of the London Universities Environmental Group (LUEG). The group will adhere to LUEGs Mission Statement.

**Terms of Reference**

- 2.1 Membership of the Group is open to all Higher Education Institutions (HEIs) in South East England enrolled on an Environmental Management System scheme such as EcoCampus or similar.
- 2.2 The Group's main focus is to consider the practical implications of running an Environmental Management System effectively and will follow the general principles of the LUEG Terms of reference and Environmental Management System guidelines.
- 2.3 The Group will provide a forum for sharing best practice on a number of issues in relation to environmental sustainability.
- 2.4 The Group will disseminate information to members via email communication and regular meetings.

**Meetings**

- 3.1 Meetings will be held at various Universities with facilities to host workshop sessions and will take place three times a year.

**Leadership Roles**

- 4.1 The Chairman of the group is Richard Woods (KCL).
- 4.2 Emma Leacock (ICR) will be the group Secretary.

**Chatham House Rule**

- 5.1 Meetings/workshops are confidential. Any documents posted onto the LUEG members web site will by prior agreement and, where requested, password protected.
- 5.2 The workshops will run under Chatham House Rule, anything noted or discussed will be agreed by members.