**SAP Industry Forum: Terms of Reference**

**(Draft 0.2)**

**Purpose of the SAP Industry Forum Group**

The purpose of the SAP Industry Forum Group is to debate technical and policy issues as they relate to SAP. This will facilitate the SAP Contract Contractors (BRE as Lots 1-3 and RDL as Lot 4) to gather industry views for communication to government and BRE. Additionally, SAPIF facilitates both government and BRE to put forward items for discussion and feedback.

This is different to the role of SAPSIG (the SAP Scientific Integrity Group) whose role is to help maintain and improve the scientific integrity of the SAP ‘model of reality’. SAPSIG can be regarded as a (very) technical non-executive director helping the SAP contractor (BRE) develop new versions of SAP. It does not generally debate or consider policy questions.

**Purpose of SAP**

SAP is an analytical model of the energy performance of dwellings in the UK, taking into account inter alia technical characteristics of the materials, products, and building services of the dwellings, some aspects of the external environment and applying a standardised user profile for heating and hot water use.

The Group should be mindful of the purpose of SAP, which is the assessment of the energy performance of dwellings in the UK, to help meet energy and environmental policy objectives and for regulation.

The accuracy of the SAP model should be no more than sufficient for this purpose, and over-complication should be avoided.

The purpose of SAP is to provide an impartial assessment of the energy performance of a dwelling.

It is not the purpose of SAP to support or promote the sale of energy saving products, nor is it the intention to block or impede them.

**The terms of reference for the SAP Industry Forum Group**

Members of the Group will be expected to possess a clear understanding of the role and scope of SAP, the Appendix Q process and the Product Characteristic Database (PCDB).

Terms of Reference of the SAP Industry Forum Group are:

* to consider, debate and contribute / participate in technical and policy issues related to SAP / SAP model.
* to communicate industry views for onward communication to government and BRE and any other relevant organisation / body via the Secretariat.

**The work of the SAP Industry Forum Group**

The Group’s work plan is not yet set, being an early piece of work for the Group. However, in addition to dealing with questions relating to SAP, it is expected that the Group might want to consider matters of principle (such as wider decarbonisation policies or on amendments that might be proposed in order to address possible changes to the requirements of SAP). In general, these will be issues where BRE or BEIS has identified a need for their consideration / consultation.

**Conflicts of interest**

Members must be technically competent in their chosen area of work and behave in a professional manner. Impartiality is not a prerequisite, but members should be mindful of the privilege, as members, and declare conflicts of interest.

*Should a potential conflict of interest arise at any time, the member concerned must notify the Group chair, who in turn will notify all other members, and this will be recorded in the minutes of the meeting.*

**Operation of the SAP Industry Forum Group**

The Group will normally meet *twice / four* times a year, subject to the amount of business requiring their attention. BRE will host these meetings and RDL will act as the secretariat.

Any correspondence from outside that is directed to the Group should be addressed to the secretariat.

In general, at the meetings BRE, RDL or government will be presenting topics / issues for debate and consultation by the Group.

MHCLG is the body that is ultimately responsible for the implementation of any issues regarding SAP for new build homes and any liabilities that they might entail. BEIS is the lead department for the SAP contract.

The names (but not email addresses) of the Group members will be made public.

Documents recording minutes / actions / decisions of the meetings of the Group will also be made publicly available. However, documents intended for public view will be edited to preserve confidentiality where necessary. Meetings may involve discussions of confidential material, and that material and any associated notes from the discussions must remain confidential.

The Group may also conduct elements of its work outside formal meetings (e.g. by exchange of e-mail) wherever this would be an appropriate and efficient option.

There is no funding for undertaking any trade / product / service consultancy or new research work that the Group may identify and recommend. Travel expenses are not available for members of the Group.

**Confidentiality**

Members shall comply with RDL’s SAP Contract Confidentiality Policy (SAPQA003) and Control of data records & software (SAPQA004); and will be required to complete RDL’s SAP Contract SAPIF member Acceptance Form (SAPQA013).

Visiting experts / specialist or guests, will similarly comply with RDL’s SAP Contract Confidentiality Policy (SAPQA003) and Control of data records & software (SAPQA004); and will be required to complete RDL’s SAP Contract Specialist-Expert Acceptance Form (SAPQA014).

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