European Commission

ENTEC

Energy Transition Expertise Centre

Terms of Reference

Support to the Open Public Consultation on Carbon Capture and Storage

Terms of Reference - Support to the Open Public Consultation on Carbon Capture and Storage

Consortium Leader

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Content

1 Background and objectives

1.1 The current status of CCS sector in EU

The European Union's GHG reduction target of 55% by 2030, and the climate neutrality objective by 2050 enshrined in the European Climate Law will require the deployment of all low carbon technologies and solutions. All credible scenario modelling shows that Carbon Capture and Storage (CCS) will be needed to meet the goals set out in the Paris Agreement. In particular, CCS is one of the key options to address emissions in energy-intensive industries such as cement, iron and steel, and the chemical sector.

Given the above consideration, CCS technologies have been re-gaining momentum Also for the current green industry plan under development CCS is an important issue. In October 2022, EU energy chief, Kadri Simson, announced that the European Commission will propose a strategy for CCUS with the aim to clarify rules and give certainty to investors. An Open Public Consultation on the topic will be launched shortly and should provide the Commission with important viewpoints.

1.2 Initial request and project objectives

The initial request from the European Commission was to support the planned OPC.

In further conversations this has been further detailed. There will be a general public OPC, a more specific expert OPC and a call for evidence (call for papers). This has translated in three objectives:

1) Support the European Commission in preparing the questions for both the general public and expert part.
2) Conducting the analysis of the results from both the general public as the expert part of the OPC as well as the papers sent in under the call for evidence.
3) And finally the team will support the EC to organise appropriate stakeholder event to present and discuss the outcomes.

2 Tasks and approach

2.1 Task 1 – Support in preparing the Questionnaire

Our team has extensive experience in formulating questions for public consultations. For this task, we will assist the Commission in reviewing the questions already formulated and proposing amendments to ensure the questions are clearly and concisely formulated.

Public consultation questionnaires must be structured in a clear way in order to encourage participation, including providing adequate background, a clear introduction, and simple presentation of ideas using non-technical language. This further facilitates transparency. Experience shows that public consultations that are too technical or which involve too much jargon can lead to poor participation results. Thus, our team will pay particular attention to formulate a draft questionnaire that will exhibit high level of clarity, providing a comprehensive introduction and a thorough background, using layman language to the extent possible. Regarding the length of the questionnaire, we will take care to draft an exhaustive list of questions, which captures everything we want to know while minimizes respondents' time spent completing the evaluation and team's effort required analysing the received response.

Given the planned date and the need for translation especially the general public part will need immediate action after approval of the contract. The expert-part has a little bit more (about 2 weeks) time to be developed.

Lessons learned from previous Public Consultations

Overview of lessons learned from previous Public Consultations

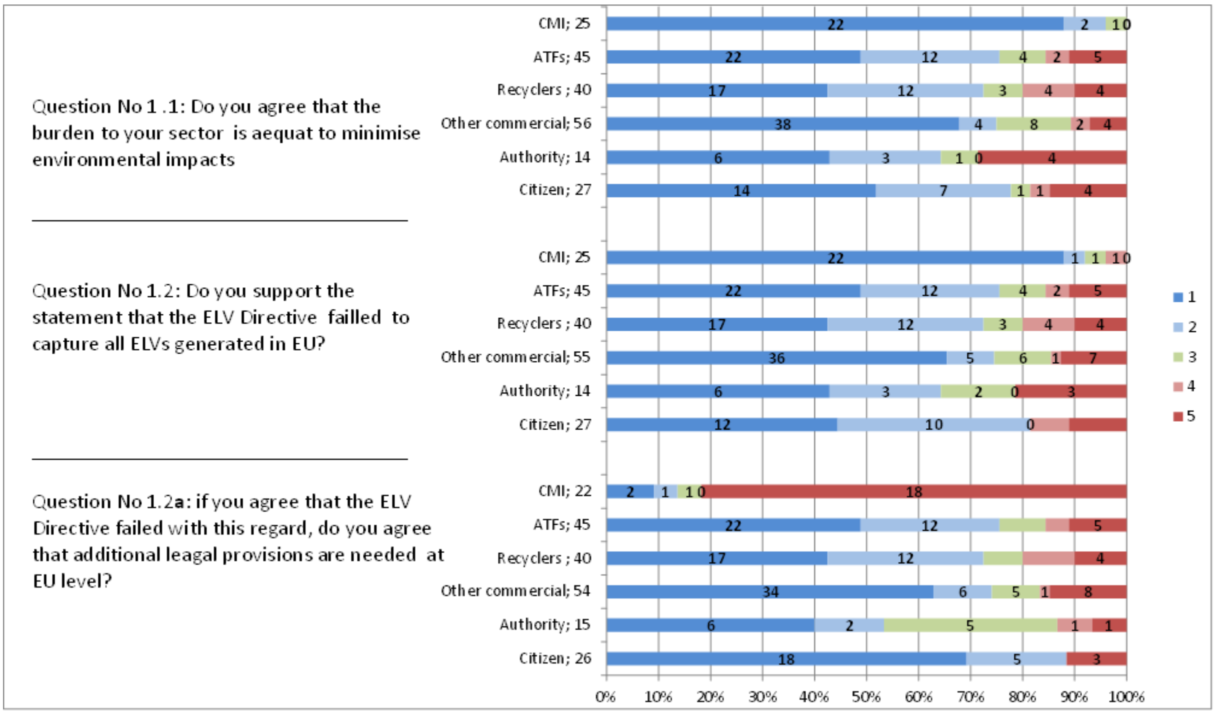
- *The analysis of data resulting from a Public Consultation generally has to be provided within a short time frame after their closure. This means that efforts must be put in place prior to the closure of the Public Consultation, to ensure that data can be analysed in an effective and time-efficient way as soon as the Consultation is finalised. We have learned that it is important to use the right tools, to reflect on the presentation of results from the beginning of a Consultation, and to process data at regular intervals throughout the consultation period.*
- *The design of the questionnaire should keep in mind the quality of analysis that follows once the questionnaire is launched. To this end, there are a number of tips that we always have in mind:*
  - *Use simple (non-specialized) language and provide clear instructions to every question. The instructions should emphasise the purpose of each question, and any terminology should be defined in an objective way;*
  - *Instructions are especially relevant when respondents have the option to provide input in an 'other' (open-ended) field. This type of question should only be used when deemed extremely necessary, as it often results in answers that are not within the scope of the question;*
  - *Open-ended 'other' questions should have a restricted number of characters (generally, 100 to 200 characters depending on the question);*
  - *Within each section, start with more general questions (on the topic of the section) and then follow up with more detailed questions, to first get the respondent familiar with the section;*
  - *Respondents should have the option to provide feedback about the questionnaire at the end of the survey. Ideally, this should be explicitly mentioned at the start of the questionnaire.*

2.2 Task 2 – Analysis of results

After the closure of the Public Consultation, the Commission will forward to the project team the raw data of the received replies. As the answers will be provided in the respondents preferred language, the team will be responsible for translating each reply to English.

The analysis and synopsis of the responses will be done as much as possible using graphs and tables, so that the Commission can also draw their own conclusions. Graphs and tables will be made understandable by themselves so that no supporting text is needed to understand them. An example of how our analysis could look like is presented in the Figure below. The graph shows how the stakeholders were categorized, how each of these categories responded, using different colours, and the number of replies. We will also prepare a user-friendly Excel sheet with the findings from the consultation, so that the Commission can easily conduct additional analyses themselves if they wish to. Since this analysis will be integrated in the synopsis report, which will describe the whole stakeholder consultation process, attention will be paid for the reporting to be consistent with the analyses of the other consultation activities undertaken as part of this study.

Figure -1: Example of the presentation of the analysis of results



Source: Mehlhart, G.; Kosińska, I.; Baron, Y. Hermann, A. (2017). Assessment of the implementation of Directive 2000/53/EU on end-of-life vehicles (the ELV Directive) with emphasis on the end of life vehicles of unknown whereabouts, Study commissioned by the European Commission and carried out by Öko-Institut.

In order to provide the Commission and the wider public with an overview with the findings of the stakeholder consultation process, the process, findings and conclusions will be presented in a synopsis report. It should also give a qualitative analytical overview of these results and inform stakeholder on how their input has been taken into account.

The team has substantial experience in analysing qualitative data from consultation exercises. These include the recently finished evaluation of the Waste Shipment Regulation, and the evaluation of Directive 2006/66/EC on batteries and accumulators both done for DG Environment. Moreover, Trinomics, as lead on this task, has also extensive experience with developing summaries of public consultation reports, including for the recently completed Report on the Open Public Consultation for the Evaluation of the 7th EAP, but also for example for the mid-term evaluation of Council Directive 2009/119/EC on oil stocks. In addition, Fraunhofer ISI is co-chairing the working group on public perception of CCUS (of the CCUS forum) and that will also provide input to the consultation activities.

2.3 Task 3 – Stakeholder event

We will organise one stakeholder workshop (in Brussels and online) to share the results of the public consultation with a large and diverse group of stakeholders and to receive further feedback/ inputs for the Commission.

2.3.1 Workshop organisation & preparation

For the organisation of the workshop, the following steps will be taken:

- ✓ **Consultation with the Commission concerning the choice of date** – The specific date will be agreed upon with the Commission as early as possible;
- ✓ **Arranging a venue with the required technical equipment**– the workshop will take place in a venue that will be arranged by the Commission, located at an easily accessible location in Brussels. Furthermore, we will support the Commission with the need for technical equipment.
- ✓ **Managing the participants list and correspondence –** once the list of invitees is agreed, we will send out the invitations and an indicative agenda at least one month in advance. More details and background information will be sent to invitees at least 14 days before each workshop. We will also register the registrations of participants so that we can keep track of how many people plan to attend and which organisations and stakeholder groups will be represented;
- ✓ **Preparing information materials for the participants –** In order to make sure the workshop participants can prepare for the meeting we will send some preparatory information (max 4 pages) on the findings from the targeted consultation and the public consultation.

2.3.2 Workshop delivery

Before the event, we will use a checklist to ensure everything is prepared. It will include confirming all arrangements made during the preparation, for example confirming speakers and workshop material.

During the workshop, we will make oral presentations, as well as take minutes of the presentations, discussions, and any questions raised. We also offer to use an experienced facilitator/ chair from Trinomics to host the workshop. This has proved very beneficial to moderate and steer the discussions, and in particular to keep the workshop interactive.

2.3.3 After the workshop

Following the workshop, we will provide DG Energy with detailed minutes of the workshop, including summaries and conclusions. Once approved, the report will be shared with the participants together with a ‘Thank you’ email.

3 Deliverables and reporting

For the purpose of this specific study, the following deliverables will be produced and meetings held.

Table 1: List of Deliverables and submission dates

Deliverable/ Meeting	Contents	Date	Outputs
M1	Kick-off meeting	23/03/2023	Final workplan
D1	Reviewed questionnaire for public OPC	27/03/2023	Public questionnaire
D2 D3	Reviewed questionnaire for expert OPC Publishing of the OPC Analysis Report of the OPC	03/04/2023* Mid-April (period of 12 weeks) 3 weeks after closure of OPC	Expert questionnaire Draft analysis report
D4 D5	Stakeholder workshop Synopsis Report of the public consultation	Beginning of September Two weeks after workshop	Workshop Draft synopsis report
M4	Final meeting		
D6		Two weeks after final meeting	Final reports

Please note that the **project can officially start only after the final approval of the Terms of Reference (ToR) (i.e. this document).** In the case that this is delayed the overall project timeline will have to be adjusted accordingly.
* This deadline has been postponed due to the EC still working on the questionnaire for the expert part of the OPC.

4 Work organisation

Table 2: Lead, contribution, start and completion date per task

Deliverables	Start	Completion
Project coordination	End march	End of project
Task 1: Support in Preparing the Questions	First weeks of project	
Task 2: Analysis of Results	After OPC is closed	
Task 3: Stakeholder events	After OPC is closed	

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5 Resources

Table 3: The following table shows the planned resources by task:

Task/Resource	Resource needs in days	Share of total resources in percent
Project coordination	10	~9%
Task 1: Support in preparing the Questionnaire	5	~5%
Task 2: Analysis of results	82	~75%
Task 3: Stakeholder event	12	~11%
Total	**109**	**100%**

6 List of figures

7 List of tables

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