**Background docs review request**

Hi

Thanks again for the support you have given us with the setting up of the Delivering Net Zero project.  I am writing to see if you have the time to do us one additional favour…

At the Advisory Group Meeting we talked about the documents we have been preparing to send out to participants ahead of each workshop.  Would you have time to review one of these for us – the attached document covering ‘Carbon Budgets’?

We are planning seven documents altogether, so they are by necessity all short ‘state of the art' summaries that can be read by workshop participants with minimum effort.

Our aim is for these documents to provide a clear framing for the workshops and to drive debate among the participants.  They should bring all participants to a similar and sufficient level of knowledge of the range of topics to be covered, allowing them to participate in discussion outside of the area of specialism for which they will be selected.  They are not intended as systematic reviews, but should provide references to key supporting knowledge and evidence.

We recognise that we are approaching you during a particularly busy period, but we would really welcome your input if you can find the time.  We are simply seeking confirmation that the attached paper provides appropriate coverage of the key issues in this area and meets the objectives we have for these documents.

If possible, could you send us a response by 18 Dec so that we can complete the design process ready to publish the documents and send them to the first workshop participants early in the New Year.

Thanks!

Mike

**R2 Workshop C invite text**

Dear

I’m Clare Quigley from Cultivate Innovation, I hope this email finds you well. I am currently organising workshops for the [Delivering Net Zero](https://www.deliveringnetzero.org/) project, which aims to build cross-sector consensus on the priorities for net zero ahead of COP26.

I’m in touch as our Project Leads have identified you as a key expert in the low carbon energy space, in relation to your role as Energy Team Leader at Good Energy.  I would therefore very much like to invite you to join us as one of 16 participants at our Private Sector Workshop, taking place on **1st June**. I attach an invitation containing full details.

Please let me know if this opportunity might be of interest to you by **21 April**. If you have any questions please do not hesitate to ask.

Thank you \_ , I look forward to hearing from you shortly.

Best regards,

Clare

Just a gentle reminder.  We recently invited you to participate in a workshop for the [Delivering Net Zero project](http://www.deliverinnetzero.org/) and we haven’t yet received a response from you. Please see attached invitation.

We would value your input. Please can you email [clare.quigley@cultivatein.co.uk](mailto:clare.quigley@cultivatein.co.uk) to let us know whether you are able to attend.

Best regards

Clare

Dear

Thank you for your willingness to be part of the Delivering Net Zero workshop **9am – 3pm** on **1st June.**In preparation there are now a number of documents that we need to share with you.

You will find attached to this email a participant information sheet, an equality and diversity monitoring form and two consent forms.  Once you have read the information sheet, we would ask you to complete each of the consent forms as appropriate, the equality and diversity monitoring form and to return them to [clare.quigley@cultivatein.co.uk](mailto:clare.quigley@cultivatein.co.uk) by **24 May**. There is also a short pre-work exercise in preparation for the workshop and it would help us if you could complete and also return this to Clare by **24 May**.

We will email you an Agenda and the zoom meeting link **w/c** **17th May**.

For context and further information about the Delivering Net Zero Project, here’s a link to a set of six ‘background documents’ that we have created as framing for the project:

<https://www.deliveringnetzero.org/background-documents> These are each designed to be short ‘state of the art' summaries that can be read with minimum effort.

On our website is a description of our project: <https://www.deliveringnetzero.org/the-project>

If you have any questions, please do not hesitate to contact us.

Best regards

Clare

**Comments**

Dear Clare,

Thank you for your kind invitation.

I have a couple of questions about the process:

1. How will be the input be referenced or will be anonymous?
2. Do you have an idea what other businesses will part of the 16? It might be difficult to share some details of our strategy with our nearest competitors etc.
3. Who will receive the final results/report?

Thanks for your interest.

1. Input will be anonymised, unless you choose to say something ‘on record’.
2. Other businesses invited include various products and service providers.  Which companies do you consider to be your direct competitors?  Then I can check the list.  I can see no obvious competitors currently on the invitation list.
3. The results will be compiled into a Final report at the end of the project, which will be publicly available via our website.