

Global Methane Initiative (GMI) Partner Guidance Document For Action Planning

Revised June 2013

This guidance document is intended to assist Partners develop documents that describe their ongoing methane reduction activities and priorities – referred to as an “action plan” in the GMI Terms of Reference.

At the request of the Steering Committee, this guidance was developed by the Administrative Support Group (ASG) to facilitate GMI Partners’ development of these planning documents. It provides a brief outline and description of key elements that could be included. This guidance has been revised per the Steering Committee’s direction at the March 2013 meeting. The goals of revising the document were to emphasize the inherent flexibility and non-binding nature of the national planning documents and to articulate the benefits anticipated from development of such overarching national plans. These changes are intended to ease the process of developing these documents and encourage more Partner countries to develop such national GMI action planning documents.

Purpose of GMI Action Planning Documents

As stated in the GMI Terms of Reference, “Action plans can be useful tools in advancing project implementation, facilitating investment, and creating appropriate policy frameworks that support methane abatement, recovery, and use.” The goal of these documents is to articulate the overall vision for a Partner’s participation in GMI, outline key country activities and priorities, and provide a mechanism to advance cooperation among Partners by identifying needs and opportunities.

The national action planning documents are **not** intended to replace the sector-specific action plans that Partners have developed or are developing through the Subcommittees. The sector action plans serve a critical function: they provide detailed, sector-specific technical and policy information that provides the context for setting priorities, and they identify and communicate to other Partners specific information about additional assistance may be needed and where opportunities for collaboration exist. The appendix to this document provides additional details and guidance on the sector action plans.

The Steering Committee recognized the importance of broader action planning documents at the national level to encourage current and future project development activity, through unilateral, bilateral, or multilateral efforts in coordination with other Partners.

Description of the GMI National Action-Planning Documents

These national methane action planning documents are intended to be concise, flexible, and dynamic.

- *The plans should be concise.* Ideally, they can be relatively short documents (on the order of 10 pages or so). The specific data, opportunities, and identified needs or requests for assistance should be described in the appropriate sector action plans.
- *The plans should be flexible.* While Partner countries are encouraged to include the elements outlined in this guidance (below), the national GMI action plans can be tailored as appropriate. ***For example, the title of the national action planning documents (originally referred to as “GMI Action Plans”) can be adapted to suit the needs of each Partner country.***
- *The plans should be dynamic.* The plans can be conceived of as a “living” document that is easily updated as needed. They are intended to be and can be labeled as non-binding. As needed, they can be labeled as “drafts” that are subject to review and adaptation as country priorities and programs change.

Benefits of the GMI National Action Planning Documents

- Increased project implementation in all GMI Partner countries by facilitating investment, and by promoting development of appropriate policy frameworks that support methane abatement, recovery, and use.
- Increased cooperation among Partners by identifying needs and opportunities articulate the overall vision for a Partner’s participation in GMI
- Improved internal country communications across sector participants at Ministry and Agency levels.
- More accurate information provided to potential investors and project developers (through the GMI Project Network) by highlighting opportunities within individual countries and across regions through identification of key country activities and sectoral priorities.
- Better access to information about potential project development funding opportunities that would benefit developing country Partners.
- Enabling bilateral or multi-lateral partnerships to flourish when multiple GMI Partners express interest in working in particular countries or regions.

Suggested Elements of the Action Planning Documents

The guiding questions below are intended to provide a framework or outline for key elements to be included in the GMI national action planning documents. As described above, GMI Partners preparing these planning documents can tailor the questions and responses as appropriate.

1) What are your country’s objectives and priorities for participating in the Global Methane Initiative (GMI)?

Provide the context for why your country is participating in GMI, including your country’s priorities and objectives.

- This element could summarize, as appropriate, any national overarching goals for methane project development or a national, long-term strategy for utilizing the resources of GMI to achieve these goals.
- This element should provide Partners and project developers, decision-makers, investors, and others with succinct background information, which sectors your country is interested in, and your national methane development priorities.

- This element could include a summary of how national GMI efforts are organized within your country, including details on specific ministries or participating agencies.

2) What are you doing now in your country or in other countries to advance methane project development and mitigation?

This element should briefly describe existing activities (referring to the applicable sector action plans, as appropriate) and should highlight the overall context for moving forward on continued development of methane projects in your country.

- The brief description could include highlights of specific policies or measures that encourage methane projects in your country or specific programs and activities in which your country is currently engaged or plans to be engaged in the future.
- GMI Partner countries could also highlight the programs, activities, or projects in which they are providing external support to other Partners, including any international methane projects that they are currently supporting.

3) What is your country seeking from or planning to contribute to the GMI?

- If appropriate, this element focuses on summarizing the assistance your country seeks from GMI as well as the opportunities that may exist for project development in your country. Partner countries could discuss particular sectors or project opportunities within their country for which they require assistance. This can be at the project level or can be at a more macro level –such as the need for assistance in developing sector action plans. Each Partner country may choose to prioritize specific priority projects or activities, or may list an entire priority sector.
- As appropriate, this element of the action planning document is relevant for Partner countries to summarize the assistance they are already providing or seeking to provide to other countries for methane project development. Partners can use this section to identify funding opportunities that might be available to developing country partners in need of assistance (e.g., upcoming grant solicitations, opportunities to host study tours, etc.). For Partners who have, or intend to, provide GMI-related assistance in other countries, please briefly describe the types of assistance, including direct funding, in-kind efforts to build capacity in partner countries, technical assistance, information sharing, etc. *Identification of potential areas of contribution or assistance in support of GMI are non-binding.*

Some activities that might be appropriate to include here include the following:

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| • Direct financing (i.e., grants/loans) | • Capacity building (e.g., workshops, clearinghouse) |
| • Data collection (e.g., inventories, research) and information products (e.g., reports) | • Targeted information exchange (e.g., list serves) |
| • Information sharing | • Technical training (e.g., study tours) |
| | • Prefeasibility studies |

- Feasibility assessments
- Project identification
- Technology demonstrations
- Pilot projects
- Technology deployment
- Adoption of new policies/changes to regulatory framework
- Development of financial incentives

4) Additional Information and any accomplishments or successes under GMI

Additional information may be included, particularly if it is useful to provide a better understanding of the full suite of activities within a country. Examples of information that could be included are lists of active projects, projects currently in development, or links to additional information such as specific funding opportunities or programs.

Partner Sector Action Plans - Suggested Elements

This guide is intended to assist GMI Partners or other stakeholders in the development of GMI Sector Action Plans, which ultimately should provide data and information that guides the development of an overarching GMI Partner Action Plan. The following list of suggested topic areas includes common elements across all the GMI sectors and is recommended for analysis and inclusion as you develop and/or refine existing sector-specific methane action plans. This outline should be considered as a guide to help you think of what elements to include with your plans – Partner countries can include more or less elements and are free to format their plans in a way that best fits their information. As you know, sector action plans have been an important ongoing component of the Subcommittee work under the GMI and many countries have completed these for different sectors. If you have already developed sector plans, consider updating or modifying them as your program evolves.

1) Country Background and Overview of Methane Emissions

Provide an introduction and overview of your country. Specifically look to provide developers, decision-makers, investors and others with a background on the sector-specific methane reduction opportunities, as well as background regarding the scale and the sources of methane emissions within your country. The introduction can include general information on the country, the climate, geography and other interesting information that may be relevant to better understand methane sources within the country. If methane emission information is not immediately available, some general estimates may be possible using international studies such as EPA's study titled: *Global Anthropogenic Emissions of Non-CO₂ Greenhouse Gases: 1990–2020* (EPA Report 430-R-06-003) – available at: www.epa.gov/climatechange/economics/international.html

Some Resources and Items to consider:

- a. Existing national greenhouse gas (GHG) inventory and/or climate change program documents.
- b. Specific sector databases in Government Ministries.

2) Characterization of Public and Private Sector Involvement

Provide an overview of key actors in the methane arena within your country – both internal and external. This could focus on how methane emissions are managed in your country (e.g., owned and operated by the public or private sectors) or could focus on specific sources.

Some groups to consider include:

- Owners/Operators
- Sector-Related Organizations (e.g., trade associations)
- Utilities
- Local Governments
- State or Provincial Agencies
- Regional/Geographic Collaborations (e.g., Latin America)
- Non-Governmental Organizations (NGOs)

- Equipment Providers/Suppliers
- Other Private Sector Representatives
- Financiers (e.g., multi-national development banks)
- Project Developers
- Consultants
- Technical Experts
- Researchers
- Universities

- a. Consider how the sources of methane emissions are managed in each sector and consider which ministries have authority over each sector; also think about which funding institutions are active in the methane sector.

3) Challenges to Mitigation or Abatement of Methane Emissions

Consider whether any project development barriers currently exist within your country and provide an overview of the challenges.

Some broad areas to consider include:

- Awareness
- Financial/economical
- Legal/regulatory
- Policy enforcement
- National capacity
- Project identification and development
- Resource/gas ownership issues
- Markets (e.g., end users)
- Low power prices
- Lack of transportation infrastructure
- Proven, cost-effective technologies (i.e., cost-benefit analysis)
- Inadequate/consistent (i.e., year-round) inputs
- Project scale (e.g., volume of gas)

4) Activities to Promote Methane Mitigation and Abatement (internally and externally)

Provide an overview of initiatives or activities that exist now in your country that promote methane abatement, recovery, and use (e.g., GMI activities). Also consider an overview of international climate work you are currently engaged in with an emphasis on methane with neighboring countries and others.

Some activities you may have already completed or considered may include:

- Data collection (e.g., inventories, research) and information products (e.g., reports)
- Information sharing
- Capacity building (e.g., workshops, clearinghouse)
- Targeted information exchange (e.g., list serves)
- Technical training (e.g., study tours)
- Prefeasibility studies
- Feasibility assessments
- Project identification

- Technology demonstrations
 - Pilot projects
 - Technology deployment
 - Adoption of new policies/changes to regulatory framework
 - Development of financial incentives
- a. Consider including a section on additional types of assistance that could be useful to get projects moving and listings of successful projects developed.

5) Policy, Market and Legal Drivers to Advance Methane Project Development

Include a discussion of any market issues related to project development within your country. Some key issues could include: uses for methane, prices and tariffs, competition, import duties, market access (e.g. access to electric utility grid, gas pipeline), renewable or green energy standards, and regulatory issues. Also discuss how project financing, legal issues and policies addressed both internally and externally.

Some items to consider here (note these may also apply to number 3 above) include:

- Prices and tariffs
- Competition
- Access (e.g., electric utility grid, natural gas pipeline)
- Renewable or green energy standards (e.g., portfolios)
- Carbon credits
- Regulatory
- Legal framework (e.g., decrees, licensing/permitting)
- Climate change position (e.g., Kyoto Protocol signatory, CDM/JI opportunities)
- Policies and/or other mandates that might affect methane mitigation (e.g., mine safety, organic waste diversion)

6) Country Priorities

Based on the information gathered in covering the topics above, list some key near and long-term goals for your country on methane reduction, domestically and internationally.

7) Additional Information - Emission Sources, Mitigation Potential and Successful or Potential Projects

Additional information can be included to help others to better understand the full suite of activities within your country. Examples of information that could be included here include sector-specific emissions inventories, lists of active projects or projects in development, and any additional information listed above such as specific policies or laws, relevant ministries or organizations and any other contacts deemed useful to include.