

Methane to Markets Partnership Accomplishment Report

Discussion Paper

1. Purpose

This paper provides an outline for a proposed Partnership-wide **Accomplishments Report** for consideration by the Steering Committee. This Accomplishments Report will serve as an overview of the Methane to Markets history, international participation, and activities and achievements since the program's inception. This paper also provides a proposed development schedule for the Steering Committee to review. This schedule would allow for the final report availability by November 2008. Finally, the last section of this paper provides items for the Steering Committee to consider in terms of committing resources necessary to developing this report in a timely fashion.

2. Background

At the Steering Committee meeting, U.S. representatives directed participants' attention to the U.S. government's accomplishments report, which presented a compilation of activities, resources, and achievements across all U.S. agencies involved. The SC agreed that developing a comprehensive M2M report encompassing all the countries activities and participation would be useful to track the progress of the Partnership as it matures. The ASG agreed to present a proposed outline for this report at the 2007 Steering Committee meeting and to spearhead the effort to produce this Partnership wide report in 2008.

3. Methane to Markets Partnership Accomplishment Report Outline

This section provides an outline for the proposed Partnership-wide accomplishments report and presents suggested content for each chapter.

A. Executive Summary

The Executive Summary would provide a concise synopsis, briefly describing the goals and benefits of Methane to Markets, key highlights from the complete report, overview of leveraged funds, and estimated greenhouse gas (GHG) emission associated with Methane to Markets activities.

B. Overview of the Partnership

This chapter would provide: a history of Methane to Markets (e.g., launched in 2004, 21 Partners to date, more than 600 Project Network members); its organizational structure (how the Steering Committee, sector-specific Subcommittees, the Project Network, and Administrative Support Group work together to perform and accomplish tasks); and an introduction of Partner countries (to be described in detail in the Appendixes).

Proposed graphics include the Partnership Organization flowchart and world map graphics indicating broad international participation. The overview would also incorporate several pie charts and metrics to graphically display the Partnership's activities and results.

C. Sector Overview and Key Accomplishments

This chapter would be organized by sector (e.g., agriculture, coal mines, landfills, and oil and gas). For each sector, the report would provide: biographies of Subcommittee chairs, project descriptions (planned and/or underway), a discussion on non-project activities (e.g., development of tools and resources), and an overview of the sector Action Plans and next steps. This chapter would also include a list of sector-specific meetings and workshops held in past years to demonstrate the availability of networking and technology transfer opportunities.

D. Partnership Expo

This chapter will highlight specific results from the Partnership Expo (e.g., number of attendees, sponsors, exhibitors) as well as a section summarizing all of the methane emissions reduction projects that were presented at the Expo as posters and/or flyers. The chapter will also provide a brief overview of the Methane to Markets with links as appropriate to our tracking system.

E. Looking Forward

The last chapter would recap the activities and achievement presented in the report, which serve as a strong foundation for moving the Partnership forward. Based on Steering Committee charges to the Subcommittees and the ASG for Year 4, as well as anticipated Action Plan activities, this chapter will emphasize next steps for the Partnership.

F. Appendices (Country Profiles)

Country profiles for each member country could be included as appendices. These would provide a comprehensive reference for the reader on all methane related activities in each Partner country. Information to in these appendices could include:

- Methane emissions inventory by source (e.g., pie chart);
- List of participating Subcommittee members;
- A comprehensive list of methane reduction projects including estimates of emissions reductions that result from these projects;
- Key policies and regulations that promote methane capture and use;
- Other activities that the Partner is participating in or hosting such as grants, training and capacity building activities.

The ASG could develop a template for completion by Partners that initially includes information drawn from current Partner Country profiles posted on the Methane to Markets web site. Partners would need to update their templates to ensure that the report appendices (and the report itself) contained the most current Partner information.

4. Input from Countries, Subcommittees, and Project Network.

The ASG will lead the development of this report. However, with over 20 countries participating organizing input and adequate opportunities for review from countries, subcommittees, and Project Network members promises to be challenging. To organize and coordinate an efficient process, the ASG

recommends that each country and each subcommittee appoint one or two representatives to a M2M Report Taskforce. This taskforce will convene periodically (once every two months) to provide input to the development process. More importantly however, these people will be responsible for providing all the country and subcommittee inputs to the report and organizing review of the document once it is developed. The ASG will also work to incorporate input from members of the PN and will provide PN members that do submit information the opportunity to review relevant sections of the report.

5. Items for Consideration

- Partnership-wide Accomplishments Report. Does the Steering Committee agree to the outlined content of the report? Does the Steering Committee concur with the proposed development schedule (attached)?
- Key Sector Accomplishments and Country Profiles: Does the Steering Committee wish to charge the Subcommittees and Partners with preparing and providing information for the report?
- Designated Report Liaison(s): Does the Steering Committee wish to request each Partner identify one or two person(s) to serve as report liaisons (similar to, if not the same as, the country's Administrative Liaison) to serve as a centralized point of contact for information requests and delivery related to the report. Similarly, does the Steering Committee wish to have each subcommittee appoint one or two people to coordinate subcommittee input to the report?

Proposed Development Schedule

Stage of Development*	Deadline	Timeframe
The ASG will provide an overview of the proposed Partnership Accomplishments Report. If approved, details (e.g., templates) will be provided to the Subcommittees and Partner Countries to begin developing key accomplishments and profiles, respectfully.	1 November 2007 (during Plenary Report Out from Steering Committee at Expo)	Start Date
Subcommittees/Partners will develop draft key accomplishments/profiles and submit them to the ASG by the date shown.	15 January 2008	10 weeks from start date
The ASG will review the draft accomplishments/profiles for completion. If necessary, the ASG will send inquires for more or clarifying information to Subcommittees and Partners by the date shown.	31 January 2008	2.5 weeks from receipt of draft updates and profiles
Based on ASG inquiries for more or clarifying information (above), the Subcommittees/Partners will revise their accomplishments/profiles and submit the revised version to the ASG by the date shown.	14 March 2008	6 weeks from receipt of inquiry questions
The ASG will develop a draft mockup (e.g., graphic layout) using the revised text and send it to the Subcommittees/Partners by the date shown.	28 March 2008	2.5 weeks from receipt of revised updates and profiles
Subcommittees/Partners will review the draft mockup and provide comments to the ASG by the date shown.	23 May 2008	8 weeks from receipt of draft mockup
The ASG will incorporate comments received and circulate a revised mockup (text is considered final at this stage) to the Subcommittees/ Partners by the date shown.	6 June 2008	2 weeks from receipt of comments on draft mockup
Subcommittees/Partners will review the revised mockup and provide comments to the ASG by the date shown.	18 July 2008	6 weeks from receipt of revised mockup
The ASG will incorporate comments (only minor changes or typo corrections will be made at this point) and circulate a final mockup by the date shown.	1 August 2008	2 weeks from receipt of comments on revised mockup
Subcommittees/Partners will review the final mockup and provide their approval to the ASG by date shown.	29 August 2008	4 weeks from receipt of final mockup
Upon receipt of approval, the ASG will prepare final electronic files for printing and send them to the vendor by the date shown.	12 September 2008	2 weeks from receipt of final comments

**shading indicates Subcommittee and Partner Country deliverables and deadlines*