

Goals for April 2007 Meeting in Geneva

- 1) **Provide a briefing** for the Subcommittee and Project Network on the 2007 Partnership Expo.
 - a) Provide a general progress report / status update on the overall Expo agenda, forum, sponsorship, etc.
 - b) Provide an update from the Coal Expo Task Force regarding the draft coal sector specific agenda, provide constructive feedback if appropriate.
 - c) Provide an update on the process for how to submit a project to be showcased at the Expo. Exhibit the templates for project opportunities, poster displays, and brochures / descriptive handouts. Explain the process for submitting project opportunity information via the online tracking system.
 - d) Action Items for the Subcommittee:
 - i) Agree on the interim agenda for the coal sector sessions. This agenda will be advertised on the Expo Web site to assist in marketing and outreach.
 - ii) Agree on next steps, including officially inviting speakers and finalizing the agenda.

- 2) **Partner countries** will report on the level of their planned participation in the Expo in the Coal Sector.
 - a) How many project opportunities does each country plan to submit? What is the status of these project opportunities? For **each project opportunity** a country intends to showcase, a corresponding **Project Opportunity Template** must be filled out. There are two versions of the template available on the Methane to Markets Web site:
 - Ideally, a more detailed opportunity assessment should be completed for each project, using the *Revised Project Opportunities Template for 2007 Expo*, at: <http://www.methanetomarkets.org/resources/coalmines/index.htm>
 - At a minimum, each project must fill out the *Simplified Project Opportunity Template* must be filled out, soon to be posted at: <http://www.methanetomarkets.org/resources/coalmines/index.htm>
 - b) How or to what extent will coal sector projects / opportunities / technologies, etc. be showcased in each of the country booths? Which countries plan to develop project opportunity posters and/or brochures to showcase at the Expo?
 - c) How and to what extent are countries actively reaching out to their private sector (Project Network) to encourage participation and sponsorship of the Expo?
 - d) How and to what extent do developed countries plan to participate in or support the efforts of the Expo? (E.g., supporting development of project opportunities, providing travel support to the Expo, sending official delegates to attend, etc.).

- 3) **Project Network Members** will report on their planned level of participation in the Expo (e.g., attendance, sponsorship of the event or a portion of the event, exhibition at a booth, etc.)
- 4) **Identify gaps** (needs) for developing the project opportunities to be showcased at the Expo. (i.e. further analysis, characterization of specific sites)
 - a) Identify potential assistance to fill those needs.
- 5) Discussion of the **Methane to Markets Tracking Database**. Encourage country delegates and Project Network members to submit project ideas and ongoing activities in the Methane to Markets Tracking Database, which will be used as the basis for future partnership-wide progress report.
 - a) This tracking system will be the primary input / basis for the Methane to Markets Achievements Report to be finalized in 2008. A preliminary skeleton draft will be presented to the Steering Committee for their consideration at the Expo this October.
- 6) **Status Update** on other Action Plan Items
 - a) International project database
 - b) Technology database
 - c) UNECE project financing program
 - d) Other new items